



Code of Conduct Policy



"The staff and other workers all act ethically and professionally."

Mā tini mā mano ka rapa te whai.

Many hands make light work. Unity is strength.

Commitments

All kaimahi/ staff and volunteers must:

- adhere to and support our values, vision, kaupapa and ethics in their work
- act in the best interests of the organisation and in good faith
- adhere to the ethical codes of their professions (if registration or membership with a professional body is a job criterion)
- strive to make all our services accessible and effective
- support young people's rights to be self-determining about the services they need
- prioritise the safety of rangatahi and the best interests of tamariki/young people
- contribute to a positive working culture.

Outside employment



If an employment agreement includes a restriction around secondary employment, the kaimahi must discuss and seek permission from management to work elsewhere.

Permission to undertake outside work will only be withheld to the extent management thinks it is reasonably necessary for one of the reasons stated in the employment agreement.

Conduct

All kaimahi/ staff, students and volunteers (contractors if appropriate) must:

- acknowledge and sign that they have read and understood this policy when they are appointed to a role
- comply with our policies and procedures and the terms of their employment or other agreement with us
- carry out their duties in an efficient and competent manner, and maintain specified standards of performance
- neither use, nor allow the use of organisational property, resources, or funds for other than authorised purposes
- not incur liability on the organisation's part without proper authorisation
- maintain all qualifications (including registration and annual practising certificates) necessary for the performance of their duties
- adhere to and maintain professional boundaries with rangatahi/whānau
- never misuse their position for personal gain
- never under any circumstance, harass, discriminate against or abuse a person
- decline gifts or benefits that could place us under an obligation or perceived influence
- avoid any activities, work or non-work, that may harm the reputation of the organisation
- comply with lawful and reasonable instructions aimed at safe and effective working.



Breach

The [Misconduct](#) policy will be applied where a breach of this policy occurs.

Compliance

Social Sector Accreditation Standards - Level 2, Staffing 3.0

Social Sector Accreditation Standards - Level 3, Staffing 1.0-2.0, 7.0 - 8.0;
Level 4, Staffing, 1.0

Helpful links

[Misconduct](#)

[Conflict of interest](#)

[Disciplinary action](#)

Review

Date: March 2021

Next review: by February 2023