

TARARUA DISTRICT COUNCIL

# CODE OF CONDUCT



Chief Executive Statement.....	3
Introduction .....	4
Purpose of the Code of Conduct.....	4
How do we use the Code? .....	4
Our Values.....	5
Excellence .....	5
Professionalism.....	5
People First .....	5
Trust.....	5
Concerns, Misconduct and Serious Misconduct.....	6
Employment Concerns.....	6
Misconduct/Serious Misconduct .....	6
Policies .....	9
Acceptable Use Policy .....	9
Conflict of Interest Policy.....	9
Disciplinary Policy .....	9
Fraud Dishonesty and Corruption Policy .....	10
Health and Safety Policy .....	10
Procurement Policy.....	10
Protected Disclosures (Whistleblowing) Policy .....	10
Remuneration Policy.....	10
Risk Management Framework.....	11
Sensitive Expenditure Policy.....	11
Smoke free Policy.....	11
Staff Handbook .....	11
Vehicle User Policy.....	12
Acknowledgement Section .....	13



Here at the Tararua District Council, everyone, no matter what their role or position in the Council, contributes to our work supporting the Tararua community.

Council has built a positive working environment with our values at the heart: Excellence, Professionalism, People First and Trust. This Code is designed to be a practical guide to the Council's expectations and the policies we have that sustain our positive culture.

The expectations and policies set out in this Code aim to:

- Create an inclusive, warm and professional working environment
- Maintain the trusted relationships we have with our Elected Members
- Provide a great experience for our customers
- Build our reputation with our community

Good judgement and common sense are important in complying with the Code. If you have any questions or concerns, please contact your manager, or any of the Executive Leadership Team for advice.

Acting ethically lies at the heart of who we are as a Council and the work we do. I trust you will find this Code helpful in guiding your decisions.

**“Everyone,  
no matter what role  
or position in the Council,  
contributes  
to our work supporting the  
Tararua community”**

## Purpose of the Code of Conduct

The Code is developed in consultation with staff and applies to all employees, contractors and consultants, and works alongside your employment agreement, and our policies, guidelines and procedures.

The Code of Conduct provides an overview of our commitment to acting with integrity and accountability in all we do. It will not provide definitive answers for everything, and we expect you will use good judgement, integrity and good faith when faced with any decisions. You are expected to understand and comply with all policies that are relevant to you and the work you do at Tararua District Council (TDC).

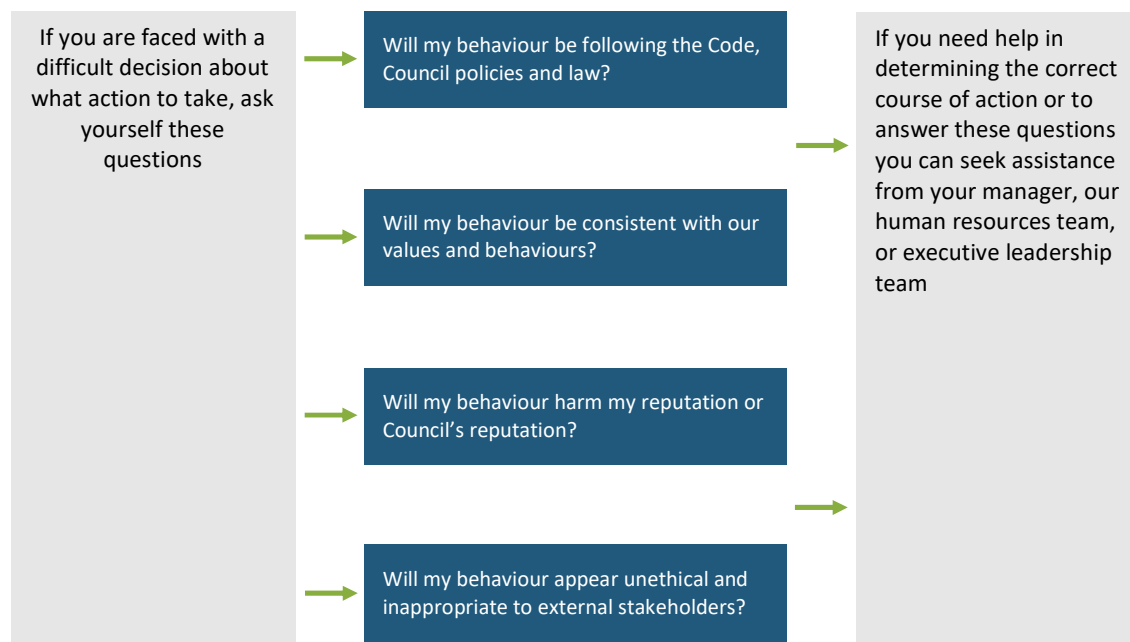
We expect all staff to lead by example and set the standards for you and your team. You are expected to act as a role model, help our people to understand the Code and hold people to account or escalate as appropriate if they are operating outside of the Code.

It is important to fully understand the Code of Conduct so you can ensure your actions align with our values and behaviours.

There is an expectation that you will speak up when there is a situation that could be considered a breach; or leading to a breach of the Code, Policies or the Law. You should always seek guidance if you are unsure what to do, or you think something conflicts with our values.

If you have any questions or need to seek guidance regarding a particular situation, please see your Manager, or member of the Executive Leadership Team.

## How do we use the Code?



When working with and for the Tararua District Council (TDC), we must align our behaviours with the values we hold. Our values are Excellence, Professionalism, People First and Trust.

## Excellence



- Exceed expectation by going the extra mile and adding value, asking myself 'What more can I do?'
- Follow-up to ensure the other person is satisfied and to ensure resolution.
- Continuous improvement – think about how I can improve myself, my role and the organisation, then do it.
- Offer my ideas, make it happen, go for it!

## Professionalism



- Be knowledgeable – take personal responsibility for keeping myself informed about my role and what goes on in the organisation.
- Respect others – use consistently appropriate communication. Be well mannered and polite especially during difficult situations.
- Represent Tararua District Council (TDC) positively – I am seen as Tararua District Council (TDC) wherever I go. Take ownership of customer enquiries, do something.

## People First



- Promptly acknowledge people's achievements, viewpoints and opinions.
- Empathise by aiming to understand what people want and what their expectations, aspirations and desired outcomes are.
- Listen – with mutual respect and an open mind. Aim for an outcome which is constructive for all involved (win/win).

## Trust



- Meet your commitments – do what I say I will do.
- Be honest and direct – say what I mean and mean what I say, directly to the people involved.
- Be supportive and loyal – show confidence in my colleagues and my organisation.

## Employment Concerns

Tararua District Council (TDC) encourages you to ask questions or report concerns if they arise. We will support you in good faith when you raise any suspected breaches of the Code (subject to an investigation). The Council will provide protection to its people if they report a serious wrongdoing; please refer to the Councils Protected Disclosure Policy for more information.

If there is an issue with your behaviour or performance, we'll raise it with you and try and sort it out together. Where appropriate, we will provide training and coaching to get things back on track. If there is no alternative, or an informal approach is not appropriate, then we will use our Disciplinary Policy.

If either party has an Employment Relationship Problem, then we will need to resolve this as quickly as possible. The process for this is included in the Collective and Individual Employment Agreements.

## Misconduct/Serious Misconduct

Misconduct doesn't usually on its own destroy the relationship of trust and confidence between a person and Tararua District Council (TDC). For an employee, disciplinary action may result but would not usually justify a dismissal unless it is repeated.

Serious misconduct is labelled 'serious' because it can have the effect of destroying or undermining the relationship of trust and confidence between a person and Tararua District Council (TDC). Without this trust and confidence, an employment relationship can't continue. If Tararua District Council (TDC) conducts a fair investigation and disciplinary process and then decides that serious misconduct has taken place, dismissal may result.

Misconduct or serious misconduct will be assessed on a case-by-case basis.

The list below illustrates some examples of what is considered misconduct and serious misconduct and is not considered exclusive. There may be other examples.

### **The following are examples of Misconduct:**

1. Any conduct which is not in line with Council Values.
2. Using inappropriate language.
3. Deliberate misuse or unauthorised use of Council tools, vehicles, plant and equipment or defacing Council property.
4. Leaving the assigned place of work during working hours without agreement from the Manager other than for tea breaks, meal breaks or personal emergencies.
5. Boisterous play causing injury, harm or offense to others.

6. Waste of time or material or failing to complete an assigned task without good reason.
7. Without good reason, failing to report to the Council Office or Manager as close as possible to the normal starting time by telephone that they are unable to commence work at the usual time because of sickness or any other absence.
8. Knowledge of and failure to report any accident, incident or health and safety breach to a Manager or the Council office.
9. Continual lateness, poor performance or lack of application to assigned tasks.
10. Failing to declare a conflict of interest or secondary employment that affects performance or judgement.
11. Preventing or disrupting another worker from carrying out work functions.
12. Smoking in smokefree areas.

**The following are examples of Serious Misconduct:**

1. Falsifying of time sheets, and/or other documents, or making false claims.
2. Bringing illicit drugs or unauthorised alcohol onto Council premises or work sites, or consuming illicit drugs or unauthorised alcohol on the premises or work sites, and/or reporting for work in a condition of intoxication, and/or refusing a drug test.
3. Failure to observe health and safety requirements and rules, or failure to make proper use of safety equipment.
4. Serious failure to behave in line with council values.
5. Deliberately ignoring Council policies or procedures.
6. Any act which has the potential to cause serious injury or harm to others.
7. Assaulting or threatening violence to another employee or person dealing with Tararua District Council (TDC) on council property, including at TDC functions and while on work trips.
8. Theft, unauthorized removal or possession or mistreatment of Tararua District Council (TDC) property, or another employee's personal property.
9. Misuse, abuse of, or damage caused to any Tararua District Council (TDC) funds, credit cards, access cards, or equipment.
10. Without good reason, refusal to perform work assigned or walking off the job.
11. The deliberate use of abusive or offensive language while conducting council business or on council property or working area.
12. The unauthorised disclosure of confidential Council information.

13. Harassment of any form.
14. Any unauthorized or inappropriate use of Tararua District Council (TDC) computer or phones, including accessing information from any source not deemed to be appropriate, or inappropriate sharing of information or software.
15. Any social media postings by the Employee that brings the Employer into disrepute, speaks ill of the Employer, or undermines the relationship with employee(s) / management / Councillors / client(s) and /or the Employer.
16. Providing information to the media without authorisation.
17. Any action which may bring the council, or Councillors into disrepute.



This section highlights the key points in our People and Capability policies.

Please read these policies and if there is anything you don't understand ask your Manager, HR Administrator, Policy and Planning Advisor or GM People and Capability.

You will find the policy documents in TRIM. Search by Container Number 12/8399.

Our policies are reviewed regularly. If they change, we will let you know.

These policies include and are not limited to:

## Acceptable Use Policy

The rules, expectations, and processes for use of all computer systems and networks, including:

- Using all TDC systems (such as email, internet, teams) and devices (laptops, phones, tablets etc) appropriately and appreciating that all activity, whether carried out on premises or not, is discoverable
- Taking IT security seriously, such as not sharing your password, not using external devices (like flash drives or USB inputs) until they've been checked by IT, and learning to recognise phishing emails so you don't click on the link.
- Not downloading any software unless cleared by IT

## Conflict of Interest Policy

How to declare and manage a conflict (or perceived conflict) of interest which includes any situation where there might be financial or personal benefit for a staff member or a party related to a staff member, including:

- Having a connection with another business or organisation
- Being a member of a club, society or association
- Receiving a gift, hospitality or other benefit from someone
- Being a close friend or relative of someone who holds these interests

## Disciplinary Policy

Our process for identifying and addressing unacceptable behaviour at work, including:

- How to report potential misconduct
- The process when there is an allegation of misconduct

- The potential penalties if misconduct or serious misconduct is established

### **Fraud and Corruption Policy**

The purpose of this policy is to provide pathways for prevention, detection and response to fraud and corruption at Tararua District Council.

The Fraud and Corruption policy is strongly related to the Protected Disclosures, Conflicts of Interest and Disciplinary policies which should be read in conjunction with this policy.

### **Health and Safety Policy**

Our commitment to staff health and safety and our expectations of staff, including to:

- Take care of yourself and those around you
- Follow all instructions, directions, policies and procedures to prevent incidents or injuries
- Report all incidents, near misses, hazards and unsafe working conditions in an accurate and timely manner using the appropriate reporting system.

### **Procurement Policy**

Our approach to the procurement of goods and services, including:

- The five principles of procurement: plan and manage for great results; be fair to all suppliers; get the right supplier; get the best outcome for everyone; and play by the rules
- Defendable process from planning the procurement and approaching the market, to awarding the contract

### **Protected Disclosures (Whistleblowing) Policy**

How you can raise a concern about serious wrongdoing within Council such that your employment is protected, including:

- A list of what might constitute serious wrongdoing within Council
- The process that you must follow if your employment is to be protected
- A list of people outside the Council who you may make your disclosure to under certain circumstances (and who you may not approach)

### **Remuneration Policy**

Our approach to pay, including:

- How our pay bands are structured and how we determine the mid-point and range
- How jobs are sized to determine which pay band they are part of

- How employees can progress through their pay band

### **Risk Management Framework**

The process for managing strategic, project and operational risk to council, including;

- Identification of risk
- Assessment classifications
- Escalation procedures

### **Sensitive Expenditure Policy**

Our approach to sensitive expenditure, being any spending that could provide a private benefit to a staff member, or could be considered unusual, including:

- The standards, controls and approval requirements for sensitive expenditure
- The rules for purchase cards, credit cards, travel and accommodation expenses, training and conference approval, entertainment and hospitality expenses, disposal of assets, gifts and loyalty rewards, private use of Council assets and suppliers, and staff support and welfare expenses
- The protocols and expectations for koha payments

### **Smoke free Policy**

Outlines councils' commitment to a Smoke free environment, including;

- Designated areas
- Responsibilities
- Where to go for help

### **Staff Handbook**

The staff handbook outlines a number of key policies and procedures relating to;

- Recruitment
- Equal Opportunity
- Training & Development
- Leave
- Offboarding
- Harassment & Bullying
- Flexible working
- Drugs and alcohol

## Vehicle User Policy

The rules, processes and expectations of those driving either Council vehicles or their own vehicle while on Council business, including:

- Choose options other than driving where it makes sense to (fly, take the train, carpool)
- Drive safely, share driving wherever possible and follow all road rules
- The process if you're in an accident
-

## Acknowledgement Section

This code of conduct forms part of your employment agreement with Tararua District Council and is to be read in conjunction with your employment agreement and council policies.

---

I acknowledge that I have read and understood our Code of Conduct, and all policies referred to within, for the Tararua District Council, and I understand the actions or behaviours that are referenced in this code of conduct that may result in action.

---

I agree to abide by this Code of Conduct, and any modifications or updates communicated to me from time to time.

Name:	
Signature:	
Date:	