

# Kaupapa-here | Code of Conduct Policy

## Mō wai me te whānuitanga | Audience and scope

This Policy applies to Te Pūkenga Council members, Te Pūkenga advisory committee members and all employees of Te Pūkenga, including contracted staff, consultants and secondees providing services for Te Pūkenga, and those on fixed term contracts (collectively referred to as **Employees** in this policy document).

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 Pūkenga into disrepute or may damage the trust and confidence Te Pūkenga has in you.

## Mokamoka whakaaetanga | Approval details

Version number	2	Issue date	1 June 2022
Approval authority	Te Pūkenga Council	Date of approval	30 May 2022
Policy sponsor (has authority to make minor amendments)	Chief Advisor	Policy owner	Chief Executive
Contact person	Marina Matthews	Date of next review	1 June 2022

## Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	1 April 2020		New policy
2	1 June 2022	Legal and Risk	High-level review and rollover pending confirmation of operating model and structure

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### 1. Pūtake | Purpose

The purpose of this policy is to ensure all of Te Pūkenga act with a spirit of service to the community and meet the same high standards of integrity, and conduct in everything we do.

### 2. Te Pae Tawhiti | Te Tiriti o Waitangi Excellence Framework

The Council of Te Pūkenga acknowledges that this Policy has been adopted while there is ongoing work being carried out to consider how Te Pae Tawhiti - Te Tiriti o Waitangi Excellence Framework should be fully embedded in the Policy. The Council notes that Te Pūkenga is still on its transition journey and, as it matures, this Policy and others will be reviewed to ensure they align with the new Operating Model and reflect Te Pae Tawhiti best practice.

### 3. Ngā Mātāpono | Principles

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

- a) Deal with Te Pūkenga openly and in good faith and act with integrity.
- b) Honestly and diligently carry out the responsibilities of your role and any related responsibilities to a high professional standard.
- c) Be absent from the workplace only with proper authorisation.
- d) Act at all times in a way that promotes and protects the business, reputation and relationships of Te Pūkenga.
- e) Disclose any situation which has the potential to impact on the business, reputation, and relationships of Te Pūkenga, including any conflict of interest, convictions, criminal charges (actual or pending), bankruptcy or other related matters.
- f) 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).
- g) Refrain from allowing personal interests, relationships, or beliefs to adversely affect the conduct of your work.
- h) Treat colleagues and others fairly and with respect and seek to resolve any conflicts early.
- i) Respect equity and diversity and value people's cultural backgrounds.
- j) Maintain standards of behaviour, language and dress that are appropriate to the workplace and uphold the professional image of Te Pūkenga.
- k) Take all reasonable precautions while at work to ensure your own safety and the safety of others.
- l) Be fit for work and free from impairment or influence of drugs (illegal, prescription and/or non-prescription) and alcohol while carrying out the responsibilities of your role.
- m) Refrain from consuming or possessing illegal drugs or unauthorised alcohol at your place of work.
- n) Maintain a high standard of dress.

- o) Use resources for authorised purposes efficiently, effectively, and economically, and account correctly and accurately for all transactions.
- p) Treat information with care and only use it only for proper purposes.
- q) Comply with reasonable requests and directions from Te Pūkenga.
- r) Be familiar and comply with [Te Pūkenga policies and procedures](#) which may be amended from time to time.
- s) Act within your delegated authority.
- t) Maintain all qualifications necessary for the performance of your duties (including registration and annual practicing certificates).
- u) Seek clarification if you are unsure what is expected of you.

### Breaches of the Code of Conduct

- 3.2. 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, Culture and Wellbeing.
- 3.3. In some cases, a breach of this Code of Conduct may also be a serious wrongdoing under the Protected Disclosures (Protection of Whistleblowers) Act 2022. In such cases you can report the incident or action in accordance with Te Pūkenga Whistleblowing Policy and receive the protections of the Act.
- 3.4. 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.