



## Code of Conduct

\_\_\_\_\_ **School P&C Association** Year: \_\_\_\_\_

This Code of Conduct has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

A harmonious working environment is essential to the effective conduct of our school's volunteer contribution and job satisfaction. To this end, we have agreed to the following:

- Compliance with the Department's Code of Conduct.
- Personal privacy is of paramount concern to all. Information gathered or obtained as a result of our roles as volunteers in our school community must be considered confidential and passed onto the relevant school authority **with** the permission of the person disclosing the information, except in circumstances where there is a threat of harm.
- Courtesy and respect is to be observed by all. Treating people with dignity, honesty, courtesy and fairness at all times is essential.
- Discussion is healthy; personal attacks are destructive and to be avoided.
- Constructive criticism is healthy and always welcomed, while discrimination on racial, ethnic or religious grounds is forbidden, as is any form of sexual discrimination and/or harassment.

### **Confidentiality:**

If, in the course of our interaction with the school community, we are exposed to information that is of a sensitive nature or information that is clearly confidential, I shall not repeat this information outside the school context. If I am concerned about an issue I will bring it to the attention of the school administration team.

We do have separate functions but we strive to work as a team.

Print name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** It is good to have the Code of Conduct on the back of the **P&C Membership Application Forms**. This way both can be signed at the same time and kept in the Members Register. This ensures that all members are aware of the Code of Conduct.