



## ***Kohia Terrace School Code of Conduct***

The Code of Conduct (the Code) sets out the standards of behaviour and conduct that are expected of all employees of the Kohia Terrace School Board of Trustees, including permanent, temporary and casual employees.

This reflects the basic requirements of professionalism, integrity and courtesy needed to ensure that we provide a quality education for all our students, and that a pleasant and safe working environment exists for all staff and students.

The Code provides us with one of the tools we have for determining the correct way to act, providing guidance in our day to day work and at other times when we face difficult situations. Other tools are our employment contracts, the obligations we have as members of professional organisations, and school policies and procedures.

The Code applies to all employees regardless of whether their employment is permanent full time, part time, fixed, term, temporary or casual. It also applies to independent contractors.

The Code outlines standards of behaviour that are expected. We must act with professionalism and integrity in all aspects of our work. The Code also relates to actions and activities outside work. As a general principle, personal activities that do not interfere with our employment, or reflect on the standing of the school, are of no concern. However the school has a legitimate interest where our private activities have the potential to discredit the school. Such activities might call our fitness for continued employment into question.

The Code does not cover every possible situation. If you are uncertain of how it applies to a particular issue or situation, you should ask the Principal for guidance.

The Code can be updated from time to time to cover issues that are important to the school. This first version of the Code covers topics that are of enduring importance, and others that are of current concern. It was issued in June 2016.

The Code is not a substitute for care, consideration and common sense. Good judgement based on integrity, honesty, and open communication with work colleagues is encouraged.

### **Honest and efficient performance of duties**

We have a duty to be trustworthy and honest when performing our work duties. We are accountable for our actions and decisions and correct any errors as soon as possible.

We must act lawfully and impartially at all times. We must reject and report any illegal or unethical behaviour or offer we encounter.

We must not exploit or abuse any power or authority accorded to us. We must not create any liability or enter into any contract, agreement or transaction on behalf of the school unless we are authorised to do so.

We must use school property, equipment, funds and other resources (assets) efficiently and with due care.

We must ensure the school's assets are not used for anything other than authorised purposes.

We must be honest and forthright in reporting receipt of any payments or gifts we are not entitled to.

### **Fair and professional behaviour**

When dealing with our community (employees, colleagues, suppliers, students and their families), we treat all people fairly, equally and respectfully, recognising their dignity and worth. We do not discriminate in relation to people in our school community on the grounds of ethnic or national origins, gender, sexual

orientation, marital or family status, age, colour, disability, employment status, religious or ethical belief or political opinion.

We are responsible for maintaining the qualifying criteria for any occupational requirements for our position. We must comply with codes of ethics or professional practice that apply to our profession. We maintain appropriate professional standards of behaviour, language and dress.

### **Conflict of interest and compromise of integrity**

A conflict of interest arises when personal interests compromise or appear to compromise our responsibilities to the school. It is important that any actual or potential conflicts of interest are declared at the earliest possible opportunity.

We must perform our duties honestly and impartially. We must not be involved in any personal, financial or professional situations that might compromise our integrity or otherwise cause conflict, or a perceived conflict, between our personal interests and our responsibilities to the school and our profession.

We must not use our position for personal gain or to benefit any other person or organisation with whom we have a relationship or connection.

If we find ourselves in a situation where we could have or appear to have a conflict of interest, we must describe the conflict to the Principal as soon as possible. The Principal will be responsible for deciding the action required to resolve or manage the situation. Examples might be personal or financial relationships with other members of the school community.

Similarly we must advise the Principal of any situation where our personal circumstance may or may not appear to compromise our ability to meet our responsibilities to the school. Many situations of conflict or compromise can be managed, avoided or resolved.

If we are offered a gift, favour or hospitality, it is our responsibility to ensure that:

- No conflict of interest, or appearance of conflict of interest could arise as a result of acceptance
- No one could be exposed or compromised by acceptance of the offer
- Cultural norms are observed, to avoid causing offence

Gifts should not be accepted if there is concern that their acceptance could be seen by others as something that might place the staff member under an obligation. The gift procedure provides more information about how to consider what could give that impression.

We are entitled to undertake secondary employment, hold community office, do voluntary work, or have financial or other interests in a company or organisation. However, this must not conflict with our duties as an employee, use school assets, adversely affect our performance or efficiency in our work for the school or bring the school into disrepute and must be done wholly in our own time. It is advisable to inform the Principal of such commitments to ensure there is no confusion.

### **Respect for colleagues and the workplace**

We have a responsibility to carry out our duties to the best of our ability. We must respect the rights of others and not act or behave in a way that will impair our work performance or that of our colleagues.

We must not act in a way that might cause distress to our colleagues, compromise their safety, interfere with their ability to carry out their duties or otherwise disrupt the workplace. We must attend work in a fit state to perform our duties to the required standard and not under the influence of alcohol, drugs or solvents.

We must be open and honest regarding matters that are relevant to our employment. We must not withhold or misrepresent information about our conduct, our relationship to other school employees or members of the school community, our suitability for on-going employment or our ability to perform our employment duties.

We are expected to foster and maintain effective working relationships with our colleagues and employees. We must give our full commitment to the performance of our duties during our working hours and we must perform our duties in a timely manner. We must not be absent from work during hours of work without authorisation.

## **Protection and proper use of communications technology and all information**

Kohia Terrace School has the right to monitor use of school information and communication technology equipment and systems. This includes the right to access our personal communications and monitor our internet use on school owned devices. There is no expectation of privacy or support for personal use of these systems.

We must use the Kohia Terrace School computer and phone systems in accordance with the school's communication technology and information policies and procedures, including the cybersafety policy and media policy.

We must use information for its intended purpose only. We must comply with all our legislative requirements regarding information. We must observe others' right to privacy and confidentiality and not breach these rights.

Under the Protected Disclosures Act 2000 you are entitled to report any serious wrongdoing you become aware of in the school. If your disclosure is made in accordance with the Kohia Terrace School protected disclosure procedure, you will receive the protections provided for under the Act.

The disclosure or release of official information is subject to the Official Information Act 1982. Information related to Kohia Terrace School, its suppliers or the users of its service is to be treated at all times as confidential and is to be used by employees for official purposes only. Official information must only be released by the Principal in accordance with the procedures stated in the Act.

Employees of Kohia Terrace School are also subject to the provisions of the Privacy Act 1993. The main object of this Act is to protect personal information and it seeks to give individuals some measure of control over personal information about themselves. We will act in accordance with the Privacy Procedure.

## **Personal activities**

Our actions outside of work must not bring the school into disrepute or otherwise breach this code of conduct.

We are expected to act lawfully at all times, both in the course of our work and in our private lives.

If charged with or convicted of any criminal offence (except an infringement offence, such as a speeding or parking fine), or you become subject to any court order in relation to a criminal matter, you must inform the Principal at the earliest opportunity. You must inform the Principal of any involvement in civil proceedings if this involvement could constitute a conflict of interest or other breach of this Code such as a dispute with another member of the school community.

We have the same rights of access to our political representatives as other members of the public.

We are entitled to stand for elected roles in local or central government. If we intend to do so we must advise the Principal in order to arrange leave and establish how to conform to all requirements of the relevant electoral legislation.

## **Supporting Procedures**

- [Complaints Procedure](#)
- [Staff Discipline Procedure](#)
- [Raising Concerns Protocol](#)
- [Gift Procedure](#)
- The Kohia Code

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

