



# Port Macquarie Community College

## Code of Practice Policy Number: OP008

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 , OH&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.

Version	Original	1	2	3	4	5
Date	18-02-2003	12-04-2005	1/11/2010			