

**OCTOBER  
REVIEW**



# **Papatoetoe Central School**

Approved 16 October 2006

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## **Staff Code of Conduct**

## **Introduction**

Papatoetoe Central School Board of Trustees has a statutory obligation to be a good employer and we personally recognise 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 is 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.

*Board Chair*

*Papatoetoe Central School Board of Trustees*

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## **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 Papatoetoe Central School.

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.

## **Coverage**

The Code applies to all employees of Papatoetoe Central School Board of Trustees, including permanent, temporary, and casual employees. This Code forms part of your employment with the board.

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

## **Shared Expectations**

Papatoetoe Central School Board of Trustees 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 commitment that benefits both the employer and employee when expectations are met.

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

## **Papatoetoe Central School Board of Trustees Expectations of Staff**

Papatoetoe Central 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 Papatoetoe Central School Board of Trustees;
- work diligently and meet the requirements of your employment agreement;
- respect the rights of colleagues, students and the school community.

## **Obligations of Papatoetoe Central School Board of Trustees to Staff**

As a good employer, we are 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, women, 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 your employer'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;
- good and safe working conditions;
- opportunity for the enhancement of your abilities;
- freedom from harassment or discrimination in the workplace;
- appropriate disciplinary and dispute procedures and the opportunity for redress against unfair or unreasonable treatment by the employer.

## **Codes of Behaviour**

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

- you apply for bankruptcy or become bankrupt;
- any criminal charges or convictions that may occur while you are employed by Papatoetoe Central School Board of Trustees 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 undertake any secondary employment – permission needs to be sought from employer – provided it doesn't interfere with primary duties.

## **Performance of Duties**

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

This means that you are expected to:

- comply with the law;
- comply with all lawful and reasonable instructions and work as directed by your employer or their duly delegated representative;
- perform your duties according to the legislation, policies and procedures of Papatoetoe Central School Board of Trustees;
- comply with any other code of ethics or practice that may apply to your profession e.g. Education Council of Aoteroa New Zealand Code of Ethics, Nursing, Executive Officers;
- perform your work to an agreed standard;
- show proper and reasonable care when using board property, resources or funds;
- contact your employer (within 1.5 hours of your normal starting time) if you are to be absent from work due to sickness or an emergency.

You are also expected to obtain permission from your employer to:

- be absent from your workplace during work hours;
- enter into any contract or agreement on behalf of Papatoetoe Central School Board of Trustees. The board will not accept responsibility for any unauthorised action.

## **Unacceptable Behaviour**

Failure to observe these standards of conduct by a staff member may 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
- giving false information (eg: 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 Papatoetoe Central School Board of Trustees (eg: having a revoked driver's licence or a criminal conviction);
- Refer - Primary Principals' Collective Agreement.
- Refer - Primary Teachers' Collective Agreement.
- Refer - Support Staff in School Collective Agreement.
- Refer - School Caretakers' & Cleaners Collective Agreement

## **Appropriate Relationships with Students**

You should recognise the sensitivity of the situation of students under Papatoetoe Central School Board of Trustees' 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 your employer if a person to whom you are related, or with whom you are having or previously had any personal, sexual or financial relationship, comes within the boundaries of your professional responsibilities.

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

While you are employed by Papatoetoe Central School Board of Trustees 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.

## **Unacceptable Behaviour**

Failure to observe these standards of conduct by a staff member may 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;
- misuse, abuse or improper use of your position or of any statutory authorities or powers that may be delegated to you.

## **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 (eg: increased salary, travel expenses, a training course, your own overtime).
- You are encouraged 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 Papatoetoe Central School Board of Trustees 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 Papatoetoe Central School Board of Trustees 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 Papatoetoe Central School Board of Trustees if there are any conflicts between their professional codes of ethics and the duties they are directed to perform.
  - You should consult with your employer before taking up other paid employment where that other paid employment could conflict with the performance of your duties at Papatoetoe Central School Board of Trustees. Teachers at Papatoetoe Central School should not tutor Papatoetoe Central School students outside of school hours.

**You should 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.**

### **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 Papatoetoe Central School Board of Trustees. 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.

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

You must inform your employer 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 Papatoetoe Central School Board of Trustees, 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 Papatoetoe Central School Board of Trustees.
- If you intend to stand for Parliament you must discuss this with your employer, to arrange leave. (This will commence at an agreed date, as per the *Electoral Act 1993*.)

### **Unacceptable Behaviour**

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

Examples of behaviour that would be considered unacceptable by the Papatoetoe Central School Board of Trustees 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 over the threshold, or using board services/resources for personal advantage or gain;
- failing to disclose a personal relationship with a student or their family when you have a professional relationship with that person.

- **Security/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;
- 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 good and justifiable reason;
- leave a record of your password anywhere obvious so that someone else may see it.

### **Ownership of Information**

Papatoetoe Central School Board of Trustees owns all data stored on computer systems. The Principal and Associate Principals have the right to access and view this information at any time.

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

## **Data Storage on Computer Systems and Servers**

Only school information can be stored on computer systems. You are encouraged not to store any personal data on the computer system, including documents, spreadsheets, databases, games and jokes.

## **Computer Software**

Only software authorised by the board can be loaded onto Papatoetoe Central School Board of Trustees computer systems. Any software loaded onto any Papatoetoe Central School Board of Trustees equipment must have a valid licence with proof of ownership. Only Papatoetoe Central School licensed software can be loaded onto personal devices for work purposes.

## **Use of the Email System**

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. This needs to be considered before you send email. It is not appropriate that personal information, such as documents, spreadsheets, databases, games, jokes and other non-school-specific email be circulated via the email system.

## **Internet**

Use of the Internet is for school purposes only. You are encouraged not to retrieve, distribute or store unapproved or non-business-related material from the Internet.

## **Retention of Data**

Papatoetoe Central School Board of Trustees 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.

## **Unacceptable Behaviour**

Failure to observe these standards of conduct by a staff member may 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 (eg: inaccurate or false recording of your time sheet).

## **Official Information**

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

## **Release of Official Information**

Official information must only be released by authorised employees, 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.

It 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 or Associate Principals.

It should never be used for personal motives.

## **Unacceptable Behaviour**

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

Examples of behaviour that would be considered unacceptable by Papatoetoe Central School Board of Trustees include:

- providing information outside Papatoetoe Central School Board without proper authority;
- using board information for unauthorised purposes;
- using school information to support personal motives;
- breaching the Privacy Act in respect of employees, suppliers or users of board services.

## **Public Comment**

**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/board so they can respond to the media request.

## **Unacceptable behaviour**

Failure to observe these standards of conduct by a staff member may 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;**
- **giving the impression that you are expressing the views of Papatoetoe Central School Board of Trustees when you are actually stating your own personal views;**
- **making a personal attack on a fellow staff member.**

## **Dress Code**

We expect staff to have a neat, tidy and clean appearance at all times. There are to be no sports sneakers /trainers, rubber jandals, beanies, jeans, track and sweat pants, tee shirts – with inappropriate slogans to be worn. The only exception is for sports training / coaching. Male staff are to wear collared shirts. All staff are to wear appropriate, professional clothing and no undergarments are to be seen. If staff are uncertain please seek counsel.

## **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 Papatoetoe Central School Board of Trustees may result in disciplinary action against the employee concerned, which could include termination of employment.

## **Disciplinary Action**

Disciplinary action is about problem solving. Papatoetoe Central School Board of Trustees has the responsibility 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 as per the relevant Collective Agreements.

### **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.
- 

### **2. Formal Disciplinary Action:**

- oral warning;
- written warning;
- removal of discretionary conditions of employment (ie: 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.

Whether disciplinary action is informal or formal, the Papatoetoe Central School Board of Trustees 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) An appropriate investigation must be undertaken 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) An oral warning would usually precede a written 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.

# Papatoetoe Central School

## Acknowledgement of Receipt of Staff Code of Conduct

I ..... (name)

acknowledge that I have received a copy of the Staff Code of Conduct issued .....

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

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

*Signed* .....

*Date* .....

**(remove this page from code and place original on employee's personal file)**