

Name of Policy	Staff Code of Conduct
Description of Policy	The Code of Conduct is a school wide policy that sets out the expected standards of conduct for staff and Guest Tutors (contractors).
Policy applies to	<input checked="" type="checkbox"/> Staff only <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Staff and Students <input type="checkbox"/> Fee paying guests <input type="checkbox"/> Students only
Policy status	<input checked="" type="checkbox"/> New policy <input type="checkbox"/> Revision of existing policy

Approval authority	<input checked="" type="checkbox"/> Board <input type="checkbox"/> Director
Governing authority	<input checked="" type="checkbox"/> Director <input type="checkbox"/> Academic Board
Responsible officer	<input checked="" type="checkbox"/> Head of Resources

Approval date	11 December 2019
Effective date	immediately
Approval date of last revision	New Policy
Effective date of last revision	N/A
Date of next policy review*	5 years from the date of approval unless policy review requested earlier

**unless otherwise indicated, this policy will still apply beyond the review date*

Related legislation, policies, procedures, guidelines and local protocols	<ul style="list-style-type: none"> • Delegation of Authority Register • HR Policy Manual • Misconduct Policy • Performance Management Policy • Toi Whakaari Student Handbook • Sexual Harassment Prevention Policy • Bullying & Harassment Prevention Policy • Toi Whakaari Trust Deed • Te Whaea Health and Safety Management Handbook • Government Legislation (Acts, Regulations and other legislative instruments), • Administrative Decisions, • The Common Law
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Purpose

The purpose of this Code of Conduct policy is to set out the expected standards of conduct for all staff of Toi Whakaari and the processes to follow when these expectations are not met.

Scope and Application

The Code of Conduct is a School wide policy which applies to all staff engaged at all levels of the School, whether contractors or employees, all unpaid workers, suppliers and visitors including adjunct and visiting staff, visiting scholars and interns.

Note that in this policy we will refer to everyone as Staff whether they are tutors or other employees, members of the Board, Strategic Leadership Team members, contractors or unpaid workers, suppliers or visitors including adjunct and visiting staff, visiting scholars and interns.

The policy applies wherever and whenever we do the work of the School. This includes:

- at the School, including our offices, classrooms, workshops, theatre, on location or in the field, or anywhere where we are in order to carry out our work
- School and work events, such as production launches and other School related social events, and
- outside of the School or our workplace, including being in transit to and from location, in accommodation on location, private homes or public meeting spaces, whenever it's related to the work of the School.

Policy Principles

Toi Whakaari believes in protecting our cultural uniqueness, and the integrity of the School. We are committed to act in a way that is conducive to student enrichment and growth; and that enables staff to work, learn, study and participate in all aspects of the School in an environment of safety, dignity and respect.

As a School we respect our trusted position in society and recognise the influence we have on our students, their understanding of the world and the future wellbeing of our society.

The School understands the influence we have on shaping futures, and the contribution we make to society by supporting young people to realise their potential and prepare them for their future.

We understand that families and whanau and the wider community trust us to guide their young people on their learning journey and keep them safe. By acting with integrity in all that we do, we maintain this trust and confidence.

COMMITMENT TO STUDENTS

Toi Whakaari is committed to work in the best interests of our students by:

- Promoting the wellbeing of our students and protecting them from harm
- Engaging in ethical and professional relationships with our students that respect professional boundaries
- Respecting the diversity of the heritage, language, identity and culture of all students
- Affirming Maori students as tangata whenua and supporting their educational aspirations
- Promoting inclusive practices to support the needs and abilities of all students
- Being fair and effectively managing our own assumptions and personal beliefs.

COMMITMENT TO THE SCHOOL

Toi Whakaari is committed to maintain public trust and confidence by:

- Demonstrating a commitment to high quality and effective teaching
- Engaging in a professional, respectful and collaborative relationships with colleagues
- Demonstrating a high standard of professional behaviour and integrity
- Demonstrating a commitment to tangata whenuatanga Te Tiriti o Waitangi partnership in the learning environment
- Contributing to a professional culture that supports and upholds this Code.

We agree that we are all responsible for carrying out our duties with integrity, keeping the best interest of the School, our staff and colleagues, and our students at the heart of what we do. For that reason, we ask our staff to:

- Obey the law
- Carry out reasonable and lawful instructions and to work as directed
- Carry out their duties competently and in accordance with all Toi Whakaari policies, procedures and statutes
- Act in ways that are consistent with the vision and values of Toi Whakaari
- Maintain expected standards of performance
- Refrain from conduct, such as the excessive use of alcohol or addictive drugs, which might impair job performance and judgement
- Refrain from the use of illegal drugs
- Demonstrate care in the use of our resources by using them only for their intended and authorised purpose
- Incur no liability on the part of Toi Whakaari without proper authorisation
- When holding a position of seniority or authority, act in ways which ensure our standards are upheld and demonstrates sensitivity to unequal degrees of power.

GOOD EMPLOYER COMMITMENT

Toi Whakaari is committed to the wellbeing of our staff by ensuring that our actions and policies are always consistent with Good Employer practice. We are committed to:

- Developing quality relationships with staff built on trust and good communication,
- Listening to the viewpoint of staff,
- Fair and just treatment of staff,
- Providing safe and healthy working conditions,
- Providing freedom from harassment or discrimination in the workplace,
- Providing equitable and competitive terms and conditions of employment,
- Ensuring equal employment opportunities for all employees and potential employees, irrespective of their age, sex, disability, race, ethnic origin, religious belief, ethnic belief, political opinion, marital status, family status, employment status or sexual orientation,
- Developing the potential of our staff by providing access to professional learning opportunities and challenging work; ensuring that people have the tools and information necessary to do their jobs.

Protected Disclosure

Staff members are protected under the Protected Disclosures Act 2000. They will not be disciplined, victimised or discriminated against when in good faith they disclose information they honestly believe to be serious wrongdoing under the provisions of the act, or under Toi Whakaari's Trust Deed and Policies, in accordance with that act.

Breaches of the Code of Conduct

Toi Whakaari believes that our staff maintain standards of conduct and work performance that will meet or exceed the above standards of conduct. The School acknowledges that on occasion, we may have cause to believe that a staff member has fallen below the standards of conduct. Where a potential breach occurs, Toi Whakaari may regard the staff member's actions, omissions or behaviour as alleged misconduct or serious misconduct. Whether the particular conduct amounts to misconduct or serious misconduct depends on the nature and the perceived gravity of the behaviour and the relevant circumstances.

It is important to know that a breach of the Code may place a staff member's employment at risk. Depending on the circumstances, it could lead to disciplinary action including the termination of employment with Toi Whakaari.

If unsure about whether you have breached, or are at risk of breaching the Code, you are responsible for seeking clarification or advice from your immediate manager or the Head of Resources. If you suspect another staff member of misconduct, fraud or abuse of our assets or other violations of the Code, you are also responsible for reporting such matters to your immediate manager or to your manager's manager if you think your manager may be implicated.

PERSONAL BEHAVIOUR

Staff should take care to avoid any activities, whether connected with their employment or otherwise, that have the potential to bring Toi Whakaari into disrepute, or jeopardise its relationships with the Tertiary Education Commission, our students or the general public.

The School is generally not concerned with the personal activities of our staff. However, the School has a legitimate interest in the private activities of a staff member when these activities discredit the School in its relationships with the Tertiary Education Commission, students or the public, and/or call into question the staff member's commitment to our students and suitability for continued employment.

Whether such activities constitute misconduct will depend on the circumstances in each case and may vary according to the position held by a staff member. For example, some minor legal offences may be of no concern to the School if they do not involve breaches of trust, impact our commitment to our students and a staff member's ability to fulfil their duties. However other cases of misconduct may be of greater concern, particularly if publicity identifies the actions of an individual with their employment.

In judging the impact of a private activity on the organisation, the following will be considered:

- The nature and circumstances of the activity,
- The staff member's position, duties and responsibilities,
- The consequences of the activity on the staff member's ability to fulfil their duties and responsibilities,
- The effects of the activity or its consequences on Toi Whakaari's relationships with the Tertiary Education Commission, students or the general public.

NB: Definitions and examples of Misconduct and Serious Misconduct, and the Disciplinary Process, is set out in the Toi Whakaari HR Policy Manual

REPRESENTATION

Staff members who are alleged to have breached the Code of Conduct are entitled to have a support person or representative (e.g. their Union representative) accompany them to all meetings.

Acknowledgement of Receipt of Code of Conduct

Please print, sign and return the below declaration to Human Resources.

I have received read and understood and agree to abide by Toi Whakaari's Code of Conduct.

Staff Member's name

Signed

Date