

Code of Conduct Procedure

Purpose and Scope

At New Zealand Kindergartens (NZK) we are committed to cultivating a team that conduct themselves to the highest standards of ethics, integrity and behaviour when interacting with all internal and external stakeholders. This includes, but is not limited to, compliance with all legal obligations.

The purpose of this procedure is to clearly set out the standards of behaviour we expect, to ensure our team have an understanding of how they are to behave, as well as what behaviour they should expect from others.

This procedure applies to the Board, General Managers/Chief Executives (GMs/CEs), staff members (whether permanent, fixed, casual or relieving), contractors, whānau, volunteers, students, and other businesses or community organisations that we work with across the NZK network. The procedure applies at our workplace, at work events (such as offsite training) and outside our workplace (when it is related to our work).

Legislation

This procedure requires full compliance with all legal obligations imposed by statute or any other source of law.

Standards of Conduct (Dos and Don'ts)

At NZK we are committed to upholding the following standards of behaviour, and expect our staff members to do the same.

Do...

- ✓ Comply with all policies, procedures, rules, regulations, collective agreements, and contracts.
- ✓ Comply with all laws and reasonable and lawful instructions given by, or on behalf of, NZK.
- ✓ Devote your time, attention, and skill during normal working hours and at other times as reasonably necessary for you to perform your duties to the expected standard.
- ✓ Be honest, fair and respectful in dealings with leadership, staff members, contractors, volunteers, students, whānau and other businesses or community organisations.
- ✓ Be faithful, and diligent, and actively pursue the best interests of NZK at all times.
- ✓ Work in a safe and compliant manner, and observe all workplace health and safety rules and responsibilities.
- ✓ Refrain from any discriminatory, bullying, or harassing behaviours towards anyone that you work with, including those external to the organisation.
- ✓ Immediately disclose any potential, perceived or actual conflict of interest (whether direct or indirect).
- ✓ Dress in an appropriate manner and ensure that your appearance is presentable, clean, neat and tidy (including but not limited to wearing your uniform).
- ✓ Respect our company property at all times.
- ✓ Maintain (both during and after termination of employment) the confidentiality of any confidential information, records or other materials.

- ✓ At all times, behave in a way that upholds the our core values and the integrity and good reputation of NZK.
- ✓ Report any conduct of others which is in breach of this procedure to (in order of preference) your Head Teacher, your CE/GM, or the Chief Executive Officer (CEO) of NZK.

Don't...

- x Make any statements to the media about our business, unless expressly authorised to do so by your CE/GM or the CEO.
- x Make any statements about our business on social media, or any other public platform, that may harm our reputation.
- x Accept any financial or other benefit from any entity other than NZK, unless express written approval is provided by your CE/GM or the CEO.
- x Engage in any employment or provide any services to any other person, entity, supplier or competitor of NZK, expect with the written consent of your CE/GM or the CEO.
- x Engage in conduct, whether during or after works hours, that may cause damage or potential damage to our property or reputation.
- x Use, or come to work while affected by prohibited drugs or alcohol.
- x Use our internet to access and/or download sexually explicit or other offensive material.
- x Use your business email to send sexually explicit or suggestive material, or other offensive or harassing material.

Word of Warning

This procedure does not form part of an employee's contract of employment. However, it is important that you understand that a breach of this procedure may result in disciplinary action including but not limited to, termination of your employment. If you want to make a complaint or raise a concern regarding a breach of this procedure, please speak with your GM/CE. You can refer to our Grievance Procedure for guidance on how grievances are handled at NZK.

Procedure Reviews

This procedure may be amended from time to time at the discretion of NZK. Please ensure you regularly review all company procedures, so the content is front of mind in all you do.

Related Procedures, Agreements and Frameworks

Discrimination & Equal Opportunity Procedure

Grievance Procedure

Sexual Harassment Procedure

Workplace Bullying Procedure

[The Statement of National Education and Learning Priorities \(NELP\)](#)

Kindergarten Teachers Collective Agreement (KTCA)