

BELRIDGE SECONDARY COLLEGE BOARD

Code of Conduct



Message from the Chair

At the Belridge Secondary College School Board everything we do is designed to support the students. We have the incredible opportunity to inspire each student to achieve to the best of their ability. Our collective efforts aim to make a positive difference in the lives of students, their families and the community. Guided by our mission, vision and values, our goal is to build a welcoming, successful and collaborative school.

Mission

To inspire creativity, confidence, optimism and success in each student.

Vision

We will help our students to achieve their potential. Our vision is to prepare each student for a successful future as a lifelong learner. To do this, we will:

- create places to learn and work where staff and students are happy, recognized and fulfilled
- engage all students and staff to achieve the high expectations of the Belridge board
- offer all students a range of learning programs to help students discover their passions and potential
- be a leader in the use of technology to encourage creative and innovative learning
- provide equity of access and opportunity for students and staff to learn, work and succeed
- openly communicate as we welcome the involvement of all parents, staff and students in our community

Values: caring, respectful, cooperative, honest, inclusive, responsible, capable, resilient, creative.

Our values, based on our character attributes, are the foundation of our genuine relationships with students, parents and each other. Together, we create safe, positive learning and working environments that prepare students to make a valuable contribution to society.

- We are **caring** by contributing to our community with integrity, respect and compassion.
- We are **respectful** by being accountable and reliable in our actions and commitments.
- We are **cooperative** by being committed to working collaboratively and valuing the contributions of others for a common purpose.
- We are **honest** and trustworthy by demonstrating integrity in our words and actions.
- We are **inclusive** by respecting differences, and treat everyone fairly and equitably.
- We are **responsible** by treating others, ourselves, property and our environment with high regard and value.
- We are **resilient** by welcoming challenges with strength, confidence and courage.
- We are **creative** by continuously learning and striving for innovative and resourceful solutions to problems that confront us in the 21st Century.

Conduct

Personal behaviour – I will:

- act ethically and with integrity;
- act according to the legislative requirements, policies and ethical codes that apply;
- make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- treat members of the public and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests rights, safety and welfare;
- not harass, bully or discriminate against colleagues, members of the public and employees;
- contribute to a harmonious, safe and productive work environment by our work habits, and professional workplace relationships; and

- serve the government of the day by fulfilling our purpose and statutory requirements.

Communication and official information – I will:

- not disclose official information or documents acquired through my work, other than as required by law or where proper authorisation is given;
- not misuse official information for personal or commercial gain for myself or another;
- adhere to legal requirements, policies and all other lawful directives regarding communication with Parliament, ministers, ministerial staff, lobbyists, members of the media and members of the public generally; and
- respect the confidentiality and privacy of all information as it pertains to individuals.

Fraudulent and corrupt behaviour – I will:

- not engage in fraud or corruption;
- report any fraudulent or corrupt behaviour;
- report any breaches of the code of conduct; and
- understand and apply the accountability requirements that apply.

Use of public resources – I will:

- be accountable for official expenditure;
- use publicly-funded resources diligently and efficiently. These include office facilities and equipment, vehicles, cab charge vouchers, corporate credit cards;
- use corporate credit cards only for Board-related expenditure;
- not use office time or resources for party political work or for personal gain, financial or otherwise;
- keep to policies and guidelines in the use of computing and communication facilities, and use these resources in a responsible and practical manner; and
- be careful to ensure that any travel for official purposes is only done so when absolutely necessary.

Record keeping and use of information – I will:

- record actions and reasons for decisions to ensure transparency;
- ensure the secure storage of sensitive or confidential information;
- comply with our record keeping plan; and
- where permissible, share information to fulfil our role.

Conflicts of interest – I will:

- ensure personal or financial interests do not conflict with my ability to perform my official duties in an impartial manner;
- manage and declare any conflict between my personal and public duty; and
- where conflicts of interest do arise, ensure they are managed in the public interest.

I commit

- to taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace. I will report the details to the relevant people or agency; and
- to taking responsibility for contributing in a constructive and positive way to enhance good governance and the reputation of the board.

Public Sector Requirements

I am committed to upholding the principles in the Code of Ethics. The Board accepts the minimum requirements set out in the Conduct Guide for Boards and Committees. This code of conduct builds on these minimum requirements.

Signed: _____

Date: _____