CODE OF ETHICS AND CONDUCT

This Code of Ethics and Conduct is a public statement of the ethical principles, values and behaviours expected from members and students of the Montessori Institute.

It is based on three fundamental ethical principles:

* The Principle of Justice
* The Principle of Respect for Others
* The Principle of Responsible Care

Justice requires that people are fairly treated and not discriminated against, abused or exploited.

Respect for Others, requires that people be treated as individuals with rights that are to be honoured and defended. To be a member of a community means that individuals not only have rights but that they also have duties and responsibilities to others.

Responsible Care is the belief that people have a primary moral obligation to do good and not to do harm to others. This also involves efficient stewardship of assets, resources and the environment and emphasises the duty of care staff have to students.

Members of the Montessori Institute should strive to achieve high professional and ethical standards. In particular, staff should:

- avoid situations requiring them to supervise or assess a student who is a member of their family or with whom they have, or have had, a personal or other significant relationship
- avoid situations requiring them to supervise another member of staff with whom they have or have had a relationship of the kind referred to above. (Where this is unavoidable, supervision must be openly seen to be of the highest professional standard and neither unfairly advantaging nor disadvantaging the supervisee).
- respect individuals’ rights to privacy and undertake to treat in confidence all information supplied to them on that basis.
- declare any actual or potential conflict of interest in any matter under discussion by a committee or body of which he or she is a member prior to the discussion of that matter.

Harassment
The Montessori Institute strives to provide an environment that is free from all forms of harassment and its members have an obligation to:

- treat each other with respect and, in particular, to respect the beliefs and cultural mores of others;
- avoid any form of harassment based on the grounds of sex, race, age, marital status, physical or intellectual ability, sexual preference, political conviction or religious belief;
- consider the impact of their decisions on others

Sources
This document draws upon and includes material contained in the following publications -

University of New South Wales' Code of Conduct (1994)
Murdoch University Code of Ethics (2005)
STUDENT CODE OF CONDUCT

This Code of Conduct applies to all students of the Montessori World Educational Institute (Aust) Inc.

<table>
<thead>
<tr>
<th>RIGHTS</th>
<th>RESPONSIBILITIES</th>
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</thead>
<tbody>
<tr>
<td>Every person has the right –</td>
<td>Every person has the responsibility –</td>
</tr>
<tr>
<td>to be treated with respect and dignity</td>
<td>to treat others with respect and dignity</td>
</tr>
<tr>
<td>to hold and express and opinion</td>
<td>to respect the rights of another</td>
</tr>
<tr>
<td>to work in a positive learning environment</td>
<td>to hold and express an opinion</td>
</tr>
<tr>
<td>to achieve one’s personal best in all aspects of learning</td>
<td>to contribute to a positive learning environment</td>
</tr>
<tr>
<td>to work in a clean and safe environment</td>
<td>to aim to do one’s personal best in all aspects of learning and submit only their own work for assessment</td>
</tr>
<tr>
<td>to uphold the reputation of the Institute with pride in the community</td>
<td>to maintain a clean, safe environment</td>
</tr>
<tr>
<td>to have personal privacy and property respected</td>
<td>to honour and enhance the reputation of the Institute in the community</td>
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The Montessori Institute encourages positive communication at all times between all members, students, staff and the Board of Management.

The Institute expects a high standard of personal presentation, punctuality, behaviour and respect to be displayed at all interactions or “face-to-face” situations.

Within the Montessori community, the Institute expects students undertaking observations, work experience, practical assignments or other visits, to represent themselves, and the Institute creditably. It is the student’s responsibility to ascertain the dress code, start and finish times and any other specific requirements from the school or centre, before their appointment, so as not to cause offence in any way.

The Institute reserves the right to terminate enrolment for students deemed to have breached this Code of Conduct.

Access and Equity in Training and Employment Policy

Opportunities to undertake training and/or employment with Montessori World Educational Institute (Australia) Inc will not be restricted on grounds of nationality, place of birth, language, age, sex or educational background.

While reserving the right to employ the person considered “best suited” to the position, Montessori World Educational Institute (Australia) Inc. is aware of issues pertaining to under-representation*, and consideration will be given to such issues during the selection process.

Montessori World Educational Institute (Australia) Inc. will ensure that training provision is culturally and didactically appropriate.

*Five key groups noted as under-represented in employment based training:

People with disabilities
Aboriginal and Torres Strait Islander People
Language other than English spoken at home
Born in a non-English speaking country
Gender bias