**Waratah Public School** **P&C Association Code of Conduct**
The Code of Conduct applies to all financial members, volunteers and employees (‘members’) of Waratah Public School P&C Association (‘P&C Association’) while undertaking any role or activity related to the Waratah Public School P&C Association.

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

**Respect for the Law**Waratah Public 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**Waratah Public 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 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 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**
Waratah Public School P&C Association members should be honest in carrying out their duties and avoid conflicts between their private interests and their P&C responsibilities with respect 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**Waratah Public 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
* Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities

**Working with Children**

* The Waratah Public 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 Waratah Public School P&C Association.

Waratah Public 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 Waratah Public School P&C Association General Meeting 5th June 2017

Signed President: NAME: Richelle Ervine (original and signed copy kept on file)

Witnessed Principal: NAME: Trish Bowen (original and signed copy kept on file)