



# RANDWICK BOYS' HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION RULES AND BY-LAWS

## CODE OF CONDUCT

### Introduction

The Code of Conduct applies to all members of Randwick Boys' High School P&C Association ('P&C') while acting in their official and/or voluntary capacity.

### The Principles

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

#### 1. Respect for the Law

Randwick Boys' High School (RBHS) P&C 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.

#### 2. Respect for all Persons

RBHS P&C 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

#### 3. Integrity

RBHS P&C members are expected to 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/employment
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment

#### 4. Due Diligence

RBHS P&C members are expected to 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 official duties or responsibilities
- Adhering to professional codes of conduct where applicable

#### **5. Working with Children**

RBHS P&C adheres to the government's Working with Children Check ("WWCC") legislation and relevant procedures

#### **6. Conflict of Interest**

- P&C members must declare private interests which conflict or might reasonably be thought to conflict with your P&C duties
- 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
- Where a conflict occurs between a member's private interest and P&C duty the conflict should resolve in favour of the P&C interest

#### **7. Privacy and Confidentiality**

RBHS P&C must adhere to the Australian Privacy Principles contained in the Privacy Act of 1988. This involves:

- RBHS P&C must recognise that the privacy of any individual's personal identifiable information must not be divulged or shared under any circumstances without the individual's written consent within or outside the P&C Association, unless there is a lawful authority for its disclosure.
- RBHS P&C must take all reasonable steps to ensure confidential data (including cyber data), documents and personal information of any individual is protected from misuse, loss and unauthorised access, and/or disclosure.
- All personal and sensitive information must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of the P&C Association.
- All personal and sensitive information when no longer required must be disposed of securely.

#### **8. 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 Randwick Boys' High School P&C Association.

Randwick Boys' High School P&C Association has adopted the Code of Conduct at a general meeting of the members on the 21<sup>st</sup> May 2019.

Signed President: B Schickinger NAME: Birgit Schickinger  
Witnessed Principal: Lance Raskall NAME: Lance Raskall

**P&C members should familiarise themselves with this document and endeavour to ensure that its principles are observed at all times.**

**May 2019**