



## Employee/Volunteer/Contractor Code of Behaviour

The code of behaviour is a set of rules outlining standards of acceptable behaviour, code of ethics and conduct when working/volunteering at Pinnacle Preschool.

### I agree to adhere to the following:

- Abide by the philosophy, mission and values of Pinnacle Preschool;
- Act with honesty and integrity at all times;
- Act fairly and equitably;
- Contribute to an environment that is free of discrimination, harassment or victimisation;
- Empower families to exercise their own choice and control;
- Observe and abide by the policies and procedures of Pinnacle Preschool;
- Work cooperatively as a member of the team;
- Respect others, their values and their rights;
- Respect all families /carers as the key people in the child's life;
- Abide by their position description;
- Adhere to all accounting and administrative procedures;
- Represent Pinnacle Preschool in a positive way to the community;
- Not discuss confidential issues of ODEEP/ Pinnacle Preschool with people outside the organisation;
- Not take illegal drugs or consume alcohol when working/volunteering, in the community or on the premises;
- Not abuse, physically or verbally, families, other staff or members of the Board of Management;
- Treat families and all other stakeholders with courtesy, respect and consideration;
- Abide by ECA Code of Ethics at all times.

### Code of Dress

Employees/Volunteers/Contractors should wear uniform if supplied or neat clothes appropriate to the type of work and not be offensive to families.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_