



GLOBAL SCHOOL PARTNERS

Code of Conduct



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www.globalschoolpartners.org.au

Global School Partners Code of Conduct



The Code of Conduct for employees provides definition on how Global School Partners' values are demonstrated in the day-to-day activities of the business. The Code outlines the expected standards of behaviour and how employees are to conduct their duties while representing GSP and working towards achieving the goals of GSP.

All standards contained in this Code are in addition to the general obligations imposed on employees including implied duties such as the duty of fidelity and to act in good faith. This Code is designed to be read in conjunction with all other GSP policies.

1. Scope:

This Code applies to all full time, part-time and casual employees (including management) and volunteers who are employed by GSP or volunteer for GSP and applies to all GSP Partners - hereafter referred to as employees. This Code applies whether the employee is situated in a GSP office in Australia or at a remote location overseas.

2. Principles:

Judgement and Guidance

Employees are encouraged to seek guidance from their Team Leader as required. The tests of common sense, transparency, scrutiny and conscience are helpful guides to assist in decision making. Refer to GSP Vision, Mission and Values Statement.

Respecting others

When working with others, employees are expected to treat each other with respect for their rights and obligations by being courteous, honest and fair. Employees should treat all people justly, irrespective of gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other attributes. Specifically, GSP will not tolerate sexual exploitation, abuse, transactional sex, bullying and sexual harassment of any person, and it is the obligation of all employees to report wrongdoing. Refer to GSP policies are GSP PSEAH Policy, GSP Child Safeguarding Policy, GSP Transparency Policy.

Behaving professionally

Employees are expected to carry out their work duties in a professional and conscientious manner at all times. This includes a standard of behaviour that serves to safeguard children as well as adults. These behaviours are articulated specifically in the Child Safeguarding Policy and the Prevention of Sexual Exploitation Abuse and Harassment Policy.

Avoiding conflict of interest

Employees must take reasonable steps to avoid any actual or potential conflict of interest and act in the best interests of GSP at all times. Refer to GSP Conflict of Interest Policy. Employees must -

- performing their duties primarily in the interests of GSP's mission and strategic directions;
- disclose actual or potential conflict of interest;
- not misuse the influence of their position to pursue personal, sexual or financial relationships with other employees or members of the GSP community; and
- not accepting gifts which go beyond common courtesies consistent with ethical and accepted business practices, or which could be considered bribes.

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Using GSP resources

Employees are expected to use all GSP facilities, equipment and processes efficiently, carefully and in a proper manner. Employees should not use GSP resources for anything of a commercial nature in support of any outside activities for personal use that could be seen as excessive. Refer to GSP Activity Development Policy, GSP Procurement and Resource Management Policy, GSP Activity Framework and GSP Activity Checklist.

Breach of the Code of Conduct:

Any employee identified as breaching this policy will be subject to appropriate action that may include disciplinary action or even lead to termination of employment depending in the seriousness of the breach.

Employees should report suspected breaches of the Code of Conduct in the first instance to their manager.

Nothing in this Code of Conduct restricts the right and ability of employees to report concerns under the Whistleblowers Act.

Knowledge of and adherence to Global School Partners' policies

Employees are given the opportunity to learn and ask questions relating to all Global School policies and are therefore expected to know and behave in accordance with all relevant Global School Partners' policies. These policies include, but are not limited to:

- GSP Child Safeguarding Policy
- GSP Prevention of Sexual Exploitation Abuse and Harassment Policy (PSEAH)
- GSP Counter Terrorism Policy
- GSP Transparency Policy
- GSP Fraud and Corruption Policy
- GSP Procurement and Resource Management Policy
- GSP Conflict of Interest Policy
- GSP Governance Policy
- GSP Privacy Policy
- GSP Activity Development Policy
- GSP Human Relations Policy
- GSP Complaints Handling Policy
- GSP Vision, Mission and Values Statement



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