



# **Central Regional Health School**

## **Code of Conduct**



## Introduction

“The Central Regional Health School Board of Trustees (further referred to as The Board) has a statutory obligation to be a good employer and personally recognises the importance of treating staff fairly and properly in all aspects of employment.

In return, The Board expects a high standard of behaviour from you. 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.”

B Arnold.

Board Chair

*Central Regional Health School Board of Trustees*

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## **1. 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 Central Regional Health School Board of Trustees (The Board).

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.

### **1.1 Coverage**

The Code applies to all employees of The Board, including permanent and fixed term employees. This Code forms part of your employment agreement with The Board.

### **1.2 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 The Board with professionalism and integrity.
2. You should perform your duties honestly, faithfully and efficiently, respecting the rights of the students, the school community and your colleagues.
3. You should not bring the school into disrepute through your activities, whether inside or outside school. Activities outside the school are not likely to be acceptable if they:
  - a. damage the standing or reputation of The School because of the position you hold in it;
  - b. Interfere with the proper performance of your duties.

## 2. SHARED EXPECTATIONS

The Board 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 partnership that benefits both the employer and employee when expectations are met.

Set out below is a summary of the expectations that The Board, as the employer, has of you, and the expectations that you, as an employee, may have of the Central Regional Health School Board of Trustees.

### 2.1 Central Regional Health School Board of Trustees Expectations of Staff

Central Regional Health School 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 Central Regional Health School Board of Trustees;
- Work diligently and meet the requirements of your employment agreement;
- Respect the rights of colleagues, students and the school community.
- Maintain conduct and concern for the school community

### 2.2 Obligations of Central Regional Health School Board of Trustees to Staff

As a good employer, The Board is 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, 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 The Board'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;
- Safe working conditions;
- Opportunity for professional development;
- Freedom from harassment or discrimination in the workplace;

- A commitment to a supportive and confidential Employee Assistance Programme; (e.g. *Vitae*)
- Appropriate disciplinary and dispute procedures and the opportunity for redress against unfair or unreasonable treatment by the employer.

### 3. CODES OF BEHAVIOUR

If you have any prior criminal convictions, you are required to inform The Board and Principal 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 The Board in its relationships with the school community. This means that you are to inform the Principal in writing if:

- You apply for bankruptcy or become bankrupt;
- You have any criminal charges or convictions that, or may, occur while you are employed by The Board and 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;
- You wish to engage in secondary employment. Permission is required from The Board or Principal and it must not interfere with primary duties.

#### 3.1 Performance of Duties

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

This means that you will:

- Comply with the law;
- Comply with all lawful and reasonable instructions and work as directed by The Board, the Principal or their authorised delegate;
- Perform your duties according to the legislation, policies and procedures of The Board ;
- Comply with security procedures (e.g. Keeping doors locked)
- Comply with any other code of ethics or practice that may apply to your profession e.g. New Zealand Teachers Council Code of Ethics and Registered Teacher Criteria
- Perform your work to an agreed standard;
- Show proper and reasonable care when using Board property, resources or funds;
- Contact the Principal or his authorised delegate (at least an hour before your normal starting time) if you are to be absent from work due to sickness or an emergency.

You will obtain permission from the Principal or their authorised delegate to:

- Be absent from your workplace during work hours;
- Enter into any contract or agreement on behalf of The Board. The Board will not accept responsibility for any unauthorised action.

### **3.2 Unacceptable Behaviour**

Failure to observe these standards of conduct by a staff member will 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;
- Being in possession of, or using illegal drugs while on school or student premises
- Giving false information (e.g. 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 The Board (e.g. having a revoked driver's licence or a criminal conviction);
- Being absent from the work site during normal working hours without the permission of the Board, the Principal or their authorised delegate It is noted Health teachers have no specific worksite and work flexible hours.
- Any act that adversely effects the delivery of programmes, causes injury, damage or harm to another person, equipment or property (e.g. failure to comply with security procedures)

### **3.3 Appropriate Relationships with Students**

You should recognise the sensitivity of the situation of students under The Board's 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 The Board, the Principal or their authorised delegate if a person to whom you are related, or with whom you are having or previously had any close personal, sexual or financial relationship, comes within the ambit of your professional responsibilities.

### **3.4 Respect for the Rights of Others**

While you are employed by The Board 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.

### **3.5 Unacceptable Behaviour**

Failure to observe these standards of conduct by a staff member will 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;
- Failure to work harmoniously and cooperatively with others
- Harassment of another employee or student
- Poor time keeping: including arriving late and leaving early
- Unauthorised absence
- Failure to report an accident or incident which occurs at work
- Sharing information about a colleague or student that contravenes the Privacy or Official Information Acts.
- Unauthorised disclosure of information which is confidential to the school, a colleague or a student
- Bringing 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.
- Smoking in a smoke-free or non-smoking area
- Misuse, abuse or improper use of your position or of any statutory authorities or powers that may be delegated to you.

## **4. 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 (e.g. increased salary, travel expenses, a training course)
- You are not to lend money to, or borrow money, or otherwise enter into financial relationships with staff or students. The amount of money lent or borrowed could

imply indebtedness that could lead to a conflict of interest in formal work relationships.

- You must inform The Board or Principal 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 The Board or Principal 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 The Board or Principal if there are any conflicts between their professional codes of ethics and the duties they are directed to perform.

You should consult with The Board or Principal before taking up other paid employment where that other paid employment could conflict with the performance of your duties for The Board.

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

#### **4.1 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 The Board. While it is acceptable to receive a gift of a low value, if you are offered any form of reward or gift valued at \$100.00 or more, you should inform The Board or Principal who will decide the appropriate response.

#### **4.2 Participation in public bodies or voluntary associations**

You must inform The Board or Principal 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 The Board 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 The Board
- If you intend to stand for Parliament you must discuss this with The Board or Principal, to arrange leave. (This will commence at an agreed date, as per the *Electoral Act 1993*.)

### **4.3 Unacceptable Behaviour**

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

Examples of behaviour that would be considered unacceptable by the Board 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 (valued at \$100.00 or more), or using Board services/resources for personal advantage or gain;
- Failing to disclose a close personal relationship with a student or their family when you have a professional relationship with that person.

## 5. SECURITY/CONFIDENTIALITY

**IT MUST BE NOTED: COMPUTER SYSTEMS INCLUDES ALL COMPUTER HARDWARE – DESK TOP, LAPTOP, IPADS, IPHONES, SERVERS AND CELLPHONES**

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;
- Unauthorised access, or attempt to access, machines or networks
- 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 or in any way offensive
- 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.

### 5.1 Ownership of Information

The Board owns all data stored on school computer systems, iPads and iPhones. 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 will face disciplinary action.

### 5.2 Data Storage on Computer Systems and Servers

Only school related information may be stored on computer systems. You are not permitted to store any personal data on the computer system, (e.g. documents, photos, spreadsheets, databases, games and jokes).

### 5.3 Computer Software

Only software authorised by the board can be loaded onto The Board's computer systems. Any software loaded onto any Board 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.

#### **5.4 Use of the Email System**

- The email system is for school purposes and must not be misused.
- The Central Regional Health School allows for some use of the electronic mail system for personal and private email. This is a privilege and is to be treated accordingly by all users
- Personal electronic mail can only be sent or opened outside normal working hours or during employee breaks, such as lunch. The sending of personal electronic messages during working hours is prohibited
- The Central Regional Health School prohibits sending, saving or distributing offensive content within the workplace, on Central Regional Health School networks or in messages sent from addresses registered to the Central Regional Health School. Staff who do this may be guilty of misconduct and will be subject to disciplinary procedures and possible termination of employment
- Abusive language or a written style that can be viewed as abusive behaviour shall be avoided
- Personal information, such as documents, photos, spreadsheets, databases, games, jokes and other non-school-specific email must not be circulated via the email system.
- The use of Central Regional Health School electronic mail facilities for commercial use by staff is prohibited

#### **5.5 Internet**

- Use of school internet connections is for school purposes only. You are not to retrieve or distribute non-school-related material from the internet using school connections.
- The school computers should only be used to access social networking or auction sites for school related purposes.

#### **5.6 Retention of Data**

The Board is required to retain information in accordance with the Archives Act 1957. This means that you cannot delete school-critical data from the computer system without permission from The Board or Principal. This includes emails sent and received relating to school operations.

#### **5.7 Unacceptable Behaviour**

Failure to observe these standards of conduct by a staff member will 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, Internet, email, photocopiers, computers, credit cards, taxi cards and vehicles);
- Falsifying board records (e.g. inaccurate or false recording of your timetable, inaccurate or false expense claims).

#### **5.8 Official Information**

The disclosure or release of official information is subject to the *Official Information Act 1982*. Information related to The Board, its suppliers, students 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 The Board 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.

### **5.9 Release of Official Information**

Official information must only be released by the Board Chair or Principal, 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.

Official information 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 the Principal.

Official information must never be used for personal motives.

### **5.10 Unacceptable Behaviour**

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

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

- Providing information outside The Board without proper authority;
- Unauthorised disclosure of information which is confidential to the school, a colleague or a student
- Seeking information that is not relevant to the delivery of teaching and learning programmes
- Using Board information for unauthorised purposes;
- Using school information to support personal motives;
- Breaching the Privacy Act in respect of employees, suppliers, students or users of board services.

### **5.11 Public Comment**

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

### **5.12 Unacceptable behaviour**

Failure to observe these standards of conduct by a staff member will 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, or the school;

- Giving the impression that you are expressing the views of The Board or Principal when you are actually stating your own personal views;
- Making a personal attack on a fellow staff member.

## 6. 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 The Board will result in disciplinary action against the employee concerned, which could include termination of employment.

### 6.1 Disciplinary Action

Disciplinary action is about problem solving. The Board 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: The following is an indication of the actions that might be taken. The actions taken will depend on the nature of the behaviour.

#### 6.1.1 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.

#### 6.1.2 Formal Disciplinary Actions Include :

- First warning;
- Final warning;
- Permanent warning
- Removal of discretionary conditions of employment (i.e.: 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 Board 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) The Board 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) A first warning would usually precede a final 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.

**8. ACKNOWLEDGEMENT OF RECEIPT OF CODE OF CONDUCT OF THE  
CENTRAL REGIONAL HEALTH SCHOOL BOARD OF TRUSTEES (THE  
BOARD).**

I .....(name)  
acknowledge that I have received a copy of the Code of Conduct.

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

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

*Signed* ..... *Date* .....

**(Copy this page and place on employee's personal file)**

