

# Castle Hill High School P&C Association Code of Conduct

The Code of Conduct applies to all financial members, volunteers and employees ('members') of Castle Hill High School P&C Association while undertaking any role or activity related to the Castle Hill High School P&C Association.

## The Principles

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

### Respect for the Law

Castle Hill High School P&C Association members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

### Respect for all Persons

Castle Hill High School P&C Association members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others that 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 according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

### Integrity

Castle Hill High School P&C Association members should be honest in carrying out their duties, on behalf of and in the best interests of students, in a respectful and dignified manner with regards to:

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

### Diligence

Castle Hill High School P&C Association members should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C related activities
- Ensuring outside interests do not interfere with a P&C member's duties or responsibilities
- If you identify that anything unlawful, or in your opinion unethical, is happening within the P&C, it is your duty to report this to an office-bearing executive of the P&C and/or external authorities

### **Working with Children**

- The Castle Hill High School P&C Association adheres to the government's Working with Children Check legislation and relevant procedures

### **Conflict of Interest**

- P&C Association members must declare interests which conflict, either perceived or actual, with your P&C Association duties and activities.
- A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

### **Confidentiality**

- Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure
- Documents and information of the P&C Association should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.


### **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 Grievances, complaints and procedures policy. Violations may result in removal from the Castle Hill High School P&C Association.

Castle Hill High School P&C Association members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

As adopted by the Castle Hill High School P&C Association General Meeting 21<sup>st</sup> Oct 2015

Signed President:  NAME: Ingrid Wattle

Witnessed Principal:  NAME: Vicki Brewer