***Castle Hill Public School* P&C Association Code of Conduct**

The Code of Conduct applies to all financial members, volunteers and employees ('members') of *Castle Hill Public School* Parents & Citizens Association Consolidated ('P&C Association') while undertaking any role or activity related to the *Castle Hill Public School* P&C Association.

The Principles

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

Respect for the Law

Castle Hill 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

Castle Hill 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

Castle Hill 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

Castle Hill 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 *Castle Hill 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 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.

Castle Hill 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. Violations of the Code of Conduct may result in removal from the *Castle Hill Public School* P&C Association.

As adopted by the *Castle Hill Public School* P&C Association General Meeting, on 14th December 2016.

PRESIDENT
Print Name: KATHERINE MULLEN

Signature: [signature]

Date: 28/7/2020

SECRETARY
Print Name: Erica Miller

Signature: [signature]

Date: 28/7/20