

CODE OF CONDUCT

This Code applies to anyone who is employed by or works at Australian International High School (AIHS) – including employees, contractors, consultants and directors ('You').

You are expected to comply with this Code of Conduct including any changes that may be made to it by the AIHS Board from time to time. This Code of Conduct is set out below.

You must comply with the following standards of conduct:

1. You must act honestly, in good faith and in the best interests of AIHS.
2. You have a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
3. You must use the powers of office for a proper purpose, in the best interests of AIHS.
4. You must, at all times, act with integrity in dealings with students, parents/guardians and members of the community.
5. You have an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions.
6. You must properly manage any conflict with the interests of AIHS.
7. You must not engage in conduct likely to bring discredit upon AIHS.
8. You must not make improper use of information acquired.
9. All confidential information you receive in the course of the exercise of your duties remains the property of AIHS from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by AIHS, or the person from whom the information is provided, or is required by law.
10. You must report to the Principal any unethical practices that you become aware of.
11. You have an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this Code.
12. You have an obligation to the safeguarding of students and promoting the safety, welfare and wellbeing of student and young people.
13. You must follow AIHS policies and procedures.