



**Code of Practice**  
**Policy Number: BM008**

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| <b>Policy Name</b>          | Code of Practice       |
| <b>Compliance Standards</b> | 1 to 8 (All Standards) |
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| <b>Endorsed By</b>          | Management Committee   |
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| <b>Related Policies</b>     |                        |

This Policy applies to Port Macquarie Community College (PMCC) and its trading arms.

As a Community College we will:

- Observe the principles and good practices of adult education,
- Observe the principles of best practice in relation to equity and access in relation to adult education,
- Seek to satisfy our clients' learning needs,
- Seek to provide continuous learning opportunities based on the identified needs of the community and monitor and evaluate the implementation of programs,
- Seek continuously to improve our performance, in all aspects of our work,
- Consult with interested stakeholders in order to improve the quality and range of our services,
- Consult with the community and seek to respond to its learning needs and expectations,
- Act ethically, honestly, fairly and openly at all times,
- Ensure access and equity in all our dealings with students and staff,
- Reject discrimination in all its forms,
- Provide equal employment opportunities and professional development opportunities for our staff,



- Develop a code of conduct which informs employees of the standards expected in their performance and behaviour,
- The code of conduct will cover employee absence WH&S, discrimination, misconduct, disciplinary action, job performance, annual leave arrangements and grievance procedures,
- Adhere to truth in our advertising and the promotion of our services,
- Maintain sound financial management, and
- Comply with all the legislative and regulatory obligations under which we operate.