



استرالیای غربی
مدرسه زبان پارسی

Persian Language School WA

Code of Conduct

January 2021

Our Mission

Creating a rich learning environment for students to acquire or master skills in reading, writing, listening and speaking in Persian Language.

Introduction

Persian Language School WA (PLSWA), is a division of Iranian Association Inc, not-for-profit, non-political, charitable community organisation. PLSWA starts serving the Community from July 2009 by holding Farsi reading and writing classes, with the primary objective of maintaining the Persian language and cultures of students from Persian speaking background and the secondary aim of increasing the awareness and understanding of the wider community toward the Persian Language, which is the reservoir of Iranian thought, sentiment, values and literary arts. PLSWA running Persian Language Classes for young children, children, youth and adults from non-Persian background beginners to intermediate and advanced, dedicated to create a rich learning environment for students to acquire or master skills in reading, writing, listening and speaking in Persian Language.



Objectives

- (i) To maintain the Persian/Farsi language and cultures of children and youth from Persian speaking background
- (ii) To teach Persian language and literature as well as transferring knowledge of the Persian culture to Iranian children in WA, to all age groups from any linguistic or cultural background
- (iii) To increase the awareness and understanding of the wider community toward the Persian Language, Iranian thought, sentiment, values and literary arts.
- (iv) To contribute to social cohesion of Australia by maintaining Persian language and developing intercultural understanding
- (v) To complement the language education provided in Australian schools

1.0 Code of Conduct

This Code of Conduct explains the behavioural standards for ethical and accountable conduct of Persian Language School board members, staff, teachers and volunteers. The standards of conduct and integrity to be complied with by everyone at school are expressed in the following principles.

General information about PLSWA, its board, staff, teachers and volunteers are not confidential, occasionally; however specific information may be identified by the board and/or principal as confidential. Details of all board meetings discussions are confidential, unless stated otherwise. All board meeting decisions are not confidential, unless stated otherwise.

1.1 Personal Integrity

We act with care and diligence and make decisions that are honest, fair, impartial, timely, and consider all relevant information.

Relationships with others

We treat people with respect, courtesy and sensitivity and recognise their interests, rights, safety and welfare.



Accountability

Board members, principal, staff, teachers and volunteers use the resources of PLSWA in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

Scope and Application

The Code of conduct applies to all board members, principal, staff, teachers and volunteers of Persian Language School WA.



1.2 Issues and Conduct Expectations

PLSWA board members, principal, staff, teachers and volunteers are expected to demonstrate PLSWA values on a daily basis. How they treat each other and behaviour towards others impacts directly on the ability to perform as an individual, as a team member and as a representative of PLSWA. It is important that you know what is expected of you so that you can do the right thing.

As a member of Iranian Community and also as we represent our school, we all have responsibility to treat each other in a respectful and professional manner. This will ensure conflicts, misunderstandings and complaints are minimised and allow our school to operate at its highest level of ability, promote a friendly work environment and ultimately, achieve outcomes in the best possible way.



1.3 Professional Community Conduct

As a board member, principal, staff, teacher and volunteer of PLSWA, you have the right to:

- A work environment that is free from unlawful discrimination, bullying, harassment and victimisation.
- Equitable access to school information, training developments, benefits and working conditions within the PLSWA;

and

- Management decisions made without bias;

All board members, principal, and every staff, teacher and volunteer is responsible for:

- Abiding by Iranian Association and PLSWA policies, codes and standards;
- Treating all others with respect, courtesy, honesty and fairness, having proper regard for their interests, rights, safety and welfare;
- Ensuring we know what is required to support our school and community;
- Demonstrating cooperation and goodwill in solving problems;
- Reporting incidents and unacceptable behaviours in a timely manner with a focus on maintaining positive community relationships;
- Maintaining and contributing to a safe and productive community environment; and
- Making decisions fairly, impartially and promptly, and considering all available information, legislation, policies & procedures of PLSWA.



1.4 Inappropriate Behaviour

Generally speaking, most people demonstrate personal behaviour that invites and promotes positive community relationships. However, some personal behaviour makes it difficult to develop good relationships with others.

It is important to be aware that these types of negative behaviours are not acceptable in our community, and language school. We all have responsibility for creating a professional and friendly environment by embodying and demonstrating behaviours that are aligned to our values. There are some personal behaviours which we might use outside of the community or in a family setting that are not acceptable in a community environment, whether that be chairperson, board member, principal, staff, teacher or volunteer.

Inappropriate behaviour can include, but is not limited to:

- Making inappropriate jokes;
- Being insensitive to other cultures;
- Using inappropriate terms of address;
- Intimidation;
- Displaying or circulating offensive material;
- Allowing relationships outside of school to influence our work;
- Ignoring or sabotaging PLSWA;
- Being rude, abrupt, commandeering, uncooperative or unhelpful;
- Negative attitudes, complaining excessively, making constant negative remarks; and
- Unfriendly or intimidating behaviour such as sarcasm, put-downs, threats (real or implied) and aggressive or dominant body language

1.6 Conflicts of interest

When personal, social, commercial or political activities interfere or have potential to influence the PLSWA, a conflict of interest may exist that must be resolved. A conflict of interest may be actual, perceived to exist, or potentially exist and take various forms.

For example, information received through PLSWA may lead to perceived or real conflicts of interest by giving advantage to a board member or staff.

OR private tuition of Persian Language (even for free) by PLSWA teachers and staff or working for another institution with similar activity is in conflict with the interests of PLSWA and must be avoided.

It's not necessarily a problem to have a conflict of interest but it must be declared and managed accordingly. Members will:

- report actual, potential or perceived conflicts of interest to the board chair and/or school principal; and
- ensure that relationships with individuals, organizations and groups known to them does not have any conflict with the PLSWA interests.

1.5 Grievance Procedures

In case of any disputes the Rule 26 (GRIEVANCE PROCEDURES) in "PART VI - MISCELLANEOUS" of the Iranian Association Constitution applies.

1.7 Fraudulent or corrupt behaviour

Fraud is defined as dishonest activity causing actual or potential financial loss to a person or organisation.

Corrupt conduct occurs when a member uses or tries to use their position for personal advantage or to the detriment of others.

Community confidence in ethical decision making, and in Persian Language School WA, is put at risk if fraudulent or corrupt behaviour occurs.

Board members, principal, staff, teachers and volunteers of PLSWA shall:

- not engage in fraudulent or corrupt behaviour; and
- report suspected instances of this behaviour to the board chair and/or principal who will consider the appropriate response.

1.8 Reporting suspected breaches of the Code of Conduct

Suspected breaches of the Code of Conduct can be reported to the board chair, principal or board members. The board chair or principal will consider an appropriate response as soon as possible.

