

Code-of-conduct-for-workplace-participants 2021

Alawa Primary School Council



Approval	
Document title	Code of conduct for workplace participants Alawa Primary School Council
This document applies to	Workplace participants excluding Northern Territory Public Sector (NTPS) employees
Approved by	Erica Garcia – Chairperson
Date approved	22.11.2021
Document review	Five years

Version	Date	Author	Changes made
1.0		Alawa Primary School Council	First version

Code of conduct for workplace participants

1. Application of the Code of conduct

- 1.1 The Code of conduct applies to all employees, and service providers, collectively referred to as 'workplace participants', employed or engaged by Alawa Primary School Council to provide services to Alawa Primary School Council.
- 1.2 This Code of conduct does not apply to Northern Territory Public Sector (NTPS) employees, as the NTPS Code of conduct Employment Instruction Number 12 applies to NTPS employees. To ensure that the expectations on all persons engaged to provide services to the school are consistent and promote a culture of partnership and inclusivity within a Northern Territory government school, this Code of conduct aligns with the NTPS Code of conduct. The Code of conduct does not form part of a workplace participant's contract of employment or contract for services.

2. Purpose

- 2.1 The Code of conduct for Alawa Primary School Council recognises the importance of a work environment which actively promotes best practice. The purpose of this Code of conduct is to describe the standards of behaviour and conduct expected from workplace participants in their dealings with customers, suppliers, clients, co-workers, company management, service providers, students, families and the public.
- 2.2 The Alawa Primary School Council Code of conduct supports safe and supportive learning and working environments that are inclusive of all school community members, and promotes student learning and wellbeing.
- 2.3 Alawa Primary School Council expects all workplace participants in the workplace to observe the standards set out in this Code of conduct. Compliance with this Code of conduct is expected and non-compliance may result in disciplinary action up to and including the termination of employment or contract for services.
- 2.4 Where relevant, this Code of conduct operates in conjunction with other policies relating to minimum standards of behaviour and conduct, contracts of employment or contracts for services.

3. Commencement

- 3.1 This Code of conduct will commence from January 2022 It replaces all other codes of conduct of Alawa Primary School Council but, excludes the NTPS Code of Conduct, Employment Instruction Number 12, which applies to NTPS employees, and any School council code of conduct stating additional duties to their constitution, which volunteers who are elected members of an SRB or SMC are subject to.

4. The Code of conduct requirements

- 4.1 All workplace participants are expected to observe the highest standards of ethics, integrity and behaviour during their employment or engagement with Alawa Primary School Council This Code of conduct reflects Alawa Primary School Council's fundamental school values. It is by no means exhaustive, but summarises some of Alawa Primary School Council's most important policies, which are based on standards that underlie business ethics and professional integrity, standards that apply to all workplace participants.
- 4.2 As representatives of Alawa Primary School Council all workplace participants are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where the workplace participant can be perceived as representing Alawa Primary School Council.
- a. Comply with all laws, policies, procedures, rules, regulations and contracts.
 - b. Comply with all lawful and reasonable directions from Alawa Primary School Council.
 - c. Be honest and fair in dealings with customers, clients, suppliers, co-workers, company management, service providers, students, families and the public.
 - d. Display the appropriate image of professionalism at the workplace given it is a school. This may include wearing the required uniform, safety equipment or work clothes, and if a workplace participant wears their own clothes, ensuring their appearance is neat, tidy and not offensive or revealing.
 - e. Treat customers, clients, suppliers, co-workers, company management, service providers, students, families and the public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
 - f. Promptly report any violations of law, ethical principles, policies and this Code of conduct.
 - g. Maintain punctuality. If a workplace participant is late or cannot report for work, please telephone and let the school office staff or your line manager know as soon as possible. Ensure that you provide information on expected absence or likely return to work.
 - h. Do not use work time for private gain. If a workplace participant is required to leave the work premises for personal reasons they must advise their supervisor well in advance and seek approval for doing so.
 - i. Alawa Primary School Council has a legitimate interest in the private activities of workplace participants where such activities may bring disrepute upon Alawa Primary School Council in its relationships with customers, clients, suppliers, students, families and the public at large and may possibly call the workplace participant's fitness for continued employment or to provide services into question.

- j. Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities.
- k. Observe health and safety policies and obligations, and co-operate with all procedures and initiatives taken by Alawa Primary School Council in the interests of work health and safety.
- l. Be truthful in all dealings with persons encountered at the workplace. Workplace participants must not make false or misleading declarations during the performance of their duties or when providing services on behalf of Alawa Primary School Council. A declaration can be misleading if information is omitted or presented in a manner that enables a misleading view of the situation to be formed. This includes failure to comply with reporting requirements and falsifying records and other documents.
- m. Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- n. Not act for an improper or ulterior purpose to the detriment – whether perceived or actual – of Alawa Primary School Council
- o. If making public comment on a political or social issue, make it clear that comments are personal and do not represent the official view of the Alawa Primary School, Alawa Primary School Council or the Northern Territory Department of Education.
- p. Workplace participants must not abuse the advantages of their position for private purposes, or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise, or be seen to compromise their integrity or Alawa Primary School, Alawa Primary School Council reputation.
- q. Respect Alawa Primary School and Alawa Primary School Council ownership of all its property including but not limited to funds, equipment, supplies, books, records and confidential information – however described.
- r. Maintain during their employment or engagement with Alawa Primary School Council and after the termination of employment or engagement, the confidentiality of any confidential information, records or other materials acquired during the employment or engagement with Alawa Primary School Council
- s. While employed at Alawa Primary School Council not accept any employment with another organisation that may cause conflict with your position at Alawa Primary School Council
- t. Not make any unauthorised statements to the media about Alawa Primary School, Alawa Primary School Council business – requests for media statements should be referred to the school principal.
- u. Do not fight in the workplace, this includes physical or escalated verbal incidents.
- v. Do not use inappropriate language in the workplace. This includes areas where there are not students such as staff rooms.
- w. Do not engage in inappropriate relationships with students, in person, online or in any other way, or conduct yourself in a manner that would compromise the wellbeing of a student.
- x. Never report for work in circumstances where there is a risk that you could be affected by or under the influence of illicit drugs or alcohol, for example – if you have ingested or otherwise taken drugs or alcohol the night before or in the period leading up to your next work period. If a workplace participant is taking prescription medication that may affect their ability to perform their duties as normal, they must inform their manager at the commencement of their working day. Workplace participants may be required to produce medical evidence to prove their

medication does not affect their capacity to perform their duties in a safe manner without harm to themselves or others.

- y. Never report to work in possession of illicit or illegal drugs or alcohol.
- z. Follow the Northern Territory Department of Education's Smoke free premises policy¹.

5. Responsibilities of managers, supervisors and persons of authority

5.1 Workplace participants who are managers, supervisors and persons of authority should:

- a. Promote a team spirit
- b. Maintain confidentiality so far as is reasonably practicable when conducting investigations into grievances and disputes
- c. Avoid bias in decision making
- d. Ensure compliance with Alawa Primary School Council procedures when carrying out counselling and discipline
- e. Exercise objectivity when administering rewards or discipline
- f. Not condone, permit, or fail to report any breaches of the Code of conduct as outlined above by workplace participants under their supervision.

6. Breaches of this Code of conduct

- 6.1 A breach of this Code of conduct may lead to the Alawa Primary School taking disciplinary action including, but not limited to, termination of employment or services.
- 6.2 The Alawa Primary School Council delegates the responsibilities to the school principal to manage the day to day operations for Alawa Primary School Council including disciplinary action matters.

7. Variations

Alawa Primary School Council reserves the right to vary, replace or terminate this *Code of conduct* from time to time, as is outlined in the Code of conduct for education sites and workplace participants procedures.²

8. Definitions

School Management Council – means a school management council established under section 118(1)(a) of the Northern Territory *Education Act 2015*.³

School Representative Body – means a school representative body established under section 103(2) of the Act.

Service Providers – are companies or individuals including contractors, sub-contractors, tradespersons, psychologists, nutritionists and sports development officers – engaged to provide a service or specialist support; or to undertake work on school property, including maintenance, cleaning, renovations, repairs or

¹ <https://education.nt.gov.au/policies/smoke-free-premises>

² <https://education.nt.gov.au/policies/codes-of-conduct-for-education-sites-and-workplace-participants>

³ <https://legislation.nt.gov.au/Legislation/EDUCATION-ACT-2015>

building construction.

9. Associated documents

Northern Territory Department of Education Smoke free premises policy¹

Codes of conduct for education sites and workplace participants policy²

Codes of conduct for education sites and workplace participants procedures²

10. Workplace participant acknowledgement

I acknowledge:

- receiving the Alawa Primary School Council Code of conduct for workplace participants
- that:
 - ☐ I have read and understood this Code of conduct for workplace participants, or
 - ☐ I have been provided access to services that assist me to understand the Code of conduct for workplace participants e.g. language interpreting services
- that I will comply with the Code of conduct for workplace participants
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment or contract for services.

Workplace participant details	
Full name	
Date	
Signature	