

Lady Gowrie Community Kindergartens

Staff Code of Conduct

POLICY STATEMENT

All Employees are required to adhere to the **Kindergarten** policies and procedures which reflect the behaviour expected and is designed to encourage integrity and professionalism.

The **Code of Conduct** is a set of guidelines for which all employees are expected to observe.

This policy forms part of all employees of the **Kindergarten** employment conditions.

RELEVANT FORMS/MATERIAL

- Staff Handbook
- Employment Agreements

SOURCES

- Fair Work Act 2009
- Fair Work Regulations 2009
- National Employment Standard

Reviewed June 2017

Date of Review: December 2018

<p>Code of Conduct Philosophy</p> <p>The Kindergarten prides itself on the professionalism and ability of its employees to meet community needs. The Kindergarten strives to be a leading service provider and to provide a safe, healthy and happy workplace.</p> <p>This Code of Conduct is designed to ensure that all employees and community members are treated in a manner that reflects the mission, culture and legal obligations of the Kindergarten.</p>	
<p>Compliance</p>	<p>All employees are expected to:</p> <ul style="list-style-type: none"> ▪ observe all the Kindergarten policies, procedures, rules and regulations at all times; ▪ comply with all Federal, State and local laws, Acts, Regulations and Code of Practices; ▪ comply with all reasonable, lawful instructions and decisions related to their work; ▪ maintain a high degree of ethics, integrity, honesty and professionalism in dealing with community members and other employees; ▪ adhere to the all policies of the Kindergarten; ▪ maintain the confidentiality of the Kindergarten operations in relation to service activities, confidential documentation and work practices during and after their employment. ▪ take reasonable steps to ensure their own health, safety and welfare in the workplace, as well as that of other employees and community members. All Employees and volunteers are expected to make themselves familiar with their workplace health and safety obligations.
<p>Employee Behaviour</p>	<p>If an employee breaches the following guidelines, disciplinary action may be taken.</p> <p>If the breach of conduct is of a legal nature, it will be addressed in accordance with relevant Federal, State or Local Government Laws.</p> <p>Employees should not:</p> <ul style="list-style-type: none"> ▪ discriminate against another employee or community member on the basis of sex, age, race, religion, disability, pregnancy, marital status or sexual preference; (see policy) ▪ engage in fighting or disorderly conduct, or sexually harass, or bully other employees and community members; ▪ steal, damage or destroy property belonging to the organisation, its employees or community members; ▪ work whilst intoxicated or under the influence of controlled or illegal or mind altering substances ▪ bring controlled, illegal, or mind altering substances to the workplace; ▪ smoke on the organisation’s premises or in its motor vehicles; and ▪ accept benefits gifts, which give rise to a real, apparent or perceived conflict of interest.
<p>Employees to the Organisation</p>	<p>Employees will:</p> <ul style="list-style-type: none"> ▪ accept responsibility and accountability for their work performance. ▪ act ethically in all actions and communications with colleagues, customers, suppliers and industry peers. ▪ avoid any conflict of interest and where unavoidable, disclosing any activity or relationship that may adversely affect the organisation’s reputation and welfare.

	<ul style="list-style-type: none"> ▪ commit to the achievement of the organisation's stated goals. ▪ expect a reciprocal commitment to high ethical standards and reserving the right not to deal with suppliers perceived to breach these standards. ▪ help to build and maintain an open and harmonious work environment. ▪ model behaviour consistent with our values. ▪ promote and maintain the highest safety practices at all times. ▪ report any known or suspected violations of the organisation's codes to the Nominated Supervisor or Approved Provider whichever is applicable to the situation.
Employees to their Colleagues	<p>Employees will:</p> <ul style="list-style-type: none"> ▪ encourage my colleagues to adopt and act in accordance with this Code. ▪ share information and resources where this would maximise the organisation's goals and potential. ▪ show respect and support for colleagues by acting a manner that promotes a co-operative work environment ▪ recognise and value diversity which my colleagues bring to their work. ▪ treat all employees with courtesy and seeking to promote a harmonious and safe workplace implementing correct work methods so as not to place employees at the risk of injury. ▪ make every effort to manage and use constructive methods of managing differences of opinion.
Management to the employees	<p>Management will:</p> <ul style="list-style-type: none"> ▪ act ethically and with integrity; ▪ not harass, bully or discriminate against employees; ▪ act according to the legislative requirements, policies and ethical codes that apply to Kindergarten. ▪ make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures; ▪ contribute to a harmonious, safe and productive work environment by their work habits, and professional workplace relationships. ▪ treat members of the public and colleagues with respect, courtesy, honesty, fairness, safety and welfare.
To our customers	<p>We will:</p> <ul style="list-style-type: none"> ▪ Honour all of our customer service commitments, including best practice and safety commitments, as far as practicable ▪ Lead the field in terms of the quality and innovation of our customer service ▪ Provide quality service in response to customer needs ▪ Respect and safeguard the customer's privacy and property ▪ Treat customers with respect and courtesy at all times.
To other Stakeholders	<p>We will:</p> <ul style="list-style-type: none"> ▪ Act as a responsible corporate citizen ▪ Compete fairly and in an open manner ▪ Honour their agreements and undertaking made to others ▪ Respond to the shifts in values and expectations of the community ▪ Working to protect the assets (physical and otherwise) of the Association on behalf of the community.

<p>Management Commitment to the Code of Conduct</p>	<p>Our Kindergarten is committed to developing and promoting high ethical standards throughout our operations in Qld.</p> <p>The Code of Conduct identifies a set of core values, which have influenced the organisation during its history.</p> <p>These shared values outlined in the Code of Conduct should guide all of our daily activities. The standards apply to all employees of the organisations whatever their role or level of seniority.</p> <p>All employees are required to read the Code of Conduct carefully and to also be loyal to the principles it expresses. Everyone in the organisation can contribute to positive working environment for all staff, and to the Kindergarten's reputation for excellence.</p> <p>Our continued dedication to high ethical standards makes us a responsible corporate citizen and will help us all, together, to maintain the Kindergarten on high standards of service and our future financial sustainability and growth.</p>
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