Code of Conduct Executive Summary

The Code of Conduct draws on the Department of Education and Training’s Statement of Ethics and the values that underpin our work. The Code is based on NSW legislation, regulations and Government policies and procedures. The Code aims to establish a common understanding of the standards of behaviour expected of all employees of the Department of Education and Training.

In Summary:

- The Statement of Ethics, reproduced on the reverse of this summary, sets out the values that underpin the requirements of the Code.
- The Code places an obligation on all of us to take responsibility for our own conduct and work with colleagues and our community to establish consultative and collaborative workplaces where people are happy and proud to work.
- The Code is a source of guidance for good judgement in making decisions and does not seek to cover every possible situation that may arise.
- The Code sets out the standard of behaviour expected of all employees. In most situations good commonsense is a reasonable guide; however all employees need to be aware of the requirements of the Code and of relevant legislation and significant policies.
- Any employee may have remedial or disciplinary action taken against them as a consequence of a breach of the Code. Sometimes employees make mistakes or errors of judgement. If your decision is properly informed by considering relevant laws, policies or procedures and your action could be seen as reasonable in the circumstances, you are very unlikely to be subject to disciplinary action. All factors are considered before deciding that disciplinary action is warranted for a breach of the Code. In some circumstances systems remedies may be put in place to avoid a similar mistake recurring or alternatively remedial action (or no action) may be taken. In many minor cases, a simple explanation and/or apology can rectify the matter.
- The Code provides an explanation of what the Department expects of its employees
  - Perform duties professionally and competently and comply with reasonable instructions
  - Behave in a courteous and responsive manner
  - Work collaboratively with colleagues
  - Be mindful of the duty to consider the health and safety of yourself and colleagues.
- The Code outlines the Department’s commitment to a workplace that provides dignity and respect. Everyone has the right to be heard whatever their circumstance; by listening, trust is built with people as an individual.
- The Code is provided as an electronic document with hyperlinks to key policies and other relevant documents and is available on the Department’s internet and intranet.
Statement of Ethics

The NSW Department of Education and Training is committed to improving the social and economic well being of the people of NSW through the provision of high quality education and training.

As employees of the NSW Department of Education and Training, we have significant influence in developing an informed, dynamic and democratic society by providing experiences that inspire and facilitate teaching and learning.

We can do this by promoting an organisational culture of innovative thinking and continuous self-development and by creating a place where people are proud to work.

The values that underpin our work include fairness, respect, integrity and responsibility.

We demonstrate these values in our daily work by

- providing quality services to public education and training, whether in the classroom, the office or the community
- being consistently honest, trustworthy and accountable
- being courteous and responsive in dealing with others
- being committed to social justice by opposing prejudice, injustice and dishonesty
- making decisions that are procedurally fair to people and which avoid discrimination, for example, on grounds such as gender, race, religion and culture
- promoting dignity and respect by avoiding behaviour which is, or might reasonably be perceived as, harassing, bullying or intimidating
- maintaining professional relationships with
  - students
  - parents and carers
  - colleagues, and
  - business partners
- working collaboratively with colleagues to reach our common goals
- maintaining and developing our professional and work practices
- acknowledging our stakeholders as partners in our work, and
- behaving in ways that advance public education and training.