



POLICY 5.5

Code of Conduct

Ratified by board via email	26th September 2019
Next Review Due	2022

RATIONALE:

The mission of the Catholic Church unequivocally commits Catholic schools and their communities to foster the dignity, self-esteem and integrity of their employees and of every person to whom it provides a service.

Employees of Aquinas College uphold this mission by modelling positive relationships and acting in a manner that creates a safe and productive educational and pastoral environment. Those working at Aquinas College have a responsibility to uphold the mana and dignity of all individuals and are therefore subject to the obligations and duties imposed through applicable legislation, policies, procedures and standards.

GUIDELINES:

Each employee is expected to act honestly, conscientiously, reasonably, and in good faith at all times having regard to their responsibilities, the Special Character of the College, and the welfare of colleagues and students.

The Board delegates responsibility to the Principal for ensuring:

- All employees are aware of, as part of their induction and ongoing employment, the expectations contained within the code of conduct and all supporting documentation, and make these documents accessible to them.
- All employees understand the obligation to conduct themselves in a manner that reflects the Special Character of the College, particularly through role modelling language, behaviour and appearance.
- Ongoing support and feedback is provided to staff regarding conduct and that appropriate records are maintained.
- Any breaches or complaints regarding employee conduct are managed in accordance with the College's Complaints Policy and in accordance with all employment-related legislative requirements.

ASSOCIATED LEGISLATION / SUPPORTING DOCUMENTATION:

- [Expectations of Staff Employed in a Catholic School](#)
- [Code of Ethics for Staff and Board of NZ Catholic Schools](#)
- [Our Code, Our Standards \(Teaching Council\)](#)
- [Catholic School Elaborations – Standards for the Teaching Profession](#)
- [The Catholic Education of School-Age Children \(NZ Catholic Bishops Conference\)](#)
- [Secondary Teachers Collective Agreement](#)
- [Support Staff in Schools Collective Agreement](#)