

### 1.0 **Purpose**

- 1.1 The Macquarie Grammar School (MGS) Code of Conduct is intended to be a central guide and reference for MGS members in their decision making and behaviour at school and or work.
- 1.2 The Code is shaped around four key principles, intended to guide ethical decision-making and behaviour:
  - 1.2.1 Respect the inherent dignity of the individual.
  - 1.2.2 Act on the basis of a well-informed conscience.
  - 1.2.3 Participate as part of a community.
  - 1.2.4 Uphold the public interest.
- 1.3 It is the responsibility of each member of MGS to know and understand the Code and to abide by it.
- 1.4 All staff, and the senior management team, should demonstrate through their words and actions, absolute commitment to that Code and consistency in its execution, to promote a culture of ethical behaviour at MGS.

### 2.0 **Respect the Inherent Dignity of the Individual**

- 2.1 Each individual is entitled to his or her beliefs, attitudes, ideas and feelings and to exercise personal choices with respect to these matters while making sure that communication and attitudes reflect this respect.
- 2.2 Respecting the inherent dignity of the individual includes:
  - 2.2.1 being respectful of others;
  - 2.2.2 ensuring dignity for others at work; and
  - 2.2.3 ensuring that a safe workplace is maintained.

### 3.0 **Act on the Basis of a Well Informed Conscience**

- 3.1 Acting on the basis of a well informed conscience includes:
  - 3.1.1 being mindful of any MGS role when undertaking external activities and public comment; and
  - 3.1.2 abiding by professional ethical standards.
  - 3.1.3 demonstrating respect for the law and system of government;
  - 3.1.4 showing respect for persons;
  - 3.1.5 acting with individual and organisational integrity;

3.1.6 performing duties with diligence;

3.1.7 being mindful of economy and efficiency when using MGS resources

#### 4.0 **Ensure Dignity for Others at Work**

4.1 As an employer, MGS is committed to every person's right to enjoy safety and dignity in the workplace.

4.2 No one shall be subjected to harassment or to cruel, inhumane or degrading treatment or punishment as a member of the MGS community.

4.3 Such acts of discrimination, harassment or bullying will not be tolerated. MGS is committed to stopping and preventing these sorts of behaviours at work and requires each individual to support this commitment.

#### 5.0 **Avoid Workplace Bullying**

5.1 MGS members will not engage in behaviours which may amount to workplace bullying. Workplace bullying is the repeated less favourable treatment of a person by another, or others, which may be seen as unreasonable and inappropriate - it is behaviour that intimidates, offends, degrades or humiliates another person.

#### 6.0 **Duty to Take Care for a Safe Workplace**

6.1 Everyone has the right and responsibility to create and maintain a safe and effective learning and working environment at MGS.

6.2 Under legislation ([Work Health and Safety Act 2011](#)), MGS is required to ensure the workplace health and safety of all staff, students and visitors. This includes:

6.2.1 providing and maintaining a safe work environment;

6.2.2 ensuring the safe use, handling, storage and transport of substances;

6.2.3 ensuring safe systems and processes for work; and

6.2.4 providing information, instruction, training and supervision to ensure health and safety.

#### 7.0 **Avoid Harassment**

7.1 MGS members will not engage in behaviours which may be unwelcome, distressing, offensive or humiliating to others, as such behaviour may amount to workplace bullying and harassment.

7.2 Harassment amounting to discriminatory practices is also unlawful under anti-discrimination laws.

#### 8.0 **Avoid Sexual Harassment**

8.1 MGS members will not engage in behaviours which may amount to unwanted or uninvited acts of workplace bullying or conduct of a sexual nature which embarrasses, intimidates, humiliates or offends the other person; or, which a reasonable person would anticipate in the circumstances could embarrass, offend or humiliate another.

8.2 Behaviours which are consensual, welcome and based on mutual attraction, friendship and respects, are not sexual harassment.

## 9.0 Drugs & Alcohol

- 9.1 The use of alcohol or other drugs which might affect performance or safety in carrying out MGS roles is not acceptable. MGS members are expected to report for work unaffected by alcohol and other drugs where this could affect the safety of others or detrimentally affect the discharge of their duties.
- 9.2 Staff seeking to overcome substance abuse may avail themselves of the MGS Counsellor for access to counselling services.

## 10.0 Undertaking External Activities and Public Comment

- 10.1 While MGS respects the freedom of MGS members to comment on community affairs as individual citizens, or to comment on their subjects of expertise, any verbal or written comment to the media must be undertaken by, or approved by, the CEO.
- 10.2 MGS members are free to engage and participate in any legal outside activity, provided it does not constitute a conflict of interest or adversely affect the effective discharge of their MGS duties.
- 10.3 MGS members will at all times be accurate, exercise appropriate restraint, show respect for the opinions of others.
- 10.4 Where an MGS staff member comments publicly in connection with trade union, party political or interest group activities, it should be made clear that such comment is made on behalf of the union, political party or association which they represent and not in their capacity as members of staff of MGS.

## 11.0 Each student of MGS must abide by the following:

- 11.1 If you have a problem, use consultation and not confrontation to find a solution.
- 11.2 Follow the teacher's directions and participate in all class activities.
- 11.3 Complete all scheduled assessments on time.
- 11.4 The only area for consuming food and drink is in the student common area. Thus you should not eat or drink in the classrooms or hallways.
- 11.5 To improve your language skills you must use English at every opportunity so we ask that you speak in English at all times.
- 11.6 Do not smoke or carry/consume alcohol on MGS property.
- 11.7 Do not attempt to gain advantage (cheat) on assessment tasks, tests and exams.
- 11.8 Aggressive behaviour, not following Teachers' instructions, or behaviour which is disruptive to the harmony of the learning experience will not be accepted. See **004-PP-MGS Student Discipline and Misconduct Policy**.
- 11.9 Student Misconduct can constitute grounds for expulsion from the school and cancellation of enrolment as per the **004-PP-MGS Student Discipline and Misconduct Policy**.
- 11.10 Drugs are expressly forbidden from being brought into any of the MGS premises. Any student found with drugs will be reported directly to the police.

- 11.11 Do not shout, run or make unnecessary noise whilst walking around the campus. This disrupts other students right to learn. Running or playing ballgames (other than those permitted or organised by the school) are not permitted on the campus.
- 11.12 Be considerate of others when taking lifts. You must show courtesy and respect to other users at all times. As our student, you represent our school. It is accepted practice that you must let people leave the lift before boarding yourself. You must not push in, but instead wait your turn to board the lift.
- 11.13 MGS staff and students will not discriminate against any person associated with MGS because of race, sex (including pregnancy), disability, age, marital status, homosexuality, transgender status, carer's responsibilities, religious and political conviction, physical handicap/condition or mental disability. Every person at MGS has equal rights regardless of any differences.

## **12.0 Addressing Breaches of the Code of Conduct**

- 12.1 Where an MGS member believes this Code has been breached, they should raise the issue with their immediate teacher, supervisor/manager for corrective action.
- 12.2 If a staff member feels unable to inform their supervisor, they should bring the issue to the attention of their supervisor's immediate superior, or contact the CEO for appropriate assistance.
- 12.3 Any report about an alleged breach of the Code of Conduct will be dealt with via defined processes for prompt and fair resolution. If an MGS member is found to have violated any of the terms of this Code, they will be subject to a range of possible disciplinary actions, up to and including termination of employment or suspension/cancellation of student enrolment for serious violations.

## **13.0 Disciplinary Procedures for Misconduct or Serious Misconduct**

- 13.1 Where the breach or alleged breach involves behaviour or actions considered to be misconduct or serious misconduct, the Misconduct Panel will meet, investigate the allegation and apply disciplinary action (up to and including dismissal) as required.

## **14.0 Taking Complaints External to MGS**

- 14.1 Whether or not an MGS member first seeks conciliation on an informal basis, or chooses to make a formal complaint through the **003-PP-MGS Student Complaints and Appeals Policy**, they may seek redress through external channels such as the following:
- 14.2 The [Australian Human Rights and Commission](#) is a national independent statutory organisation established to promote and protect human rights in Australia.
- 14.3 One of its main functions is to investigate and conciliate complaints of discrimination lodged under Commonwealth anti-discrimination laws - the [Racial Discrimination Act 1975](#), [Sex Discrimination Act 1984](#), [Disability Discrimination Act 1992](#), [Age Discrimination Act 2004](#) and the [Australian Human Rights Commission Act 1986](#).
- 14.4 The [Anti-Discrimination Board of NSW](#) is an independent statutory authority which administers the [Anti-Discrimination Act 1977](#).

14.5 There are a number of other outside agencies that may be able to assist with specific complaints. These may include, but are not limited to, the following:

- 14.5.1 NSW Ombudsman Office;
- 14.5.2 Privacy Commissioner;
- 14.5.3 Office of Fair Trading;
- 14.5.4 Crime and Misconduct Commission;
- 14.5.5 Police;
- 14.5.6 Environmental agencies; and
- 14.5.7 Health and Safety Inspectors.

#### 15.0 **Reporting Allegations of Fraud, Corruption or Maladministration**

- 15.1 Activities tantamount to fraud, corrupt conduct or maladministration are illegal and of detriment to the entire MGS community.
- 15.2 Any staff member who suspects such activity must immediately notify his/her supervisor or those responsible for investigations. In situations where the supervisor is suspected of involvement in corrupt and fraudulent activity, the matter will be notified to the next highest level of supervision.

#### 16.0 **Ensuring Whistleblower's Protection**

- 16.1 The [Public Sector Ethics Act 1994](#) expects public officials to disclose fraud, corruption and maladministration of which they become aware. If such disclosures are to be encouraged, there needs to be adequate procedures to protect those who make disclosures from reprisals.
- 16.2 The [Whistleblowers Protection Act 2001](#) identifies the kind of disclosures that will be encouraged (public interest disclosures), establishes a disclosure process, and provides for protection and compensation if reprisals occur.
- 16.3 MGS members may make 'Public Interest' disclosures about:
  - 16.3.1 official misconduct;
  - 16.3.2 maladministration;
  - 16.3.3 negligent or improper management affecting public funds; or
  - 16.3.4 any danger posed to public health or safety or the environment.

#### 17.0 **Definitions**

TERM	DEFINITION
Misconduct	Conduct which is not serious misconduct but is nevertheless conduct which is unacceptable.

#### 18.0 **References**

18.1 003-PP-MGS Student Complaints and Appeals Policy

18.2 004-PP-MGS Student Discipline and Misconduct Policy

**19.0 Revision History**

<b>Rev.</b>	<b>Date</b>	<b>Description of modifications</b>
1.	30/03/2009	Original policy draft
2.	12/11/2009	Amendments to Title and Footer
3.	06/04/2010	Amendments to sections 10.0 and 14.0
4.	01/01/2013	Replace MEGA with MGS.
5.	30/05/2013	Revision of practice and updating of web site information.