

Timboon P-12 School

Timboon P-12 School Staff to Staff Code of Conduct

Introduction:

This Code of Conduct for Victorian Public Servants prescribes the behaviour expected of public sector employees. Public sector employees are required to familiarise themselves and act in accord with the Code of Conduct. The Timboon P-12 Staff to Staff Code of Conduct has been developed by Timboon P-12 Staff to support the day to day interactions between staff members.

1.0 PURPOSE

- This Code is issued to promote adherence to the public sector values by employees of Timboon P-12 School, DET and Victorian public sector bodies.
- Provide a set of principles that will guide teachers in their everyday conduct with colleagues.
- Provide staff with strategies that value discussion and conflict resolution procedures.
- Promote a culture of responsiveness, integrity, impartiality, accountability, respect, leadership and demonstrate a commitment to human rights.

2.0 PRINCIPLES

- Staff will demonstrate responsiveness by:
 - providing frank, impartial and timely advice to each other
 - high quality service to the school community
 - identifying, promoting and recognising best practice and a job well done
- Staff will demonstrate integrity by:
 - being honest, open and transparent in their dealings
 - using powers responsibly
 - reporting improper conduct
 - avoiding any real or apparent conflicts of interest
 - valuing the input of colleagues
- Staff will demonstrate impartiality by:
 - making decisions and providing advice on merit and without bias, favouritism or self-interest
 - acting fairly by objectively considering all relevant facts.
- Staff will demonstrate accountability by:
 - working to clear objectives in a transparent manner
 - accepting responsibility for their decisions and actions
 - seeking to achieve best use of resources
 - submitting themselves to appropriate scrutiny
- Staff will demonstrate respect by:
 - treating each other fairly and objectively
 - providing support to each other especially those new to the profession
 - ensuring freedom from discrimination, harassment and bullying
- Staff will demonstrate leadership by:
 - by actively implementing, promoting and supporting these values
 - sharing expertise and knowledge
- Staff will demonstrate a commitment to human rights by:
 - making decisions and providing advice consistent with human rights
 - actively implementing, promoting and supporting human rights.

3.0 POLICY IMPLEMENTATION

Staff will:

- Treat one another with reciprocal respect, integrity, kindness, dignity, trust, equity and acceptance.
- Encourage colleagues to maintain professional conversations and avoid personal references.
- Discuss actual, potential or perceived conflicts of interest with honesty, fairness and propriety at all times.
- Communicate in the workplace, whether verbal or written, to an acceptable standard of behaviour at all times.
- Focus on building our own and others strengths and abilities.
- Assist one another to achieve our full potential.
- Allow people to make mistakes- and learn from them.
- Encourage fun in the workplace.
- Promote our school and maintain collegial discretion in the wider community.

Ref: http://www.ssa.vic.gov.au/images/stories/product_files/697_CodeofConduct2007.pdf