



Camp Hill Kindergarten Management Committee Code of Conduct

Code of conduct of the Camp Hill Kindergarten Management Committee

The Camp Hill Kindergarten & Preschool Association Inc. will not tolerate acts of bullying or harassment in any shape or form by any individual and / or organisation. The Association has grievance and investigations procedures to deal with workplace bullying that involves any person(s), including educators, committee members, parents or any other person. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially. The code of conduct is based on the following principles and all persons who form part of the Association are expected to abide by them.

Your Committee's Values

In all our operations and relationships we value:

- each member's diversity: individual strengths, talents, experience and ideas
- our approach whereby we listen to everyone's ideas, respect individual opinions, able to arrive at own decisions
- each member's equal vote at committee meetings, regardless of their position on the committee
- our purpose: we act in best interests of children, families, staff and Kindergarten
- close working relationships with staff, recognise their professional experience to assist with informing decisions

Conduct

Personal behaviour – I will:

- act ethically and with integrity;
- maintain proper standards of confidentiality;
- have respect for the law;
- perform duties with professionalism, objectivity, honest, integrity and compassion and in the best interests of the people who access the Association;
- show respect for all persons and have proper regard for their interests, rights, safety and welfare;
- not harass, bully or discriminate against colleagues, members of the public and employees; and
- serve the Association by fulfilling our purpose and statutory requirements.



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Communication and official information – I will:

- not disclose official information or documents acquired through my position, other than as required by law or where proper authorisation is given;
- not misuse official information for personal or commercial gain for myself or another;
- adhere to legal requirements, policies and all other lawful directives regarding communication with colleagues, staff, parents and members of the public generally; and
- respect the confidentiality and privacy of all information as it pertains to individuals.

Fraudulent and corrupt behaviour – I will:

- not engage in fraud or corruption;
- report any fraudulent or corrupt behaviour;
- report any breaches of the code of conduct; and
- understand and apply the accountability requirements that apply.

Use of Association resources – I will:

- be accountable for official expenditure;
- use Association resources diligently and efficiently. These include Association facilities and equipment;
- keep to policies and guidelines in the use of computing and communication facilities, and use these resources in a responsible and practical manner.

Record keeping and use of information – I will:

- record actions and reasons for decisions to ensure transparency;
- ensure the secure storage of sensitive or confidential information;
- comply with our record keeping plan; and
- where permissible, share information to fulfil our role.



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Conflicts of interest – I will:

- ensure personal or financial interests do not conflict with my ability to perform my official duties in an impartial manner;
- manage and declare any conflict between my personal and Association duty; and
- where conflicts of interest do arise, ensure they are managed in the Association's best interest.

I commit

- to taking responsibility for acting upon improper conduct or misconduct which has been, or may be occurring within the Association. I will report the details to the relevant people or agency;
- to following all Association policies and procedures, and any of those set down as part of our affiliation with C&K;
- to taking responsibility for contributing in a constructive and positive way to enhance good governance and the reputation of the Association; and
- to ensure that the safety, wellbeing and best interest of the children are the Association's highest priority.

Name: _____

Committee Position: _____

Signature: _____

Date: _____

Witnessed by

Name: Brenda Gilbert

Position: Accountant

Signature: _____

Date: _____