

## 8.9 Employee Code of Conduct Policy

The service expects that all employees behave professionally and in accordance with its philosophy and goals. Employees are expected to actively demonstrate a positive attitude towards their work, the service, and the service's clients, demonstrating the behaviour expected, including integrity and professionalism. The service requires that all employees always abide by the code of conduct during their interactions with children, families, community members, management, and other employees.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Family and Child Commission Act 2014*
- *Anti-Discrimination Act 1991 (QLD)*
- *National Quality Standard, Quality Area 4 – Staffing Arrangements; 7.2 Effective leadership builds and promotes a positive organizational culture and professional learning community*
- *Policies: 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 8.5 – Volunteers, 8.7 – Workplace Harassment and Bullying, 8.10 – Employee Orientation and Induction, 8.19 – Employee Counselling and Disciplinary Procedures.*



### Procedures

This policy applies to all employees while in the workplace, or off site at work-related functions (including social functions and celebrations), while on excursions or attending work-related training and conferences.

The Currumbin State School P&C believes that all employees should be able to work in an environment free from discrimination, victimisation, sexual harassment, vilification, and the seeking of unnecessary information on which discrimination might be based. We consider these behaviours unacceptable, and they will not be tolerated.

Employees are expected to conduct themselves in a manner which respects the rights and welfare of all employees, volunteers, families, and children and to show competence, care, good faith and compliance with instructions and policies and procedures in the performance of their duties.

Employees shall be provided with a copy of the service's code of conduct, code of practice or code of ethics (see 8.9.1) prior to commencing employment.

Employees shall be expected to read the document and indicate that they have understood all the conduct requirements by signing the agreement.

Educators shall be expected to consistently uphold the agreement during their employment with the service, contributing to the creation of a discrimination free and inclusive workplace and a healthy workplace culture.

Breaches to the agreement shall be taken seriously, resulting in appropriate action on behalf of the employer/service. Action will be appropriate to the breach and may include:

- Counselling.
- An official warning and note on the employee's file.

- A formal apology.
- Demotion; or
- Dismissal for serious misconduct.

References

ACSEA. (2006). *employee manual*. brisbane: ASCEA.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	July 2021	Nov 2022
		10.05.2024	15.07.2024