

Te Pukenga Code of Conduct

Effective date	1 April 2020	Policy owner	Chief Executive
Version	1	Policy Section	Employment and HR
Approved by	NZIST Council	Policy review frequency	Annually
Date approved	1 April 2020	Last reviewed	1 April 2020

Purpose

As representatives of Te Pukenga, how we behave is important. We must act with a spirit of service to the community and meet the same high standards of integrity and conduct in everything we do.

Scope

This Code of Conduct applies to anyone who is employed or engaged by Te Pukenga. This includes employees (permanent, temporary or casual), contractors and consultants, secondees and any other group or individual we have advised this Code applies to.

This Code applies to what you do while at work and to what you do outside of working hours where your actions may bring Te Pukenga into disrepute or may damage the trust and confidence Te Pukenga has in you.

Principles and Expectations

Te Pukenga expects you to take personal responsibility for ensuring you conduct yourself with integrity and respect, act in Te Pukenga's best interests and in accordance with the law. You are also expected to:

1. Deal with Te Pukenga openly and in good faith and act with integrity.
2. Honestly and diligently carry out the responsibilities of your role and any related responsibilities to a high professional standard.
3. Be absent from the workplace only with proper authorisation.
4. Act at all times in a way that promotes and protects Te Pukenga's business, reputation and relationships.
5. Disclose any situation which has the potential to impact on Te Pukenga's business, reputation and relationships, including any conflict of interest, convictions, criminal charges (actual or pending), bankruptcy or other related matters.
6. Disclose any loss of licence, or suspension or other restriction which may be placed on your licence (if you drive in the course of performing your duties),
7. Refrain from allowing personal interests, relationships or beliefs to adversely affect the conduct of your work.
8. Treat colleagues and others fairly and with respect and seek to resolve any conflicts early.
9. Respect equity and diversity and value people's cultural backgrounds.
10. Maintain standards of behaviour, language and dress that are appropriate to the workplace and uphold the professional image of the Te Pukenga.
11. Take all reasonable precautions while at work to ensure your own safety and the safety of others.

12. Be fit for work and free from impairment or influence of drugs (illegal, prescription and/or non-prescription), alcohol while carrying out the responsibilities of your role.
13. Refrain from consuming or possessing illegal drugs or unauthorised alcohol at your place of work.
14. Maintain a high standard of dress.
15. Use resources for authorised purposes efficiently, effectively and economically, and account correctly and accurately for all transactions.
16. Treat information with care and only use it only for proper purposes.
17. Comply with reasonable requests and directions from Te Pukenga.
18. Be familiar and comply with Te Pukenga policies and procedures which may be amended from time to time.
19. Act within your delegated authority.
20. Maintain all qualifications necessary for the performance of your duties (including registration and annual practicing certificates).
21. Seek clarification if you are unsure what is expected of you.

Breaches of the Code

If you are aware of a breach or possible breach of this Code of Conduct by someone else, you have a responsibility to raise this with your manager. If you feel you cannot approach your manager about a particular issue, you should discuss your concern with another manager, or People Capability.

In some cases, a breach of this Code of Conduct may also be a serious wrongdoing under the Protected Disclosures Act 2000. In such cases you can report the incident or action and receive the protections of the Act in accordance with Te Pukenga's Whistleblowing Policy.

If we find the standards set out in this Code of Conduct are not met, this will be considered a breach of this Code of Conduct. A breach of this Code of Conduct may result in disciplinary action.