



AINSLIE SCHOOL P&C ASSOCIATION

P & C Association Code of Conduct - Draft March 2020

This Code of Conduct applies to all financial members, volunteers, executive members, members and employees of Ainslie School's Parents and Citizens Association while undertaking any role or activity related to this Association.

The Ainslie School P & C Association expects all people within the Association to abide by the following fundamental ethical principles.

Respect for the Law – to oblige by and observe duly legislative laws of the ACT and Commonwealth.

Respect for all persons – treat students, school staff, and all members of the community equitably with dignity and respect. This involves but is not limited to: -

- Tolerance of views held by others, which are different from your own.
- Courtesy and responsiveness in dealing with others.
- Fairness in supervising and dealing with other members.
- Making decisions that are procedurally fair to all people.
- Not discriminating on gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction.
- Awareness and respect for cultural and disability differences.
- Engaging in rational debate allowing for alternative points of view to be expressed and considered.
- Not engaging in behavior characteristic of harassment, bullying, intimidation, or malicious or mischievous gossip or complaint.

Children's education: - to keep foremost in mind the improvement of all areas of education affecting students, parents and school

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communities within the government system and to ensure this is reflected in all the decisions made.

Integrity – be honest in carrying out all duties and avoid conflicts between private interests and roles and responsibility within this P & C Association with respect to: -

- Personal relationships
- Financial relationships
- Receipt of gifts
- Employment
- Use of confidential information obtained in the course of P & C Association duties
- External activities and public comment.

Diligence – members shall carry out their duties in a professional and conscientious manner. This involves: -

- Carrying out official decisions and policies faithfully and impartially
- Seeking to obtain the highest possible standards of performance
- Exercising care for others in P & C Association related activities
- Adhering to professional code of conduct when required to report fraud or corrupt conduct to an Office Bearer of the P & C Association and/or external authorities.
- Not engaging in behavior that can be perceived to undermine public confidence in the integrity of the P & C Association or community activities.

Working with children – the Ainslie School P & C Association adheres to the government’s Child Protection Act and Regulation legislation and relevant procedures.

Conflict of interest – members must declare interests which represents a conflict, either perceived or actual, with your duties and activities that might benefit the private interest of a member/s of the P & C Association.

- Members must always act in the best interest of the P & C Association and adopt a process of disclosure and address the potential conflicts.
- Where a Conflict of Interest has been identified, it is expected that the conflict must be brought to the attention of the Office

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Bearers and the members, and be disclosed or addressed in a meeting.

Privacy and Confidentiality – Ainslie School P & C Association must adhere to the Australian Privacy Principles contained in the *Privacy Act of 1988*: -

- The privacy of any individual’s personal identifiable information must not be divulged or shared under any circumstances without the individual’s written consent within or outside the P & C Association, unless there is a lawful authority for its disclosure.
- All reasonable steps must be taken to ensure confidential data, documents and personal information of any individual is protected from misuse, loss and unauthorized access, and/or disclosure
- All personal and sensitive information must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of the P & C Association.
- All personal and sensitive information when no longer required must be disposed of securely
- Confidential information of the P & C Association must not be used, disclosed, copied, published or removed by any member of the P & C Association.

Grievances, complaints and procedures: - breaches of this Code of Conduct or other policies of the P & C Association will be addressed by way of the Grievance, Complaints and Procedures Policy.

This Code of Conduct for the Ainslie School P & C Association is as adopted by the P & C Association’s General Meeting. ./.. / 2020.

President’s signature _____

President’s name _____

Witness signature _____

Witness’s name _____

Witness position _____

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