



Newpark Music Centre T/A Newpark Academy of Music

Code of Business Conduct for Employees

Policy Title: Code of Business Conduct for Employees

Approved by Board of Directors: 9/3/2025

Review Date: Annually

1. Context

This Code of Business Conduct sets out the standards of professional behaviour expected from all employees of Newpark Music Centre T/A Newpark Academy of Music (hereafter "the Academy"). It is designed to promote integrity, professionalism, and ethical behaviour across all areas of our work. This Code applies to all employees and any individual contracted by the Academy.

2. Purpose

The purpose of this Code is to ensure that all employees of the Academy observe the highest standards of professionalism, honesty, and integrity in the performance of their duties.

3. Scope

This Code applies to all staff employed by or contracted to the Academy.

4. Benefits

- Promotes a culture of transparency and accountability.
- Supports the delivery of high-quality education and services.
- Prevents the development or acceptance of unethical practices.

5. Principles

- Promote and maintain trust and confidence among students, colleagues, and stakeholders.
- Ensure compliance with internal policies and best professional practices.
- Commit to continuous improvement and respect for all individuals.

6. Policy

6.1 General Provisions

- Employees must adhere to all policies and procedures established by the Academy.
- The Code complements each employee's contract of employment.
- Failure to adhere to this Code may result in disciplinary action, up to and including dismissal.

6.2 Professionalism

Employees are expected to:

- Demonstrate courtesy, responsiveness, punctuality, and professionalism.
- Maintain high standards of communication, teamwork, and dress code.
- Commit to continuous learning and personal development.

6.3 Integrity

Employees should:

- Avoid any conflict of interest.
- Decline gifts or hospitality that may compromise independence.
- Use Academy resources appropriately and for business purposes only.
- Conduct all financial activities ethically and in line with internal procedures.

6.4 Confidentiality

- Employees must protect the confidentiality of all sensitive and personal information.
- This obligation continues even after employment ends.

6.5 Provision of Information

- All communication with media or external organisations must go through appropriate channels.
- Employees should support transparency while respecting confidentiality.

6.6 Conflicts of Interest

Employees must:

- Disclose any potential conflicts of interest.
- Not participate in decisions where a personal interest may exist.

6.7 Work and Environment

Employees must:

- Prioritise health and safety in all work activities.
- Respect the environment and minimise the Academy's ecological impact.

6.8 Loyalty and Fairness

Employees should:

- Demonstrate loyalty and fairness in representing the Academy.
- Be mindful of the interests of students, staff, and stakeholders.

6.9 Compliance with Obligations

Employees must:

- Follow internal purchasing and financial procedures.
- Prevent and report any fraudulent activity.

6.10 Responsibility

- The Office of the Executive Director is responsible for circulating the Code and providing guidance.
- Employees must familiarise themselves with the Code and seek clarification when needed.

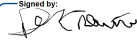
7. Responsibility

The Executive Director is responsible for overseeing this policy and ensuring its implementation.

8. Document Control

- This policy will be reviewed annually or as needed.
- It is the responsibility of all staff to ensure they are familiar with and act in accordance with this Code.

Signed:

Chairperson of the Board: 

Executive Director: 

9/1/2025

Date: _____