

## Introduction

Macquarie Community College (“the College”) cares about its members, employees and clients and expects them to care about one another and the College. The College strives to be a best-practice organisation in meeting the community’s needs for high levels of educational opportunity. Embedded within this is the promotion and nurturing of a culture in which every member knows that he or she is valued and respected.

This Code of Conduct (the Code) applies to all members of the College. The Code applies whether the member is employed or engaged on a permanent full-time, part-time basis, on a temporary, contract, or casual, voluntary basis or on any other basis with the College.

Compliance with the Code of Conduct will build trust between members, the Board, College staff and Clients. This can only be achieved by working within a Code of Conduct.

Membership of the College is at the discretion of the Board. By virtue of your membership of the College, it is expected that:

- you will act in a manner that is respectful and supportive of MCC staff, students and other members;
- you will act honestly, in good faith and in the best interests of the College as a whole;
- you will use your rights as a member for a proper purpose and in the best interests of the College as a whole;
- you will not make improper use of information acquired as a member;
- you will not knowingly hold, assume, or accept a position in which interests conflict with commitment to the College;
- you will properly manage any conflict with the interests of the College;
- any confidential information received by the member remains the property of the College and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the College, or the person from whom the information is provided, or is required by law.
- you will not engage in conduct likely to bring discredit upon the College;
- you will uphold the objects of MCC Constitution;
- you will uphold the reputation and good standing of the College;
- you will take responsibility for your actions;
- you will act with integrity and respect others and abide by the appropriate laws and in general that apply to personal conduct;
- you will not engage in any offensive conduct or unlawful activity,
- you will not make any statement on behalf of the College or purport to represent the College through any public medium, including digital social media, unless authorised to do so by the College; and must reject and will not make any offer of bribery or unethical inducement;
- you will promptly pay membership fees as part of continued membership and keep your information updated; and
- 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.

Should a member fail to meet the conditions in this Code of Conduct, the College may, at its sole discretion, decide on the appropriate action to take. The College reserves the right to revoke membership that has been granted, in the event that a member violates the Membership Code of Conduct. The revocation proceedings are specified in the Constitution governing the College and provides protection of the rights of any individual who may be subject to revocation of membership.