



Code Of Conduct

All employees of the Macquarie Anglican Grammar School are expected to observe the highest standards of ethical behaviour and integrity in their conduct. The Macquarie Anglican Grammar School's Code of Conduct sets out our key values and how they should be applied within our workplace and in our dealings with those outside of our School. The Macquarie Anglican Grammar School's Code of Conduct applies to all directors, officers and employees of the Macquarie Anglican Grammar School.

This Code of Conduct has been prepared having regard to the Australian Standard 8002-2003 'Organisational Code of Conduct'. It is an important management tool which can positively shape our culture.

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Introduction From Headmaster

Introduction From Headmaster

Macquarie Anglican Grammar School will only succeed in achieving our objectives where we have the respect of our stakeholders (including our students, parents and colleagues) and the communities in which we operate. Our reputation is dependent on a culture where every one of us acts with the

highest level of integrity and honesty, and takes responsibility for their actions. Our council is committed to ensuring our School operates with the highest level of integrity and expects all employees to do likewise.

Macquarie Anglican Grammar School's Code of Conduct sets out the ethical behaviour expected of us. It will assist every employee in solving ethical dilemmas they may face in their working environment.

Commitment to an ethical culture within our School involves us capturing opportunities to increase the awareness of the Macquarie Anglican Grammar School's Code of Conduct and making it part of our daily business decisions and actions. It is up to all of us to ensure the Code of Conduct becomes part of the operational fabric of our School. Successfully implemented, this Code of Conduct will result in:

- (a) More effective compliance with relevant laws;
- (b) More effective management; and
- (c) Maintenance of the integrity and reputation of Macquarie Anglican Grammar School.

The School Code of Conduct outlines our key values and our expectations of you in our workplace environment. We expect every person within our School to uphold the key values and expectations of this Code of Conduct when acting on behalf of, or representing Macquarie Anglican Grammar School.

Yours Sincerely,

Craig Mansour

Macquarie Anglican Grammar School Headmaster

Our Key Values

The School's Code of Conduct is underpinned by our overriding philosophy.

To develop resilient young people who make a difference in the world within a high quality, affordable, Christ-centred education.

From this philosophy we derive our key values of:

- Faith: We believe in God, the creator of all things and His Son, Jesus Christ, whose death and resurrection reopened the way to relationship with God.
- Community: We believe that God has designed us for relationship and we as a school believe that the development of community within the school and within the broader Dubbo region is vital.
- Character: We believe that Jesus Christ demonstrated what it means to be fully human.
- Excellence: We believe that God calls us to strive to achieve the very best in everything that we do.

This Code of Conduct provides guidance on the responsibilities of our School, our employees and any third party acting on our behalf.

Responsibility in this context means that each individual takes responsibility for their actions. High ethical standards flow from the concept of us being “responsible” for our actions. Each individual who is a part of our School is expected to take responsibility for their own actions. This is a key part of our operational process.

There is no right way to do the wrong thing. Behaving in an ethical manner and in accordance with our key values is vital to the Macquarie Anglican Grammar School's success. Applying this Code of Conduct ensures our School maintains a high ethical standard which reinforces one of our key assets, our reputation.

Our Working Environment

Macquarie Anglican Grammar School is committed to providing a safe and satisfying working environment in which everyone is treated fairly, with respect and where employment decisions are based on merit. The School has established various workplace standards so that it can meet these commitments.

The School's key commitments to our employees are to:

- Provide clear and fair terms of employment
- Provide clean, healthy and safe working conditions
- Remunerate fairly
- Abide by our Equal Opportunity Policy which aims to ensure equality and diversity for all present and potential employees and not to discriminate on the grounds of disability, colour, ethnic origin, gender, sexual orientation, age, religion, political or other opinions.
- Encourage employees to develop skills and progress in their careers

- Abide by our zero tolerance of any sexual, physical or mental harassment or any other bullying of our employees.

The School expects all employees to:

- Act with care and diligence in fulfilling the requirements of their job
- Act in a professional and respectful manner
- Act in accordance with our values
- Not engage in any behaviour which involves harassing, bullying or discriminating against another person
- Provide a role model for students
- Promote the safety, welfare and well-being of students, their families and other employees
- Deliver high quality services to students
- Take responsibility for and support official decisions
- Maintain standards in personal appearance and hygiene
- Comply with the letter and spirit of the law
- Maintain strict observance of School policies, rules and procedures including the reporting of improper or unethical behaviours (including any breach of this Code)
- Declare conflicts of interest and not let business dealings on behalf of the School be influenced, or appear to be influenced, by personal or family interests
- Respect school ownership of all School equipment, supplies, books, records and proprietary information, including manuals and any other material
- Not accept outside employment unless approved by the School
- Not use information or authority derived from employment with the School for personal gain
- Preserve confidential School information including personal information of students, parents and other key stakeholders, plans and decisions, information about employees and any other information that is not public knowledge. Confidential information must not be used for personal benefit and must only be used in the ordinary course of business
- Report to management any possible violation of any law or regulations

Our Duty of Care to Students

The School, its governors, the Headmaster and each employee owes a duty of care to take reasonable steps to protect students from any injury or harm that may be reasonably foreseen. This requires everyone not just to react to situations as they arise but to engage in appropriate risk management to reduce the risk of injury or harm.

The School is committed to:

- Establishing and effectively implementing a comprehensive range of student care and child protection policies and procedures (Refer to our Student Care Policies)
- Making these policies and procedures readily available to all staff
- Providing training to staff with respect to student safety and child protection issues
- Regularly reviewing student safety policies and procedures to ensure that they remain fit for purpose
- Capturing data with respect to student injuries as well as child protection and safety incidents
- Implementing student safety and child protection control measures as appropriate

The School expects all employees to:

- Promote the safety, welfare and well-being of students
- Abide by our student safety and child protection policies and procedures
- Be vigilant as to student safety and child protection issues
- Report to management any concerns arising with respect to student safety issues
- Not engage in inappropriate relationships with students
- Not engage in any form of sexual misconduct directed to or involving a student
- Not engage in any form of bullying or harassment or physical conduct that may cause harm or injury to a student
- Not engage in any form of discriminatory conduct with respect to a student

Our Business Dealings

We are all responsible for the School maintaining the highest standards of ethical business conduct.

The School's key commitments to our students and their parents are to:

- Act honestly and fairly in our relationships with students and their parents/caregivers
- Provide services to the standards that have been agreed
- Take all reasonable steps to ensure the safety of services we provide
- Not engage in bribery or corruption in relation to our students or their parents

The School's key commitments to our suppliers and contractors are to:

- Act honestly and fairly in our relationships
- Not engage in bribery or corruption

- Encourage suppliers and contractors to abide by the principles of our Code of Conduct
- Endeavour to procure goods and services from those organisations demonstrating good ethical practice.

The Community & Environment

The School aspires to support our community and the environment. Our goal is to provide lasting social, environmental and economic benefits to society. We strive towards the implementation and maintenance of management systems for sustainable development that drive continual improvement.

The Macquarie Anglican Grammar School's key commitments to our community and the environment include:

- Contributing to making the communities, in which the School operates, better places to live and do business
- Being sensitive to local communities' cultural, social and economic needs
- Endeavouring to support ethical trade in our purchasing practices
- Protecting the environment in terms of the School's use of resources and minimisation of waste and pollution.

Implementation

All Macquarie Anglican Grammar School governors and managers are responsible for promoting compliance with this Code of Conduct and monitoring its applicability and effectiveness. Craig Mansour, Headmaster will report to the School Council so they can review the effectiveness of the Code of Conduct on an annual basis.

Awareness And Training

This Code of Conduct is available on the Macquarie Anglican Grammar School's intranet site. It is also available to the School community though the School's public website. All employees are required to read and understand this Code of Conduct as part of their induction process.

Ethical awareness will be maintained by regular training sessions, and where necessary, workshops in which relevant issues will be discussed.

Compliance With The Law

All employees must be familiar with the basic legal requirements that apply to their duties and responsibilities. The School will provide resources to assist employees to become familiar with their legal obligations.

Reporting Unethical Behaviour

It is important that we all take responsibility for ensuring that the standards contained in this Code of Conduct are translated into action. This means that if a violation comes to your attention you are required to take some action, since turning a blind eye is a way of contributing to an unethical situation. Therefore, we each have a responsibility to report unethical behaviour.

Employees must bring the matter to the attention of the appropriate manager/head of department. There may be occasions where it may be inappropriate to make a report to a manager/head of department or there may be concerns about reprisals if an allegation is made. In these circumstances the matter should be reported to the Code of Conduct or if the matter involves the Code of Conduct to the Code of Conduct.

Breach of Code of Conduct

Where a staff member breaches this Code of Conduct the School may take disciplinary action, including in the case of serious breaches, summary dismissal.