

CODE OF CONDUCT

GUIDING OUR ACTIONS TO
MAKE A REAL DIFFERENCE.



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Welcome

FROM THE CEO



Dear colleagues,

Welcome to our PMSA community.

Each day, our staff and volunteers work with us to achieve our vision to inspire globally-minded, caring communities through exceptional educational experiences, empowered by Christian faith.

In achieving our vision, you bring your own experiences and strengths to serve our mission to nurture outstanding people in world-class educational environments enriched by the Christian ethos, to enable our students to develop their God-given potential and lead for positive impact.

How we deliver on our mission matters. Whatever role you play within our community, the way you behave each day is vital to make a real difference to the lives of our students, our work colleagues and our communities.

In all our interactions, we are guided by our PMSA values: respect, integrity, care, collaboration, and excellence. Each of these values are lived through our actions and interactions.

This Code of Conduct outlines how we work, so we can fulfill our vision and mission to inspire and empower. It sets out ideals and behaviours founded on our values to guide daily activities at work and within our school community.

When we work together, we can achieve greater outcomes for all. It requires effort, respect and consideration of others. It demands the courage to lead by example and do what is right for the community.

We are all responsible for complying with this Code of Conduct and ensuring that we are creating an environment that allows our people to bring their passion and talents to life.

Thank you, with every blessing,

A handwritten signature in black ink, appearing to be 'S. Coppin'.

Shane Coppin
Chief Executive Officer

WHAT IS THIS CODE?

The PMSA Code of Conduct guides our staff and volunteers in the way we relate and work with other staff, professionals, students, parents, visitors and stakeholders. This Code promotes and encourages exemplary behaviour while complementing our policies, employment and industrial agreements, and relevant legislation.

Although it sets out clear guidelines on how we should behave, it does not provide specific instruction on every situation. If a situation arises where you may be uncertain about the right course of action, we provide a helpful decision-making framework at the end of this guide. If there is anything else you're unsure about, please discuss it with your manager.

Ultimately, we are all responsible for working professionally and ethically, and behaving in a manner which upholds the values of the PMSA.

WHO IS THIS CODE FOR?

The PMSA Code of Conduct applies to all staff and volunteers of the PMSA including:

- ✔ PMSA Board and Committee Members
- ✔ School Advisory Council Members
- ✔ All staff, including full time, part time, term time, fixed term and casual staff
- ✔ Volunteers, vocational and workplace experience placements.

A note to leaders

Leaders have a responsibility to model and promote the Code of Conduct. Managerial behaviour sets the tone for the behaviour of all staff and our leaders must actively demonstrate the values of this Code of Conduct and lead by example.

Leaders also have a responsibility to ensure staff members, direct reports and peers know about, have access to, and understand the PMSA Code of Conduct.

Leaders are also expected to:

- promote collaborative and collegial workplaces
- develop a positive working environment
- work with staff to understand and apply the Code of Conduct
- take appropriate action where a breach of the Code of Conduct occurs.

GUIDED BY OUR VALUES

Each and every one of us are guided by our five PMSA Values:



RESPECT

We listen and treat all people equally and fairly



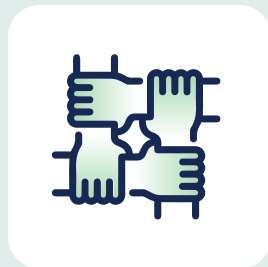
INTEGRITY

We are honest and do the right thing



CARE

We are compassionate and look after each other



COLLABORATION

We work together as a team in unity



EXCELLENCE

We strive to be our best in everything we do



RESPECT

We listen and treat all people equally and fairly.

“Be devoted to one another in love. Honour one another above yourselves.” Romans 12:10

To the PMSA community, respect means:

- A fundamental cornerstone of our workplace culture. It underpins the way we interact with each other, our students, and our school community. It is at the centre of our shared commitment to create a positive and inclusive environment.
- Recognising that every person has inherent worth and should be treated with politeness and kindness, regardless of their role, background, or status.

As a member of the PMSA community, I will:

- 1.1 Actively seek to understand and appreciate the diverse backgrounds and perspectives of my colleagues, recognising that diversity is a source of strength within our organisation.
- 1.2 Foster an inclusive workplace where everyone feels welcome and valued, making a conscious effort to include all voices in my decision-making processes.
- 1.3 Actively listen with empathy in all interactions, making a conscious effort to understand the perspectives, feelings and needs of others.
- 1.4 Create an open and safe environment where individuals can express their thoughts and concerns without fear of judgement or retribution.
- 1.5 Communicate professionally and respectfully.
- 1.6 When providing feedback, strive to be constructive and solution-oriented, focusing on behaviours and performance rather than personal attributes.
- 1.7 Respect our workplace environment and the resources available to us, including conserving energy, recycling resources and reducing waste.
- 1.8 Respect the personal boundaries of my colleagues and will not pry into personal matters or engage in behaviour that may make others uncomfortable.
- 1.9 Be committed to addressing conflicts in a respectful and constructive manner and finding mutually beneficial solutions.



INTEGRITY

We are honest and do the right thing.

“In everything, set them an example by doing what is good. In your teaching, show integrity and genuineness.” Titus 2:7

To the PMSA community, integrity means:

- Taking responsibility for our actions and conducting our work with integrity, honesty, respect and fairness.
- Valuing and appreciating the unique and important role the PMSA and our schools play in the community, and upholding community confidence to provide world-class education.
- Being transparent and accountable and exercising proper diligence, care and attention.

As a member of the PMSA community, I will:

- 1.1** Carry out my duties responsibly, conscientiously, and to the best of my qualifications and abilities.
- 1.2** Follow all reasonable management direction and raise any concerns or grievances in good faith and in an appropriate and respectful manner.
- 1.3** Report information to my school or the PMSA if I become aware or reasonably suspect harm has been caused to a student.

- 1.4** Hold a valid Blue Card or Exemption Card when I am required to by law, ensuring that I do not let it lapse or expire.
- 1.5** Take responsibility for maintaining my skills, knowledge, expertise, licenses and qualifications relevant to my position.
- 1.6** Comply with legislation, codes, policies, procedures, industrial instruments, and working arrangements.
- 1.7** Always disclose a personal interest that could, now or in the future, be seen as influencing the performance of my duties or gaining personal advantage or favour and ensure any conflict of interest is resolved in the public interest.
- 1.8** Use social media appropriately and responsibly, whether as part of my duties or within a personal setting where it reflects on my school or the PMSA in any way.

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INTEGRITY (continued)

We are honest and do the right thing.

- 1.9** Refrain from public comment on matters relating to my school, the PMSA or students unless authorised to do so.
- 1.10** Avoid derogatory or disparaging comments about my school, the PMSA, my colleagues, students or parents, verbally or in writing.
- 1.11** Keep confidential any information belonging to my school, the PMSA or students including their families unless authorised to do so.
- 1.12** Give appropriate notice to my manager or supervisor when I am ill, have a caring responsibility, or if I am unable to come to work.
- 1.13** Keep all matters pertaining to my employment and our students including their families confidential, only using confidential information to complete my duties.
- 1.14** Not borrow or use school or PMSA money, credit cards, accounts, taxi vouchers or other exchangeable credit notes for private purposes.
- 1.15** Not engage in fraudulent or illegal behaviour.
- 1.16** Report to my manager if I am charged or convicted with an offence, whether or not a conviction is recorded.
- 1.17** Not attempt to bypass, modify or compromise any security filter, restriction or measure put in place by my school or a third party acting for my school without the appropriate authorisation, including sharing passwords or security access cards.
- 1.18** Not provide false or misleading information about my qualifications, experience or expertise.
- 1.19** Not accept any gift or benefit that may be perceived as creating a conflict of interest, or that the giver has or may receive favourable treatment.
- 1.20** Not improperly use or allow others to improperly use my official powers, or position in any way, including improper use of any resource, 'of' should be inserted before 'any' and improper instead of improperly.



CARE

We are compassionate and look after each other.

“Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you.” Ephesians 4:32

To the PMSA community, care means:

- Genuinely caring for one another – for students, parents, staff, volunteers as well as our broader community.
- Providing a safe place of work and learning, accepting responsibility for safety and taking all reasonable steps to ensure the safety, health and welfare of ourselves and others.
- Respecting the resources we need and use to do our jobs – whether that be property, equipment, information systems, consumables or time – and minimising our impact on the environment wherever possible.

As a member of the PMSA community, I will:

1.1 Be caring and compassionate, take an interest in students and set appropriate boundaries within those staff/volunteer and student relationships.

1.2 Report to work fit for duty, where my physical capacity, mental health and behaviour do not limit my ability to undertake work in a safe and effective manner. This means I will:

- Not be impaired by the effects of alcohol or use, possess or be impaired by the effects of illicit drugs on the way to and from work, while at work or at any external work functions where I am representing my school or the PMSA.
- Not perform any work when affected by prescription or pharmaceutical medication, or complementary medicines and supplements, which may impact on my performance, ability to make decisions, or to operate machinery, vehicles or equipment.
- Advise my manager of any medication that may affect my work performance, or create concern for safety and fatigue management.

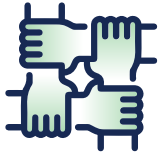
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CARE (continued)

We are compassionate and look after each other.

- Not smoke or vape on any school site, in a school vehicle, or in areas where smoking is not permitted.
 - Only undertake work that I am trained for, competent in and medically fit to perform.
- 1.3** Take responsibility to make myself aware of and follow all health and safety policies and procedures, perform all work safely and follow safe practices and legislation. This means I will:
- Identify hazards and manage risks to health and safety, immediately.
 - Report any incidents or hazards and support investigations.
 - Dress appropriately for my role and health and safety requirements.
 - Use personal protective equipment (PPE) when required, in accordance with relevant instructions, direction, standards, guidelines, policies or procedures.
 - Report incidents and near misses to my manager and record them as set out in the relevant incident reporting procedure.
- 1.4** Treat my work area, school and resources with care and respect, and ensure that resources are used efficiently and economically and only for the purpose for which they are intended.
- 1.5** Focus on quality outcomes, commit to targets and continuous improvement and do my absolute best to achieve them.
- 1.6** Take reasonable steps to establish and maintain a caring work environment that minimises the risk of physical, psychological and emotional harm to ourselves and others.
- 1.10** Avoid derogatory or disparaging comments about my school, the PMSA, my colleagues, students or parents, verbally or in writing.



COLLABORATION

We work together as a team in unity.

“From Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.” Ephesians 4:16

To the PMSA community, collaboration means:

- That working together, leveraging diverse skills and perspectives is essential for achieving our goals and delivering exceptional results.
- Through our commitment to effective collaboration, we harness the collective strengths of our organisation and maximise our potential.
- We ensure that our workplace is a hub of innovation, cooperation, and achievement.
- We create an environment where every team member's contributions are recognised and valued, and where collaborations leads to extraordinary outcomes.

As a member of the PMSA community, I will:

- 1.1** Value teamwork and cooperation as an essential component of our culture.
- 1.2** Actively seek opportunities to collaborate across the group, within my school, departments, teams and functions to harness the full potential of our organisation.
- 1.3** Foster an environment of open communication where all team members feel comfortable sharing their ideas, feedback, and concerns.
- 1.4** Encourage active listening and constructive feedback.
- 1.5** Be inclusive and consider the perspective of all stakeholders when making decisions.
- 1.6** Acknowledge that differing opinions are a natural part of collaborative efforts and strive to reach consensus or make decisions based on a clear rationale and evidence.
- 1.7** Work with my colleagues to find solutions, rather than assigning blame and avoiding responsibility.



EXCELLENCE

We strive to be our best in everything we do.

“But as you excel in everything – in faith, in speech, in knowledge, in all earnestness, and in our love for you – see that you excel in this act of grace also.” 2 Corinthians 8:7

To the PMSA community, excellence means:

- Striving for excellence in everything that we do to deliver world-class education.
- Delivering what we promise and adding value beyond what is expected. We value and seek to excel in service delivery and to be responsive to the needs of our school communities.
- Actively seeking to understand our students’ needs and growth through effective community engagement, and genuinely considering their concerns and expectations.

As a member of the PMSA community, I will:

- 1.1** Treat every individual with courtesy and respect, even if I have a differing view or approach, and act appropriately in my relationship with others, respecting the beliefs they may have.
- 1.2** Endeavour to achieve excellence in the performance of my work and strive for continuous improvement.
- 1.3** Treat complaints seriously and respond to constructive feedback as an opportunity for improvement.
- 1.4** Ensure that where I am required to make decisions relating to an appointment, promotion, or training opportunity, I will provide every person with a fair and equitable opportunity to pursue their career as effectively as others.
- 1.5** Seek discoveries that make a difference through research, reflection and innovation.
- 1.6** Lead by example and take ownership of my work, including my mistakes and successes.
- 1.7** Value academic freedom and enquiry, and examine, criticise and challenge in the collegial and academic spirit of the search for knowledge, understanding and truth.
- 1.8** Share my knowledge and expertise generously to support excellence and continuous improvement across my school and the PMSA.
- 1.9** Be committed to the principles of corporate social responsibility – to behave ethically, to create value for my school, and to empower and partner with school communities to build capacity and capability for the ongoing sustainability of my school and the PMSA.

HOW DO I MAKE THE RIGHT DECISION?

The PMSA values are our guiding principles in deciding the right thing to do. Addressing and resolving ethical dilemmas is complex, and the Code cannot address all questions or situations. The Code is one of the many tools we have to guide our behaviour.

Making the right decision can be aided by a decision-making framework founded in critical thinking. We have developed this decision-making framework to help you analyse situations that arise from time to time, and, in doing so, make good decisions.

The framework has six steps. Through a series of questions, it will help you identify the event, assess the facts, consider alternative choices, make the right decision and report and communicate that decision.

See over page for the decision-making framework



HOW ARE BREACHES HANDLED?

Allegations of breaches of this Code are dealt with fairly and appropriately. Failing to comply with this Code is serious and may lead to disciplinary action, including possible termination of employment. An allegation of a breach which is made maliciously or without reasonable cause may constitute a breach of this Code. If you're aware of a possible breach, please discuss this with your manager or your human resources representative.

DECISION-MAKING FRAMEWORK



1. IDENTIFY THE EVENT

Consider whether the situation or event is consistent or inconsistent with our five PMSA values.

- Are you being asked to do something which you think is wrong?
- Are you aware of others' unethical or illegal behaviour?
- What if it was reported in the media?



2. ASSESS THE EVENT

Consider who is affected by the situation.

- A student, a volunteer, a work colleague, your team?
- The school? Other third parties?
- What are the guiding parameters?
- Is it legal or illegal?
- Does it comply with professional standards, policies and standards?
- What would be the reaction of your supervisor / parent / school community?
- Does it adhere to our values?



3. DECIDE WHAT TO DO

Consider your options of what to do.

- What are the likely results?
- Have you considered the pros and cons of each possible option?
- Is there an alternative solution?
- Do you need to talk to someone about the issue?
- Make a decision on what to do.



4. TEST YOUR DECISION

Test your decision and consider these four questions:

- Would your decision result in the greatest good?
- Would your decision treat others as you would like to be treated?
- Would your decision be fair and beneficial to all concerned?
- What would a reasonable person think about your decision?



5. MAKE A DECISION

- Are you willing to accept responsibility for your decision?
- Could you make your decision public and feel good about it?
- Are you ready to act?



6. REPORT AND COMMUNICATE

- Make a file note or complete the relevant paperwork.
- Formally communicate your decision to the appropriate person.



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