



Eatons Hill State School P&C Association

ABN: 62 409 482 627

P: (07) 3264 9222 / E: admin@eatonshillpandc.org
C/o - PO Box 106, Albany Creek QLD 4035



Code of Conduct

The Eatons Hill P&C Association expects that all employees, P&C members and volunteers conduct themselves in such a way that is professional and in accordance with the philosophy and goals of the Association.

The P&C Committee is committed to providing quality services for families and values honesty, integrity, respect and truthfulness. These principles apply to employee and volunteer interactions with children, families, community members, management, co-workers and the public.

Staff, P&C members and volunteers are expected to be familiar with this code and adhere to its guidelines.

Staff, P&C Members and Volunteers should at all times:

- Act in the best interest of the children;
- Demonstrate honesty, integrity, respect and trust whilst representing the Association;
- Actively implement and support all procedures and guidelines of the relevant business unit;
- Treat others with respect, value difference and maintain a safe working environment;
- Contribute to creating a positive atmosphere of trust and openness through the use of respectful and courteous language and behaviour;
- Understand that it is unacceptable for any employee or volunteer to use any form of harassment, physical, verbal or emotional bullying;
- Ensure all business unit property, funds, facilities, stock and other resources are used appropriately, for authorised purposes and with due care and maintenance;
- Not use or disclose confidential information obtained through your role as a volunteer other than in the proper course of their duties;
- Dress appropriately during work/volunteer hours and when representing the Association, including wearing footwear appropriate for the business unit area.

All P&C Association Staff, P&C Members and Volunteers:

- Will be provided with a copy of the Code of Conduct to review when commencing their role;
- Must read the document and sign that they have understood all conduct requirements;
- Are expected to conduct themselves in accordance with the expectations outlined for the duration of their role.

Name: _____ Signature: _____

Date: ____/____/____