



WPS CODE OF CONDUCT

Introduction

The Code of Conduct applies to all financial members, volunteers and employees (referred to as members) of Wyong Public School P and C and Wyong Public School, while undertaking any role or activity within the school.

The Principles

This Code of Conduct is based on the following fundamental ethical principles:

- Respect for the law;
 - Respect for all persons;
 - Integrity and;
 - Diligence,
1. Respect for the law

Wyong Public School P&C Inc. Members, in common with all citizens, are under the jurisdiction of the laws of the state and the commonwealth and obliged to observe such laws.

2. Respect for all Persons

Wyong Public School P&C Association. Inc. Members are expected to treat students, other staff and members of the community equitably with dignity and respect. This involves but is not limited to, the following;

- Tolerance of the view of others which are different of your own;
- Courtesy and responsiveness in dealing with others;
- Fairness in supervising and dealing with other members;
- Making decisions that are procedurally fair to people according to the principles of natural justice;
- Avoid discrimination on grounds such as gender, sexual orientation, race, disability, cultural background, religion, marital status, age or political conviction;
- An awareness of and respect for cultural difference;
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- Engaging in rational debate and allowing alternative points of view to be expressed;



- Avoiding behaviour that might reasonably be perceived as harassment, bullying or intimidation.
- Facebook etiquette

3. Integrity

Wyong Public School P&C Association. Inc. Members should be honest in carrying out their duties and avoid conflicts between their private interests and their responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained in the course of Wyong Public School P&C duties;
- External activities and public comment.

4. Diligence

Members should carry out their duties in a professional and conscientious manner.

Working with Children

The association adheres to the governments Working with Children Check legislation and relevant procedures.

Conflict of Interest

Members must declare interests which conflict, either perceived or actual with their duties and activities.

Confidentiality

Personal information about any member of the school community should not be disclosed without the consent of the person or there is a lawful authority of its disclosure.

Documents and information of the association should be placed in secure locations, where possible, and sensitive information should not be distributed without the Presidents consent.

Implementation

Members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times. Violations of this Code of Conduct may result in disciplinary action, which may include removal from the Association, termination of representative duties and/or employment by Wyong Public School P&C Association. The Wyong Public school P&C Association Executive Committee will consider the violation and inform P&C members of the violation, make recommendations for further action and submit to a general meeting for a final decision. There will be a zero tolerance of cyber bullying i.e. facebook.



Appeals

- Members have the right to appeal decisions made by the Executive of Wyong Public School P&C Association for violations of the Code of Conduct.
- Appeals related to disciplinary action resulting from violations of the Code of Conduct must be submitted in writing to the President, Wyong Public School P&C Association.
- The appeal must be submitted within 28 days of the final decision to impose disciplinary action on the member.
- All appeals shall be considered by the Appeals Committee of Wyong Public School. The Appeals Committee shall address the appeal and make a determination within 21 days of receiving the member request.
- Should the Appeals Committee uphold the original decision, the Appeals Committee must state the reasons for the decision. This decision shall be notified to the member, in writing within 14 days of the special meeting to address the request.
- The member may appeal the Appeals Committee decision. The member shall appeal in writing, no later than 21 days from the date of notification. The appeal must be submitted in writing to the President, Wyong Public school P&C Association to have the matter reviewed by a panel of Adjudicators.
- The appeals Committee of Wyong Public School P&C Association shall request the Regional/District Council of P&C Associations to form a panel of Adjudicators to hear the appeal and make a final determination. The panel shall be convened within 28 days of receipt of the member request.
- The decision of this Regional Adjudication Panel shall be final. This decision shall be notified, in writing, to the member and the secretary of Wyong Public school P&C Association no later than 14 days from the panel being convened.

Additional Conditions –Canteen Paid Staff

1. Behaviour of staff/volunteers, P&C members should demonstrate
 - Assisting others as standard practice unless limited by previously mentioned known work limitations.
 - Sensitivity to special needs of others, especially children. And understanding that their behaviour is likely not to be deliberate but as a result of their condition. Manager should bring any inappropriate behaviour to the employees/volunteers attention and any concerns.
 - The manager is delegated with such responsibility to ensure compliance with the code of Conduct in relation to employees, volunteers and any P&C members within the confines of their of charge.



2. Following reasonable instructions.

Staff must follow the fair, reasonable and legal instructions of their manager. They are only able to refuse unsafe instructions as is legislated.

3. Issues within the workplace

- In the event of a IR, Hr and WHS issue the “WorkCover default issue Resolution Process Procedure” will be followed (see WorkCover Regulations 2011 Section 23)
- If there is an issue between employee and manager which cannot be resolved between them following the procedure above then the matter is to be referred to a P&C Executive Member. The Executive Member notified will refer the matter to the Executive Committee for resolution having in mind the requirements of procedural fairness, natural justice and privacy.

4. Criminal Behaviour

Behaviour and offences conducted by employees and volunteers that are criminal in nature will automatically be reported to police.

Adopted at General Meeting

signed:

President: