



Pinelands High School

Code of Conduct – Independent Contractors

An independent contractor is a person, who provides tutoring and/or coaching services to learners of Pinelands High School.

Independent Contractors that perform duties for Pinelands High School are required to conform to standards of conduct with respect to the work they perform, as well as with their contacts with PHS staff, learners and their parents/guardians. These include, but are not limited to the following: -

The Independent Contractor

- Is required to perform all duties in a professional and diligent manner in accordance with professional etiquette.
- Is required to act in a safe, orderly and efficient manner at all times whilst performing his/her duties.
- Is required to dress in a professional manner commensurate with his/her duties.
- Must refrain from offensive or undesirable behaviour or conduct which is contrary to Pinelands High School's best interests. The use of profanity or abusive language is prohibited.
- Is prohibited from falsifying or altering any report or expense claim.
- May not willfully damage the property of Pinelands High School.
- Undertakes to report any damage caused by learners in their care, whether it be accidental or intentional.
- Undertakes to report any misbehaviour on the part of their learners to the relevant authority.
- Is prohibited from any acts of theft or dishonesty.
- Is prohibited from performing duties whilst under the influence of intoxicants or illegal substances.
- Is prohibited from engaging in any form of harassment or sexual harassment. Pinelands High School maintains a "zero tolerance" policy.
- May not issue an instruction that is contrary to one given by a permanent member of staff without first consulting with that member of staff or a member of the senior staff at the school.
- Shall not request, accept or offer to give any payment or other significant thing of value, that has the apparent or potential purpose of improperly influencing the relationship between the Independent Contractor and the staff, learners or parents/guardians of Pinelands High School

The Independent Contractor acknowledges by his/her signature below, that he/she has read and understands all of the above statements. Failure to comply with any or all of the above may result in immediate termination of all duties as an Independent Contractor to Pinelands High School.

Notwithstanding the above Pinelands High School reserves the right to pursue any action as set out in law, and issues this policy without prejudice.

Name:

Address: (Domicilium-citandi-et-executandi)

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Witness:

Signature:

Signature:

Date:

Date: