



MAIN PRINCIPLES

Purpose of the Code of Conduct

The aim of the Code of Conduct (Code) is to outline the standards of behaviour expected of all employees, volunteers, and contractors engaged by the PMSA. In performing any role, all persons shall work in a manner consistent with the PMSA Christian ethos and values as follows:

Strong And Healthy Relationships – founded on God's relationship with us.

Care In A Safe Environment For Growth And Development – respect for self and others.

Ethics And Integrity – seeking the truth, right thinking and right action.

Personal Development And Growth – resilience, learning and continuous improvement.

Excellence – encouraging all to fulfil their potential.

Celebration – student, staff and wider community achievements.

Scope – Who has to comply with the Code of Conduct?

All employees, volunteers and contractors must be aware of the content of this Code and act in a manner consistent with the conduct described in it such as:

- Conduct, both personal and professional, should be such that it upholds the values, reputation and Christian ethos of the PMSA;
- Compliance with PMSA policies, standards and procedures;
- Acting ethically, responsibly and with integrity;
- Being mindful of each individual's duty to take reasonable care of their own personal health and safety and that of others.

Supervisors, managers or executives, in addition to the above responsibilities, are also expected to:

- Promote collaborative and collegial workplaces and develop a positive working environment.
- Exercise leadership by working with employees to implement performance and development processes that are consistent with the employee's conditions of employment.
- Take appropriate action where a breach of the Code may have occurred.

Conduct by employees that is not consistent with the conduct set out in this Code may result in disciplinary action up to and including termination of employment.

Where the person who has been found to have engaged in conduct that is not consistent with this Code is a volunteer or contractor, their engagement with the PMSA may be restricted or otherwise terminated.



PMSA EMPLOYEES

Respect for People

Everyone covered under this Code has the right to work in a fair, collaborative, inclusive and respectful workplace regardless of their role or level of responsibility or the nature or extent of their contributions.

In accordance with the PMSA values and standards of expected behaviour, individuals must at all times treat others including students, parents and members of the community equally and with dignity, respect, courtesy, fairness and equity and avoid any behaviour that puts at risk the physical, psychological or emotional health of an individual.

PMSA employees, contractors and volunteers must not discriminate for any unlawful reason, harass or bully any employee, volunteer, contractor, student, parent or member of the community. The obligations in this regard, including the list of unlawful reasons, are set out in the relevant PMSA policies as listed below.

Any decisions which PMSA employees / volunteers are required to make in their work which affect others, including those relating to appointment, promotion, or training opportunities, must provide every person with a fair and equitable opportunity to pursue their career as effectively as others.

Unlawful harassment or discrimination may constitute an offence under state or federal discrimination legislation. Bullying may also be a breach of the employee's obligations under work health and safety legislation or their duty of care at common law.

Relevant Policies

PMSA Child Protection Policy
PMSA EEO, Anti-Discrimination Sexual Harassment and Bullying Policy
PMSA Performance Planning and Review Policy
PMSA Procedural Fairness Policy
PMSA Professional Development Policy
PMSA Recruitment and Selection Policy
PMSA Social Media Policy

Required Reporting

Everyone under this Code is required to report certain information to the PMSA or their school, including reporting to the Principal if:

- they become aware or reasonably suspect that harm has been caused by anyone to a student of a PMSA school, who was under 18 years of age at the time of the abuse occurring;
- they are charged or convicted with an offence, whether or not a conviction is recorded; or
- they are faced with a potential or real conflict of interest.

Relevant Policies / Documents

PMSA Abuse Policy
PMSA Child Protection Policy
PMSA Homestay Welfare and Accommodation Policy
PMSA Working with Children (Risk Management and Screening) Policy
The Ten Commandments of Child Protection for Staff of PMSA Schools



Working with Children – Risk Management and Screening (Blue Cards)

As a condition of engagement, every PMSA employee, volunteer and contractor including, but not limited to, music and boarding house tutors, sports coaches and homestay parents, must have met the requirements of the Working with Children (Risk Management and Screening) Act 2000 in relation to Blue Cards **prior** to engaging in work with children and young people at PMSA schools or in homestay arrangements. These requirements are set out in the PMSA Working with Children (Risk Management and Screening) Policy.

All those who engage in work in a PMSA school must also, as a condition of their engagement, complete the mandatory PMSA child protection training module within one week of commencing work. All employees, volunteers and contractors must then undertake this training on an annual basis.

Relevant Policies

PMSA Homestay Welfare and Accommodation Policy

PMSA New Employee Induction Policy

PMSA Recruitment and Selection Policy

PMSA Working with Children (Risk Management and Screening) Policy

Professional Relationships with Students

It is expected that PMSA employees, contractors and volunteers will be caring, compassionate individuals who take an interest in their students and who set appropriate boundaries within those employee-student relationships. Every employee must be aware that their interactions with students are based on a trusting relationship arising from the nature of their work and that those relationships are open to scrutiny.

PMSA employees must ensure that their interactions with students are appropriate and professional at all times and actively seek to prevent harm to children and young people. PMSA employees, contractors and volunteers must endeavour to support those children and young people who have been harmed by making sure that their intentions, their actions and their efforts ensure a child-safe environment at all times. It is expected that PMSA employees, contractors and volunteers will treat all children and young people respectfully and within the child protection laws of Australia (free from any form of abuse). This includes refraining from any form of verbal, physical or emotional abuse, verbal communications that are harmful or conduct of a sexual nature, including making a statement of a sexual nature to a student, or in the presence of a student(s), whether the statement is made verbally or in writing.

Every PMSA employee must ensure that they are familiar with the protocols set out in the PMSA Professional Relationships with Students Policy, which relate to situations involving students including, but not limited to, the supervision of a single student, transportation of students in private vehicles, relationships (including family relationships) with students, physical contact with students and the use of email, internet and/or social media to communicate with students.

Relevant Policies / Documents

PMSA Abuse Policy

PMSA Child Protection Policy

PMSA Critical Incident Management Policy

PMSA EEO, Anti-Discrimination, Sexual Harassment and Bullying Policy

PMSA Homestay Code of Conduct

PMSA Homestay Welfare and Accommodation Policy

PMSA Professional Relationships with Students Policy

PMSA Social Media Policy

The Ten Commandments of Child Protection for Staff of PMSA Schools



Drugs, Alcohol and Tobacco in the Workplace

PMSA employees, volunteers and contractors must not use, consume, promote, possess, sell, distribute or be adversely affected by drugs, alcohol or other substances at work or while performing the inherent requirements of their role. The promotion and/or consumption of alcohol at school functions are also prohibited unless prior approval has been obtained as outlined in the PMSA School Activities Policy.

Smoking is not permitted on any school grounds or within five metres of any school boundaries.

Relevant Policies

PMSA Drug, Alcohol and Tobacco Policy

PMSA Fitness for Work Policy

PMSA School Activities Policy

PMSA Work Health and Safety Policy

Work Health and Safety

Every PMSA employee, volunteer and contractor have an obligation to take reasonable care for their own health and safety at work, avoid adversely affecting the health and safety of any other person through their actions (or failure to act), to comply with every lawful and reasonable instruction and to comply with all workplace health and safety policies and procedures. This includes taking appropriate action to protect others from a reasonably foreseeable risk to health and safety, where health and safety includes the emotional, psychological or physical health or wellbeing of a person.

Relevant Policies

PMSA EEO, Anti-Discrimination, Sexual Harassment and Bullying Policy

PMSA Fitness for Work Policy

PMSA Social Media Policy

PMSA Work Health and Safety Policy

OUR ORGANISATION

Conflict of Interest

Private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the PMSA. When faced with a situation in which a conflict of interest may be present, a PMSA employee or volunteer should report any potential or real conflict to their supervisor, Human Resources Manager, or their Principal.

As an individual, an employee or volunteer has the right to participate in political and community activities and to pursue personal interests, provided that any conflict that arises is recognised and adequately managed.

PMSA employees and volunteers should also report situations where a supervisor or colleague who has an identified conflict is, or may be perceived as, unduly influencing a decision.

PMSA employees and volunteers should not use their position, contacts or confidential information to benefit themselves, their family, their friends or associates. Contractors should not use confidential information to which they are privy to benefit themselves, their family, their friends or associates.



Relevant Policies

PMSA Gifts and Other Benefits Policy
PMSA Privacy Policy
PMSA Recruitment and Selection Policy
PMSA Procedural Fairness Policy

Record Keeping, Financial Integrity and Appropriate Use of Resources

The PMSA expects due diligence in ensuring that its records and financial reporting accurately reflect the true state of its schools and agencies. This includes ensuring accurate and complete records are kept of its activities, decisions, revenues and costs and its other business transactions.

Financial integrity is essential. Every PMSA employee and volunteer has a responsibility for ensuring that records are accurate, sufficiently detailed and timely. For example, financial integrity must be shown when submitting or approving expense claims, or reporting hours worked.

PMSA employees, volunteers and contractors are expected to use all PMSA facilities and equipment efficiently, carefully and honestly. Resources (for example – stationery, printing supplies, mail services, phone, email, internet services and motor vehicles) should be used economically, secured against theft or misuse and waste avoided. These resources should not be used for personal purposes including but not limited to an individual's political, community or personal activities unless express permission has been granted in accordance with the relevant school policy.

Relevant Policies

Relevant PMSA School Policy

Gifts and Other Benefits

PMSA employees and volunteers may be offered gifts or other benefits as an act of gratitude. It is expected that sound judgement will be exercised when offered a gift or other benefit, and it is important that the acceptance of a gift or other benefit does not compromise their position by influencing, or being seen to influence their decision-making, or undermine or be seen to undermine, their impartiality.

Relevant Policies

PMSA Gifts and Other Benefits Policy

OTHER INFORMATION

Confidential Information and Records

All records held by the PMSA, including its schools and agencies, are to be kept strictly confidential. Employees, volunteers and contractors, including former employees, volunteers and contractors, must not discuss with, or provide to, anyone other than authorised persons, information on PMSA or school matters, which is not publicly available, whether for personal gain or not.

Everyone is expected to follow all information security, data protection and retention policies and all relevant legislative and legal requirements when using confidential information. They are expected to use confidential information and personal data only for the purpose for which it was intended.

Relevant Policies

PMSA Privacy Policy
Relevant PMSA School Communication and Technology (ICT) Policy



Copyright and Intellectual Property

Every PMSA employee and volunteer has a responsibility to properly identify, preserve and correctly use the intellectual property of the PMSA, its schools and agencies and respect the intellectual property of others. Employees wishing to create their own copyrighted educational material are required to have prior discussion with their supervisor and the Principal on how, when and where the work will be created, what resources will be utilised to create the work and who will be the ultimate owner of the copyright. Failure to undertake this process will be considered acceptance that the PMSA owns the material.

Relevant Policies

Relevant PMSA School Communication and Technology (ICT) Policy

External Communications

PMSA employees, volunteers and contractors are only to communicate publicly on behalf of the PMSA or its schools if they have express permission to do so from the Principal, or their delegated representative. If they are communicating on behalf of the PMSA, the information which they give must be accurate, consistent and timely.

Relevant Policies

School's Critical Incident Management Plan

PMSA Critical Incident Policy

PMSA Social Media Policy

OUR COMMUNITY

Environmental Management and Sustainability

Everyone covered under this Code has an individual responsibility to ensure that their actions have a positive effect on the environment. They should work in an environmentally responsible manner and strive to reduce the ecological footprint of their activities wherever possible, such as reducing their personal energy consumption, adopting waste reduction practices, making sustainable transport decisions, engaging in 'green purchasing' practices and minimising risks to the environment.

The Broader Community

Everyone covered under this Code has a responsibility to support the communities in and among which they work, and the PMSA will endeavour to support them in the social and charitable activities which they wish to undertake.

The PMSA encourages its employees to volunteer for social, environmental and economic initiatives in their community. Any decisions about PMSA support for these activities are best made at the school and business unit level and will follow local procedures.



LIVING THE PMSA CODE

Reporting Concerns

The PMSA will not tolerate retaliation, including any unfavourable treatment of a person who has made a complaint, been a party to a complaint or been involved in the investigation of a complaint relating to a breach or suspected breach of this Code.

Relevant Policies

PMSA Employee Complaints Policy and Procedure

DEFINITIONS

"Contractor" is an individual / company who is not an employee, and is engaged by the PMSA on a contract for services.

"PMSA" is the Presbyterian & Methodist Schools Association which includes the PMSA Corporate Office, Brisbane Boys' College, Clayfield College, Somerville House and Sunshine Coast Grammar School.

"PMSA Employee" refers to a person employed by the PMSA under the PMSA Enterprise Agreement, a Modern Award or an Individual Contract.

"PMSA School" means Brisbane Boys' College, Clayfield College, Somerville House and Sunshine Coast Grammar School. This also includes PMSA Early Learning Centres, unless expressly stipulated otherwise.

"Principal" refers to the person who has executive authority for a school or the School Principal's delegated representative.

"Student" includes any person regardless of age who is enrolled or on exchange/study tour at any PMSA school, or Early Learning Centre.

"Volunteer" is an individual who offers their services to the PMSA for no remuneration. This includes, but is not limited to, Council, Board, Foundation, Association and Committee members.

AMENDMENT REGISTER

Date of Issue	Page No	Details of and reason for amendment
26/10/15	All	Adopted by PMSA Council