



PAPAKAIO SCHOOL



Code of Conduct

Introduction

“The Papakaio Board of Trustees has a statutory obligation to be a good employer and we personally recognise the importance of treating staff fairly and properly in all aspects of employment.

In return, the board expects a high standard of behaviour from staff. All staff are expected to identify with and have a commitment to the philosophy and values of the school, and to demonstrate that commitment in the performance of their duties.

Please make yourself fully familiar with the standards in this document.”

Board Chair

Papakaio Board of Trustees

Reviewed October 2012

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Purpose of the Code

The purpose of this Code of Conduct is to assist you to know and understand the minimum standards of conduct and behaviour expected of you as an employee of the Papakaio Board of Trustees.

This reflects the basic requirements of professionalism, integrity and courtesy needed to ensure that we provide a quality education to our students, and that a pleasant and safe working environment exists for all staff and students.

Coverage

The Code applies to all employees of Papakaio Board of Trustees, including permanent, temporary, and casual employees. This Code forms part of your employment with the board.

Principles

The Code of Conduct establishes three principles of conduct which all staff are expected to observe:

- 1) You should fulfil your lawful obligations to Papakaio Board of Trustees with professionalism and integrity.
- 2) You should perform your official duties honestly, faithfully and efficiently, respecting the rights of the students, the school community and your colleagues.
- 3) You should not bring your employer into disrepute through your activities, whether inside or outside school. Activities outside the school are not likely to be acceptable if they:
 - damage the standing or reputation of Papakaio Board of Trustees because of the position you hold in it;
 - interfere with the proper performance of your duties.

Shared Expectations

Papakaio Board of Trustees can operate effectively and provide a quality educational outcome when there is a shared expectation between the board (as the employer) and its employees. This is a two-way commitment that benefits both the employer and employee when expectations are met.

Set out below is a summary of the expectations that Papakaio Board of Trustees, as the employer, has of you, and the expectations that you, as an employee, may have of Papakaio Board of Trustees.

Papakaio Board of Trustees Expectations of Staff

Papakaio Board of Trustees expects you to:

- work within the law with honesty and integrity;
- comply with all lawful and reasonable instructions;
- comply with the policies of the Papakaio Board of Trustees;
- work diligently and meet the requirements of your employment agreement;
- respect the rights of colleagues, students and the school community.

Obligations of Papakaio Board of Trustees to Staff

As a good employer, we are committed to meeting the following staff expectations:

- a commitment to the spirit and principles of the Treaty of Waitangi;
- opportunities for equal employment, including recognition of:
 - the aims and aspirations of Maori and ethnic or minority groups;
 - the employment needs of Maori, Pacific Island, ethnic or minority groups, women, and people with disabilities;
- impartial and open selection and appointment procedures;
- fair rates of remuneration for skill, responsibilities and performance;
- an up-to-date job description that provides clear statements of your duties and your employer's expectations of you;
- adequate training and equipment to perform your duties;
- regular and appropriate feedback and communication on your work performance;
- effective communication of information;
- good and safe working conditions;
- opportunity for the enhancement of your abilities;
- freedom from harassment or discrimination in the workplace;
- a commitment to a supportive and confidential Employee Assistance Programme;
- appropriate disciplinary and dispute procedures and the opportunity for redress against unfair or unreasonable treatment by the employer.

Codes of Behaviour

If you have any prior criminal convictions, you are required to inform Papakaio Board of Trustees about them before accepting employment with the school. If you do not disclose this information or are not truthful about it, disciplinary action could be taken against you which could lead to dismissal.

You are to avoid any activity, either work-related or private, which could reflect badly on Papakaio Board of Trustees in its relationships with the school community. This means that you are to inform your manager in writing if:

- have financial responsibilities within the school and you apply for bankruptcy or become bankrupt;
- any criminal charges or convictions that may occur while you are employed by Papakaio Board of Trustees are of such a nature that it would be inappropriate for you to continue to be employed in the same capacity by the board. This may include, for example, charges that involve loss of trust between you and the board, or charges that damage the reputation of the school;
- on-going and significant secondary employment – permission from employer – doesn't interfere with primary duties. (On-going means weekly or of higher frequency, significant means likely to impede an employee's rest and recreation needed to restore energy levels and well-being.)

Performance of Duties

Employees are expected to carry out their duties in an efficient and competent manner.

This means that you are expected to:

- comply with the law;
- comply with all lawful and reasonable instructions and work as directed by your employer or their duly delegated representative;
- perform your duties according to the legislation, policies and procedures of Papakaio Board of Trustees;
- comply with any other code of ethics or practice that may apply to your profession e.g. New Zealand Teachers Council Code of Ethic, Nursing, Executive Officers;
- perform your work to an agreed standard;
- show proper and reasonable care when using board property, resources or funds;
- contact your employer (within 30 minutes of your normal starting) if you are to be absent from work due to sickness or an emergency.

You are also expected to obtain permission from your employer to:

- be absent from your workplace during work hours;
- enter into any contract or agreement on behalf of Papakaio Board of Trustees. The board will not accept responsibility for any unauthorised action.

Unacceptable Behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the board include:

- ignoring lawful and reasonable instructions from your employer;
- being under the influence of alcohol, drugs or solvents impeding your performance during working hours;
- giving false information (eg: stating you have a driver's licence when you don't; making a false claim for expenses);
- failing to declare information that is requested when you apply for employment with Papakaio Board of Trustees (eg: having a revoked driver's licence or a criminal conviction);

Appropriate Relationships with Students

You should recognise the sensitivity of the situation of students under Papakaio Board of Trustees care and control and show respect for and protect their dignity.

- No employee is to have a sexual relationship with any person under the age of 16 or any student of the school.
- No employee is to have a sexual, familial or financial relationship with a student or young person with whom they have a professional relationship arising from their employment with the board.

You must inform your employer if a person to whom you are related, or with whom you are having or previously had any personal, sexual or financial relationship, comes within the ambit of your professional responsibilities.

Respect for the Rights of Others

While you are employed by Papakaio Board of Trustees you have a duty to treat your colleagues, students and the public with courtesy and respect. This means that you are expected to:

- Avoid behaviour that might distress other employees or disrupt the workplace.
- Ensure that any workplace relationships do not have a negative effect on your work performance.
- Respect the privacy of individuals when dealing with personal information.
- Be non-judgemental by not harassing or discriminating against your colleagues or students on the basis of their gender, age, disability, marital status, and ethnicity, religious or ethical beliefs or sexual orientation.
- You must not have or bring into the workplace any material that may be viewed as racist or sexist, that is pornographic, or that is otherwise offensive to the board or its staff.

Unacceptable Behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the board include:

- the use of abusive, obscene or threatening language or behaviour to your colleagues or the public;
- misuse, abuse or improper use of your position or of any statutory authorities or powers that may be delegated to you.

Conflicts of Interest and Integrity

You are expected to be honest, fair and impartial when you perform your duties. This means that:

- You should not show bias to an individual student. Everyone should be treated fairly.
- In general, you are not to approve anything that will result in expenditure in respect of yourself (eg: increased salary, travel expenses, a training course, your own overtime).

- You are not to lend money in to, or borrow money, beyond petty-cash situations or otherwise enter into financial relationships with staff or students. Significant amounts of money lent or borrowed could imply indebtedness that could lead to a conflict of interest in formal work relationships.
- You must inform Papakaio Board of Trustees if you are involved in, or have a personal or financial interest or commitment to, any activity that may conflict, or could be seen by others to conflict, with the performance of your duties and the goals of the school.

This includes situations such as:

- having a close family member, relation or partner working with you;
- when a member of your family or a person that you know enters into a professional relationship with the school. Under no circumstances are you to become professionally involved, or in any way try to influence that relationship, or obstruct staff in performing their duties.

A financial interest or commitment includes:

- company directorships;
- shareholdings;
- offers of additional employment outside the school.
- You must inform Papakaio Board of Trustees if you are a member of (or plan to become a member of) or have a family involvement in a trust or community organisation which is funded by or otherwise linked to the school.
- Some employees, such as teachers, are required to abide by a professional code of ethics. These employees must inform Papakaio Board of Trustees if there are any conflicts between their professional codes of ethics and the duties they are directed to perform.
- You should consult with your employer before taking up other paid employment where that other paid employment could conflict with the performance of your duties at Papakaio Board of Trustees.

You should speak to your employer if you are unsure whether or not a particular situation is, or could be seen to be, a conflict of interest.

Gifts and Rewards

You may not seek any form of reward (including gifts, favours, prizes or fees) for performing your duties as an employee. Gifts or rewards can be seen as bribes or inducements that put you under an obligation to someone other than Papakaio Board of Trustees. While it is acceptable to receive a gift of a low value, if you are offered any form of reward or gift valued at \$50.00 or more, you should inform your employer who will decide the appropriate response.

Participation in public bodies or voluntary associations

You must inform your employer if you are participating in a public or voluntary organisation (or intend to) and there are actual or potential conflicts between your responsibilities and duties as a staff member of Papakaio Board of Trustees, and your responsibilities and duties to the other organisation. Where it is considered there is a

potential conflict of interest, appropriate arrangements will need to be made to avoid or resolve the conflict.

For example:

- It could be interpreted as a conflict of interest if you are a member of (or plan to become a member of) or have a family involvement in a trust or community organisation which is funded by or otherwise linked to Papakaio Board of Trustees.
- If you intend to stand for Parliament you must discuss this with your employer, to arrange leave. (This will commence at an agreed date, as per the *Electoral Act 1993*.)

Unacceptable Behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the Papakaio Board of Trustees include:

- approving expenditure for yourself, a family member, or a business that you have an interest in;
- failing to declare activities that you are involved in that could be seen to be in conflict with your work;
- soliciting, and/or accepting gifts or rewards, or using board services/resources for personal advantage or gain;
- failing to disclose a personal relationship with a student or their family when you have a professional relationship with that person.

Security/Confidentiality

You are expected to maintain the highest standards of confidentiality and security in the workplace.

This means that you are not to:

- use the boards' computer systems in any way that may corrupt or disrupt their normal function;
- access, or attempt to access, machines or networks by unauthorised means – for example unauthorised use of dial-in modems;
- use information related to the boards' systems for anything other than authorised purposes;
- bring into the workplace via the email or Internet system, or by any other means, any material that is pornographic, or that may be viewed as racist or sexist;
- give your computer password/security card to any other members of staff without good and justifiable reason;
- leave a record of your password anywhere obvious so that someone else may see it.

Ownership of Information

Papakaio Board of Trustees owns all data stored on computer systems. Management has the right to access and view this information at any time.

The network is being continually monitored and staff found using the system inappropriately may face disciplinary action.

Data Storage on Computer Systems and Servers

Only business information can be stored on computer systems. You are not permitted to store any personal data on the computer system, including documents, spreadsheets, databases, games and jokes.

Computer Software

Only software authorised by the board can be loaded onto Papakaio Board of Trustees computer systems. Any software loaded onto any Papakaio Board of Trustees equipment must have a valid licence with proof of ownership. No software owned by the board may be copied and used on another PC or taken home and loaded onto a personal device, as this contravenes software licensing laws.

Use of the Email System

The email system is for school purposes and must not be misused. While it is acceptable to send or receive business messages from outside the school, users should be aware that this information might not be secure outside the school. This needs to be considered before you send email. Personal information, such as documents, spreadsheets, databases, games, jokes and other non-business-specific email must not be circulated via the email system.

Internet

Use of the Internet is for school purposes only. You are not to retrieve, distribute or store unapproved or non-business-related material from the Internet. You must have approved access and this is provided on an individual basis.

Retention of Data

Papakaio Board of Trustees is required to retain information in accordance with the Archives Act 1957. This means that you cannot delete business-critical data from the computer system without permission.

Unacceptable Behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the school include:

- misuse, abuse or unauthorised use of board funds, resources or property (including telephones, fax machines, Internet, email, photocopiers, computers, credit cards, taxi cards and vehicles);
- falsifying board records (eg: inaccurate or false recording of your time sheet).

Official Information

The disclosure or release of official information is subject to the *Official Information Act 1982*. Information related to Papakaio Board of Trustees, its suppliers or the users of its services is to be treated at all times as confidential to the board and is to be used by employees for official purposes only.

Employees of Papakaio Board of Trustees are also subject to the provisions of the *Privacy Act 1993*. The main object of this Act is to promote and protect personal information and it seeks to give individuals some measure of control over personal information about themselves.

Release of Official Information

Official information must only be released by authorised employees, and only in accordance with the procedures as stated in the Official Information Act. Board instructions about the release of official information must also be followed.

It is not to be released to the media or the public without the proper authorisation. For example, staff may not remove or copy school documents or records for external use without approval from their manager.

It should never be used for personal motives.

Unacceptable Behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by Papakaio Board of Trustees include:

- providing information outside Papakaio Board of Trustees without proper authority;
- using board information for unauthorised purposes;
- using school information to support personal motives;
- breaching the Privacy Act in respect of employees, suppliers or users of board services.

Public Comment

Staff members should not respond to requests from the media for comment on matters relating to the school. Only authorised staff members should respond to media requests for comment on such matters. If the media makes an approach to you, inform your principal/board so they can respond to the media request.

Unacceptable behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the board include:

- publicly commenting on matters relating to individual students;
- giving the impression that you are expressing the views of Papakaio Board of Trustees when you are actually stating your own personal views;
- making a personal attack on a fellow staff member.

Breaches of the Code of Conduct

This Code of Conduct describes the standards of behaviour expected of staff. As outlined in the Code, behaviour or actions that are considered unacceptable by Papakaio Board of Trustees may result in disciplinary action against the employee concerned, which could include termination of employment.

Disciplinary Action

Disciplinary action is about problem solving. Papakaio Board of Trustees is concerned to identify problems associated with performance or behaviour, and to make sure that the process for fixing those problems is prompt, consistent and fair. In general, disciplinary procedures include informal or formal disciplinary action along the following lines:

1. Informal Disciplinary Action:

- discussion of the problem;
- assistance to help overcome the problem;
- referral to the Employee Assistance Programme, if appropriate;
- temporary transfer to other duties.

2. Formal Disciplinary Action:

- oral warning;
- written warning;
- removal of discretionary conditions of employment (ie: delegations, flexible working hours, etc.);
- transfer to another position at existing salary;
- transfer to another position with reduced pay (but not below the minimum rate for that position);
- suspension (with or without pay);
- dismissal with notice;

- dismissal without notice.

Other options may be considered, depending on the circumstances of the case.

Whether disciplinary action is informal or formal, the Papakaio Board of Trustees will make sure that the disciplinary procedures are fair. This means that:

- (a) You must be told of your right to request union, legal or other assistance and/or representation.
- (b) You must be told of the specific behaviour or performance that is causing concern, and given a reasonable opportunity to provide an explanation.
- (c) You must be told, where appropriate, of the action that is required to amend or improve your behaviour or performance, and be given a reasonable opportunity to do so.
- (d) We must undertake an appropriate investigation before any substantive disciplinary action is taken.
- (e) If the offence is sufficiently serious, an employee is to be placed on suspension pending investigation.
- (f) An oral warning would usually precede a written warning, depending on the seriousness of the misconduct.
- (g) It is a requirement that the process and result of any disciplinary action are recorded in writing, read and signed by you (the employee), and then placed on your personal file.

In general terms, no disciplinary papers will go on your file unless you have seen them or have been given a genuine opportunity to see them. If you are not satisfied with the disciplinary action taken, you have the right to pursue a personal grievance. This procedure is outlined in your employment agreement.

Acknowledgement of Receipt of Code of Conduct

I(name)

acknowledge that I have received a copy of the Code of Conduct issued 2012 July.

I have also been advised/received a presentation outlining my obligations under the Code.

I understand that a breach of the Code may lead to disciplinary action, including dismissal.

Signed

Date

(remove this page from code and place original on employee's personal file)