

Section: Operations  
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 Page: Page 1 of 3  
 Approved: Executive Team  
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# CODE OF BUSINESS PRACTICE

## POLICY

1. The School will observe and comply with all Laws applicable to the conduct of its business.
2. The School expects certain legal and ethical standards of its employees and this policy and procedures document is intended to promote honest and ethical conduct.
3. It is the personal responsibility of each employee to adhere to the standards and restrictions imposed by the Law and/or this Code of Business Conduct applicable to his/her assigned duties and responsibilities.
4. The School will adhere to the relevant legislation as set out in the Commonwealth Administrative Guidelines for non-government schools:
  - Workplace Relations Act 1996/2006
  - Industrial Relations Reform Act 1993
  - Fringe Benefits Tax 1986/ Amendment 2013
  - Income Tax Assessment Act 1997
  - Work Health and Safety Act 2011 and regulations
  - Long Service Leave Act and amendments
  - School Education Act 1999
  - Equal Opportunity Act 1984
  - Schools Assistance Act 2008

## PROCEDURES

### Conflict of Interest

The School expects and requires its employees to be honest and ethical in handling actual or apparent conflicts of interest between personal and business relationships, For example, if an employee:

- Obtains a financial or other beneficial interest from one of the School's suppliers, customers or competitors without permission from the School Council;
- Engages in personal business transaction involving the School for profit or gain without prior approval from the Principal, who informs the School Council;
- Accepts money, gifts of other than nominal value, excessive hospitality, loans or other special treatment from any supplier, customer or competitor;
- Participates in any sale, loan or gift of school property without prior approval from the School Council;
- Uses school property, information or position for personal gain.

Refer to the 'School Conflict of Interest' (2.39) Policy.

## **Sensitive Transactions**

Employees must avoid any activities which would involve the School in any unlawful practice or in any dealing generally considered to be unethical, immoral or to reflect adversely on the integrity of management.

## **Commercial Bribery**

Bribes, kickbacks and other payoffs and benefits to or from suppliers and customers are forbidden.

## **Fraud**

Employees are obligated to protect the School's assets and ensure their efficient use.

Fraud includes:

- Embezzlement;
- Forgery;
- Misappropriation;
- Conversion to personal use of cash, securities, supplies or other school assets;
- Unauthorised handling of school transactions;
- Falsification of records or financial statements.

## **Confidentiality**

The School prohibits the unauthorised disclosure or use of confidential information about the School, its community and its suppliers.

## **Code of Personal Behaviour**

All employees are expected to behave in a way which is commensurate with the School's Christian values, which exhibits high standards of professionalism and which complies with school policies.

Such behaviour includes:

- Avoiding inappropriate violent, abusive, verbal, physical and emotional actions and swearing in front of students and parents.
- Being careful not to place oneself in a position where an accusation or suggestion of improper conduct could be made.
- Being aware of the School's policies relating to duty of care and child protection.
- Complying with privacy laws and respecting the confidentiality and sensitivity of privileged information concerning staff, students and parents.
- Not engaging in inappropriate gossip concerning, maligning or undermining another employee, student, parent or School Council member.
- Ensuring that decision-making is based on fact, is impartial and fair.
- Upholding high standards of personal presentation, modesty and decorum.

- Avoiding improper use of school property (including IT).
- Providing a role model for students.
- Supporting and encouraging colleagues.
- Upholding the School's vision of excellence.