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.