#### Code of Conduct

#### The Code of Conduct applies to all non-remunerated and remunerated members, including volunteers not eligible for financial membership, of <<insert name of >> P&C Association. These parties will be known as “members”. The Code of Conduct is to be adhered to whilst any member, irrespective of title, acts in a capacity as a P&C member or takes part in a << insert name>> P&C Association activity.

##### In attending any and all <<insert name>> P&C Association activities or undertaking P&C duties all members agree to comply with all State and Commonwealth legislations. In attending the <<insert name>> P&C Association activities and/or duties all members agree to treat each P&C Association member and the greater community in a way that is indicative of best practice. This includes being courteous and respectful. Making and/or suggesting decisions that are procedurally fair to all people. Engage in rational debate and allow alternative points of view to be expressed and respect difference of opinion. Members agree to not conduct themselves in a manner that may be considered as harassment, bullying, intimidation or discrimination. Members will undertake their duties responsibly and in doing so will disclose to the <<insert name>> P&C Association where there is a conflict of interest.

Members agree to comply with the <<insert name>> P&C Association’s Constitution, by-laws, policies and resolutions. Members will undertake to become familiar with meeting practice and will commit to the purpose of the <<insert name>> P&C Association as outlined in the Constitution. Members agree to remove themselves, voluntarily or on request from the Chair where they are not conducting themselves in a manner as agreed within this Code of Conduct.

Members agree that three requests to cease participation due to breaches of this Code of Conduct will see them relinquish their voting rights and/or prohibit their attendance at <<insert name>> P&C Association activities. The P&C Executive will meet to decide, by majority vote, where a member may have breached the Code of Conduct. Where this occurs, formal correspondence will be sent on resolution by the <<insert name>> P&C Association Executive.

This document shall be available to members at each meeting of the <<insert name>> P&C Association. Members shall be notified at the commencement of each <<insert name>> P&C Association meeting that the acceptance of Code of Conduct is a requirement of membership and attendance to all and any P&C activities. This document shall be reviewed by the <<insert name>> P&C Association at each Annual General Meeting.

President: Secretary:

Dated the <<insert date>> as adopted at the <<insert name>> P&C Association Annual General Meeting.