



# **Code of Conduct**

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## **Our Mission**

Our school will enable each pupil to become a free, responsible and caring individual with purpose and direction in life, with an awareness of the environment, an individual who as a citizen can contribute to the future.

*“Receive the child in Reverence, Educate the child with Love, Let each go forth in Freedom”*

Rudolf Steiner

## **Our Values**

- Education of the whole child – head, heart and hands
- Provision of an age-appropriate arts-based approach to the full curriculum
- Protection of childhood
- Nurturing the child through an age appropriate curriculum that brings content and skills at optimal developmental times
- Recognition of the humanity in each individual and the need for community
- We acknowledge our place in the runaka o Kai Tahu and we support the principles established by the Treaty of Waitangi which are participation, protection and partnership
- Anthroposophy informs our endeavours and our understanding of the human as a being of body, soul and spirit.

## **Message from the Board**

The Dunedin Rudolf Steiner School board of trustees has a statutory obligation to be a good employer and we personally recognise the importance of treating staff fairly and properly in all aspects of employment.

In return, the board expects a high standard of behaviour from you. All staff are expected to identify with and have a commitment to the philosophy and values of the Dunedin Rudolf Steiner School, and to demonstrate that commitment in the performance of their duties.

The code applies to all employees of the Dunedin Rudolf Steiner School, including permanent, temporary, and casual employees. This code forms part of your employment with the board.

Please make yourself fully familiar with the standards in this document.

*Board Chair*

Dunedin Rudolf Steiner School board of trustees

## Introduction

How we conduct ourselves as individuals is important and reflects Dunedin Rudolf Steiner School as an educational provider. By choosing to work for Dunedin Rudolf Steiner School we are agreeing to uphold the values and standards of this code of conduct (the code).

## Who does the code apply to?

The code applies to all employees of Dunedin Rudolf Steiner School. This includes permanent, temporary or casual employees, contractors, consultants as well as volunteers and those acting on behalf of Dunedin Rudolf Steiner School.

## When does the code apply?

The code outlines standards of behaviour that we expect you demonstrate while you are at work and at any time where your actions could bring the Dunedin Rudolf Steiner School into disrepute. We don't think that the standards are any different to those that you would live by in your personal lives.

## Values

*Consider the following statements to check that you are following Dunedin Rudolf Steiner School values and are not going to **TRIP** up along the way.*

We build **trust** with our wider school community and our colleagues. Building trust means that we are honest and communicate openly.

We treat everyone with **respect** and consideration at all times. Treating someone with respect means behaving towards someone in a way that values their mana, dignity and individuality.

In all our actions we use **integrity** and honesty. We honour our commitment to deliver student achievement at our school in an ethical, supportive and transparent way.

We act in a **professional** and collaborative manner towards everyone we deal with through our school community. Our conduct means that we always do what we say we will do to a high standard. We ensure we continue our learning to keep our practice current and actively seek feedback and guidance when necessary.

## Charter of Interactions

In 2014 the staff agreed upon the following Charter of Interactions which guide how we interact.

Acknowledge presence	Think compromise
Ensure it is the right time and place	Redirect with sensitivity
Practice equanimity	Respond rather than react
Respect purpose	Display honesty, respect
Active listening	Open to learning

## How we demonstrate our values

### The nature of the Dunedin Rudolf Steiner School

Dunedin Rudolf Steiner School employees are trusted and respected by those we work with because we always act honestly, professionally, respectfully and with integrity. The work we do is often in an environment with high levels of stress and emotion. We strive to manage these situations with sensitivity and confidentiality. We actively work to maintain the mana and dignity of all those involved.

### Our reputation is important

Dunedin Rudolf Steiner School employees work to uphold standards which foster the trust and confidence of all those we work with, our students and the wider school community as well as with each other. We ensure that we do what we say we will do so that we are seen as reliable and dependable. Integrity forms the basis of all that we do.

### How we influence others and manage our conflicts

We recognise that conflicts of interest may arise from time to time and we will ensure that we are honest and transparent in our processes. We will follow the School's Complaints and Problem Resolution procedure.

### Respect the beliefs and culture of others

We treat all people respectfully, with dignity and empathy, regardless of who they are. We acknowledge the beliefs and practices of people who differ from us for example; ethnicity, religion, gender, sexual orientation or disability (seen or unseen).

### What is our responsibility as a Dunedin Rudolf Steiner School employee?

Through our work, we strive to ensure that our school can achieve the highest standards of education which enable every student to achieve their potential. We understand it is important that we demonstrate the values we expect of students. When we are unsure, we seek help, support and guidance. The school's framework of policies and procedures, including the staff handbook, is an important guide to how we operate and it is every member of staff's responsibility to ensure that they keep up to date with these.

### What will happen if I breach the code?

If there is an occurrence where behaviour does not reach the expected standard under the code, the first step will be a discussion to try and understand the situation and actions that led to the situation. The next steps will depend on what has been identified in the discussion.

If it is identified that a breach of the code has occurred there may be disciplinary action which may include dismissal depending on the situation and the seriousness of the misconduct.

The Board and Principal will follow the principles of good faith and being a fair employer in all matters relating to the code. As a Board employee the Principal is also covered by this Code of Conduct. The Principal is also delegated responsibilities by the Board relating to the employment of staff.

### What will be considered?

- The facts – clarification of the issue. Consideration based on the facts of the matter and not assumptions or misunderstandings.
- Discussion – the emphasis is on problem solving and all parties involved are responsible for this. Employees can ask for someone to be there to support or represent them. Consideration will be given to what assistance may be needed to help resolve the problem or issue. Mediation may be an option.
- Intent – was there a deliberate breach of the code or were there mitigating factors? Could it be reasonably foreseen that the breach would occur?
- Responsibility – Did the responsibility lie solely with the employee or did someone else have responsibility under the circumstances?
- The impact – how has this affected the trust and confidence in the employment relationship?
- Precedent – how has this type of behaviour by employees been treated in the past?

### What if it goes wrong?

*If a situation arises where the standard of behaviour of staff is not in line with the code, a disciplinary investigation process may be implemented. This process may identify an issue of misconduct or serious misconduct. Each situation will be addressed based on the facts and the particular circumstances.*

*If you are uncertain or are concerned about a situation – talk with your manager first.*

### Misconduct

Behaviour or actions that breach the code and may not result in dismissal but may involve some form of disciplinary action.

#### *Examples*

- *Breaching school policies*
- *Acting in a negligent or careless manner*
- *Acting in an unprofessional and/or discourteous manner*
- *Failure to declare a conflict of interest*
- *Bringing the school into disrepute*
- *Internet misuse*

- *Minor instances of failing to follow the employers reasonable and lawful instruction*

### Serious Misconduct

Behaviour or actions that have the effect of destroying or undermining the relationship of trust and confidence between an employee and employer.

#### *Examples*

- *Violent behaviour, bullying or harassment*
- *Theft, dishonestly or fraud*
- *Behaviour that endangers the health and safety of the employee or others*
- *Use of illegal drugs at work*
- *Sexual misconduct*
- *Repeated misconduct*

### Acknowledgement of Receipt of Code of Conduct

I \_\_\_\_\_ *[insert employee name here]* acknowledge that I have received a copy of the code of conduct issued

\_\_\_\_\_ *[insert date]*.

I have also been advised/received a presentation outlining my obligations under the code.

Signed \_\_\_\_\_ Date

**[Please remove this page from the code and place original on employee's personal file]**