

Taita College Board of Trustees

Staff Code of Conduct

Taita College is committed to being a good employer and to treating staff fairly and properly in all aspects of employment.

In return, the board expects a high standard of behaviour from you.

In working here, all staff are expected to commit to the philosophy and values of the school, and to demonstrate that in their work.

This Code of Conduct outlines what we expect from you and what you can expect from us.

Please read it and ask about anything that is unclear before you sign it.

Employer signature:

I acknowledge that I have received a copy of the Code of Conduct and that it has been discussed with me.

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

Employee name

Signature

A copy of this page is to be taken and placed in the employee's personnel file.

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1.0 The Code

The purpose of this Code of Conduct is so you understand conduct and behaviour expected of you as an employee of the Taita College.

The Code applies to all employees of Taita College and forms part of your employment with the board.

1.1 Principles

The Code of Conduct establishes three principles of conduct which all staff are expected to observe:

1. You should fulfil your contractual obligations to the College with professionalism and integrity.
2. You should perform your honestly and faithfully respecting the rights of the students, the school community and your colleagues.
3. You should not bring your employer into disrepute through your activities either within or beyond the College. Activities outside the school are not likely to be acceptable if they:
 - damage the reputation of the College
 - interfere with the performance of your duties.

1.2 Expectations

These are the expectations that Taita College, as your employer, has of you, and the expectations that you, as an employee, may have of the College.

Taita College's expectations of you

We expect you to:

- work within the law with honesty and integrity
- comply with all lawful and reasonable instructions
- comply with the policies of the College
- work diligently and meet the requirements of your employment agreement
- comply with any code of ethics or standards that apply to your profession
- respect the rights of colleagues, students and the school community.

What you can expect from Taita College

- 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

- adequate training and equipment to perform your duties
- regular and appropriate feedback and communication on your work performance
- effective communication of information
- good and safe working conditions
- freedom from harassment or discrimination in the workplace;
- a commitment to a confidential Employee Assistance Programme;
- appropriate disciplinary, dispute and grievance procedures.

2.0 Our requirements

2.1 *Keep us informed*

You are expected to:

- contact your employer (within 30 minutes of your normal starting) if you are to be absent from work due to sickness or an emergency.
- obtain permission to be absent from your workplace during work hours;
- obtain permission enter into any contract or agreement on behalf of Taita College.

The Board will not accept responsibility for any unauthorised action.

- inform the College if you engage in secondary employment.

This is possible if it does not interfere with your primary duties.

- inform Taita College Board about any convictions or criminal charges pending 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.

- let us know if you apply for bankruptcy or become bankrupt
- tell us if you face criminal charges or are convicted of an offence while you are employed by Taita College.

Such offences will be reviewed to determine if they are such that it would be inappropriate for you to continue to be employed 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.

Failing to keep us informed or providing false information may result in disciplinary action, which could include termination of employment.

2.2 *Appropriate interaction with students*

Care for students is a fundamental responsibility of all staff employed at Taita College. This means showing respect for students at all times, even if they are behaving badly.

- 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.
- There are rules governing physical contact with and restraint of students. Please ask the Principal for policies and guidelines in this matter.

2.3 *Respect for others*

While you are employed by Taita College you have a duty to treat your colleagues, students and the public with courtesy and respect. This means that we expect you to:

- avoid behaviour that might distress other employees or disrupt the workplace
- ensure that any workplace relationships do not negatively affect your work performance
- respect the privacy of individuals when dealing with personal information
- not harass or discriminate against your colleagues or students on the basis of their gender, age, disability, marital status, and ethnicity, religious or ethical beliefs or sexual orientation
- not to 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.

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

2.4 *Conflicts of interest and integrity*

We expect you to be honest, fair and impartial when you perform your duties. This means that:

- You will not show bias to an individual student - everyone should be treated fairly.
- You are not to approve anything that will result in a benefit to yourself (eg: increased salary, travel expenses, a training course, your own overtime).
- You are not to lend money to, or borrow money, or otherwise enter into financial relationships with staff or students. This could lead to difficulties in workplace relationships.
- You must inform the Principal if you have a personal or financial interest any activity that may conflict, or could be seen to conflict, with the performance of your duties.
- Some employees are required to abide by a professional code of ethics. These employees must inform the College of any conflicts between their professional codes of ethics and the duties they are directed to perform.

- You may not seek any form of reward (including gifts, favours, prizes or fees) for performing your duties as an employee. While it is acceptable to receive a gift of a low value, if you are offered any form of reward or gift valued at \$50.00 or more, you should inform your employer who will decide the appropriate response.
- You must inform your employer if there are actual or potential conflicts between your responsibilities and duties as a staff member of Taita College and your responsibilities and duties to any other organisation – for example as a board member of a trust or community organisation. Where there is a potential conflict of interest arrangements will be made to avoid or resolve the conflict.

Speak to your employer if you are unsure whether or not a particular situation is, or could be seen to be, a conflict of interest.

2.5 Security and confidentiality

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
- access, or attempt to access, machines or networks by unauthorised means – for example unauthorised use of dial-in modems
- use information related to the boards' systems for anything other than authorised purposes
- delete business-critical data from the computer system without permission
- 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
- give your computer password/security card to any other members of staff without a justifiable reason
- leave a record of your password anywhere obvious so that someone else may see it.

Taita College Board owns all data stored on computer systems. Management has the right to access and view this information at any time.

- Only business information can be stored on computer systems. You are not permitted to store any personal data on the computer system, including documents, spreadsheets, databases, games and jokes.
- Only software authorised by the board can be loaded onto Taita College computer systems. Any software loaded onto any Taita College 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 loaded onto a personal device, as this contravenes software licensing laws.
- The email system is for school purposes and must not be misused. While it is acceptable to send or receive business messages from outside the school, users should be aware that this information might not be secure outside the school.

- Use of the Internet is for school purposes only. You are not to retrieve, distribute or store unapproved or non-business-related material from the Internet. You must have approved access and this is provided on an individual basis.

The network is being continually monitored and staff found using the system inappropriately may face disciplinary action.

2.6 Official information, privacy and public comment

Information accessed in the course of your employment at Taita College is confidential to the board and is to be used by employees for official purposes only.

Official information must only be released by authorised employees, and only in accordance with the procedures in the Official Information Act. Board instructions about the release of official information must also be followed.

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 their manager.

Employees of Taita College 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.

Staff members should not respond to requests from the media for comment on matters relating to the school. Only authorised staff members should respond to media requests for comment on such matters. If the media makes an approach to you, inform your Principal immediately. Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

3.0 Breaches of the Code of Conduct

This Code of Conduct describes the standards of behaviour expected of staff. Behaviour that is not consistent with the expectations set in this Code may result in disciplinary action against the employee concerned.

Informal disciplinary action may include

- discussion of the problem
- assistance to help overcome the problem
- referral to the Employee Assistance Programme, if appropriate
- temporary transfer to other duties.

Any formal disciplinary action will be in line with the provisions of your collective or individual employment agreement.