

External Code of Conduct Policy

Purpose:	The purpose of this external code of conduct policy is to ensure a positive and respectful relationship between Independent Schools Queensland (ISQ) and external parties , whether they are vendors, partners, tenants, members, visitors, contractors, or any other type of stakeholders. This policy helps to establish clear expectations for all parties regarding conduct, ethical behaviour, and compliance with relevant laws and regulations.		
Scope:	All ISQ employees, contractors and any external parties that may interact with ISQ people or enter ISQ’s office are included in this policy.		
Policy Owner:	Chief Executive Officer	Authorised by:	Chief Executive Officer
Approval Date:	September 2023		
Version:	V1.0	Review Due:	September 2025

Policy Statement

All parties are expected to conduct themselves with honesty, integrity, professionalism and the utmost respect and courtesy in all interactions.

ISQ provides a positive and safe work environment and expects all employees and external parties to uphold these standards by complying with this policy.

Any violation or suspected violations of this code of conduct should be promptly reported to the ISQ HR Business Partner or the Chief Executive Officer.

Conduct – unacceptable acts, events or violations

What represents unprofessional conduct and would be considered unacceptable cannot be prescribed in every instance. Principally ISQ expects all parties to behave with a high standard of professional conduct representing the respect for law and lawful instruction, respect for persons, personal integrity and diligence, economy and efficacy in work, consideration of workplace health and safety and attention to conflicts of interest.

The following are examples of acts, violations or events that ISQ considers unacceptable. ISQ has the right to determine in its entirety the response to any breach of this Code of Conduct.

Respect for the law and lawful instructions

All parties must comply with legislation, regulations and standards relevant to their interactions and always act in accordance with a legal duty of care. This includes, but is not limited to, legislation relating to child protection, discrimination, bullying, sexual harassment, industrial relations, workplace health and safety and privacy.

Examples of unacceptable conduct include but are not limited to:

- Violating or causing others to violate health and safety regulations
- Unlawful discrimination
- Sexual harassment.
- Smoking contrary to established laws, policy and practice
- Attending ISQ's premises under the influence of alcohol or any illegal drug, or bringing unauthorised alcoholic beverages or illegal drugs onto ISQ premises
- Wilfully damaging, destroying, or stealing property belonging to ISQ

Respect for persons

Examples of unacceptable conduct include but are not limited to:

- Failing to treat others with respect including using threatening, obscene, profane or abusive language or behaviour
- Physical violence or aggression towards others
- Engaging in disorderly conduct
- Harassing or bullying others
- Uncooperative behaviour

- Victimising a person who reports a breach of this Code of Conduct.

Integrity

Examples of unacceptable conduct include but are not limited to:

- Disclosing any confidential, private or official information, except where required to disclose such information by a court of law
- Failing to declare any real or perceived conflict of interest
- Offering, soliciting, or accepting bribes, or any form of corrupt practices
- Failing to report any attempted bribery
- Vexatious or malicious allegations against others.

Health, Safety and Environment

All parties should take reasonable steps to mitigate any risk to the health and safety of themselves or others.

Any unsafe or hazardous practices, conduct or events, including near misses, should be reported to either ISQ's HR Business Partner or the Chief Operating Officer immediately.

When attending ISQ's premises, all parties should make themselves familiar with the emergency procedures and undertake any training required to ensure they are aware of their obligations and what may be required in the event of an emergency situation.