



MONTESSORI STEPPING STONES & WAABINY OSHC EMPLOYEE CODE OF CONDUCT POLICY



ABOUT THIS POLICY

To outline the Code of Conduct required at Montessori Stepping Stones (MSS) and Waabiny Outside of School Hours Care (WOSHC) services

SCOPE

Any person performing work at the MSS or WOSHC premises.

GENERAL OVERVIEW

This code of conduct is required to be adhered to at all times whilst on the premises of MSS or WOSHC, or in a public place while wearing company uniform. It outlines the attitudes, responsibilities and behaviours that all persons under the scope of this policy are expected to uphold.

ATTITUDES, RESPONSIBILITIES AND BEHAVIOURS

- Behave honestly and with integrity in connection with their employment
- Act with care and diligence in connection with their work
- When acting in connection with their employment, treat everyone with respect and courtesy, and without harassment
- When acting in connection with employment, comply with all applicable Australian laws. For this purpose, Australian law means:
 - Any Act, or any instrument made under an Act; or
 - Any Law of a State or Territory, including any instrument made under such a law
- Comply with any lawful and reasonable direction given by the employer or someone who has authority to give the direction
- Maintain appropriate confidentiality at all times
- Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment
- Not provide false or misleading information in response to a request for information that is made in connection with their employment
- Not make improper use of:
 - Inside information; or
 - The employees duties, status, power or authority;

in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person

- At all times behave in a way that upholds:

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- The services values and employment principles; and
- The integrity and good reputation of the employee's service
- Comply with any other conduct requirement that is required or directed by the employer or detailed in any letter of offer or instruction

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