

# CODE OF CONDUCT GUIDELINES



## RATIONALE

The MLC Community Groups Code of Conduct Guidelines is a statement of the ethical principles, values and behaviours expected of all members of MLC Community Support Groups who volunteer to support the School. It aims to set positive aspirations in the foreground of the Code of Conduct. MLC Community Support Groups and volunteers have a significant role in the work of the school. They serve the dual purpose of supporting College staff to provide the richest learning environment and experiences for all our girls, and creating opportunities for members of our community to connect and work together in the pursuit of common goals.

At MLC we encourage our community to live our values of:

Integrity - Seek Truth

Mastery - Seek Expertise

Enterprise - Seek Resourcefulness

Justice - Seek Fairness

We value and foster Christian foundations in life, community spirit which celebrates diversity, strive to make the most of individual gifts and show respect for self, others and the environment.

## GUIDELINES

The *MLC Community Support Groups - Code of Conduct Guidelines* has been developed to assist volunteers to know and understand the minimum standards of behaviour and conduct expected as a community member of the college. It applies to all volunteers of the College. The Guidelines establish the following underlying principles which all volunteers are expected to observe:

- Volunteers should perform their agreed duties faithfully and efficiently, at all times respecting the rights of our students, our staff, fellow parent volunteers and the broader college community.
- Volunteers are expected to follow the principles of best practice in communication.
- All written communication from MLC Community Support Groups is the property of the college.
- Please be mindful that email and social network communication lacks the cues of body language, tone and intonation which are present in verbal communication and requires the equal due consideration as applied to verbal communication.
- MLC Community Support Group members agree to work in a safe and healthy way and not to jeopardise the health and safety of others.
- Volunteers should at all times be cognisant of privacy and confidentiality in conducting all business of MLC Community Support Groups including respecting the rights of individuals to privacy.
- Volunteers should behave towards students, staff and other volunteers with respect including treating everyone with courtesy, sensitivity, tact, consideration and humility.

Any breach of this *MLC Community Support Groups - Code of Conduct Guidelines* will be referred to the President of the relevant MLC Community Support Group and resolved in collaboration and consultation with the school Principal. Behaviour outside the limits set by the code of conduct will result in exclusion from volunteering on a temporary or permanent basis.

Should you have any questions with regard to any of the above please contact the President of the relevant MLC Community Support Group through the Office of Development and Community Relations.