

Code of Conduct

MANLY WEST STATE SCHOOL – STAFF, PARENTS AND SCHOOL VISITORS – CODE OF CONDUCT

Upholding ethical standards

The public has the right to expect the same high ethical standards from all of us. To meet these standards:

- we uphold the principles and values and comply with standards of conduct set out in the Code of Conduct.
- we comply with Standards of Practice where they have been adopted by our employing agency.
- we comply with all relevant legislation, awards, certified agreements, subsidiary agreements, directives, whole-of-government policies and standards.
- we adhere to the values, policies and procedures of our employing agency.

Who the Code of Conduct applies to

The Code of Conduct for the Queensland Public Service will ensure the public service embodies the highest ethical standards and help achieve greater awareness of the positive values underpinning the public service.

The Code of Conduct applies to:

- any Queensland public service agency employee whether permanent, temporary, full-time, part-time or casual, and
- any volunteer, student, contractor, consultant or anyone who works in any other capacity for a Queensland public service agency.

When the Code of Conduct applies

Our conduct impacts on public confidence in the public service. We take personal responsibility to uphold the Code and demonstrate the principles and values of the *Public Sector Ethics Act 1994* by the way we perform our duties. The Code applies at all times when:

- when we are performing official duties
- when we are representing the Queensland Government at conferences, training events, and on business trips; and
- when we are attending work-related social events.

Where to access the Code of Conduct

Department of Education and Training Policy website - Code of Conduct:

<http://www.psc.qld.gov.au/library/document/catalogue/equity-ethics-grievance/qps-code-conduct.pdf> :

Standard of Practice:

<http://education.qld.gov.au/corporate/codeofconduct/pdfs/det-code-of-conduct-standard-of-practice.pdf>

Ethics in the Queensland Public Sector website:
www.ethics.qld.gov.au

Where to get advice about the Code of Conduct

Ethical Standards Unit:

Ph: 07 3237 0255

Fax: 07 3235 9996

ethicalstandards@deta.qld.gov.au

Public Service Commission Advisory Service

pscenquiries@psc.qld.gov.au

1300 038 472

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We make a difference to the lives of Queenslanders. In return, the people of Queensland ask for and deserve our best efforts in meeting our professional duty and upholding the Code of Conduct. We can all demonstrate ethical leadership in how we perform our role, and show our positive commitment to the people of Queensland, their elected representatives and our colleagues.

Code of Conduct - Ethics Principles

The ethics principles are established in the *Public Sector Ethics Act 1994*. These fundamental principles of ethical behaviour are essential to robust public sector integrity and accountability and are:



Code of Conduct - Values

Each ethics principle is strengthened by a set of values. The values help describe the behaviour that will demonstrate each principle. The values are established in the *Public Sector Ethics Act 1994* and are in the Code of Conduct.

Code of Conduct - Standards of Conduct

The Code of Conduct contains standards of conduct under each set of ethics principles and values. The standards of conduct show how we can put the principles and values into practice.

Standard of Practice

Agencies may develop a Standard of Practice to support the Code of Conduct in their agency.

Legislation, policy and procedure

The Code of Conduct supports and is supported by:

- legislation, awards, certified agreements, subsidiary agreements, directives, whole-of-government policies and standards, and
- the policies and procedures of our employing agencies.