Code of Professional Practice			
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All policies on Waituhi are the current version. Please check date of this hard copy before proceeding.

1 Introduction

1.1 Purpose

The Kaupapa – Ara Institute of Canterbury (Ara) as a learning institution is –

Ngāi Tātou ki te whai ao / *Transforming lives through education*

Our Strategic Plan sets out our overall purpose, values, and goals, which create the environment and culture in which staff and students work together to meet our goals.

Values

Ara	***Te Pūkenga***
Hono/*Connect*	Manawa nui / *We reach out and welcome in*
Hihiri/*Inspire*	Manawa ora / *We strengthen and grow the whole person*
Aroha/*Respect*	Manawa roa / *We learn and achieve together*

Goals:
Relentless focus on equity Deliver exceptional learning experiences Increased colleague engagement and wellbeing across Ara Greater regional access Regional master plan

The purpose of this Code of Professional Practice is to –

- Inform staff of the standards of behaviour required of them as Ara colleagues.
- Promote high ethical standards.
- Provide a foundation for staff Valuable Conversations/appraisals, promotion, and continuous improvement.

1.2 Scope and Application

This policy applies to all Ara colleagues, including management and the Chief Executive.

1.3 Formal Delegations

There are no formal delegations for this policy.

1.4 Definitions

a **Good Faith:** At its most fundamental, good faith involves acting with honesty and integrity. Good faith involves being active and constructive in your dealings with people and presumes that all parties to an activity or discussion are honest and intend to act in a fair and reasonable manner.

b **Integrity:** Integrity involves acting consistently and honestly in accordance with stated values, intentions, and goals**.**

c **Learning Organisation:** An organisation that facilitates the learning of all its members and consciously transforms itself and its context.

d **Colleague:** In the context of this policy, it colleague refers to any person who conducts business at, on, and/or for Ara. This includes but is not limited to Ara employees (including managers), other staff members (including students employed by Ara to carry out duties).

e **Contractor:** A person who undertakes to provide a service, labour, materials, or any other job at the behest of Ara. A contractor is not an employee of Ara. This policy may be applied to contractors where the circumstances mean it is appropriate to apply the processes within.

f **Student:** A person who is enrolled to study at Ara.

g **Tikanga**: Refers to Māori culture and ways of being and acting that is founded in history and tradition but which may be adapted for contemporary contexts when done so respectfully and with guidance from appropriate Māori hapū or iwi partners.

Related Ara Procedures (Ara Website)	**Related Ara Policies**
• CPP208a Staff complaints about staff flowchart • CPP208b Staff complaints about student flowchart • CPP222a Guidelines to Assist with Addressing Bullying, Harassment and Discrimination • CPP222b Examples of Bullying • CPP222c Examples of Harassment • CPP222d Unlawful Discrimination • CPP222e Examples of Victimisation	• APP301 Learner Responsibilities and Rights • CPP102 Disclosure and Management of Conflicts of Interest • CPP105 Acceptable Use and Conduct for ICT Users • CPP106 Intellectual Property • CPP109 Disclosing Personal Information About Students and Staff • CPP122 Social Media • CPP208 Resolving Employee Performance or Conduct Issues • CPP210 Staff Involved in Outside Activities • CPP214 People and Culture Management • CPP221 Protection of Children, Young Persons and Vulnerable Adults • CPP222 Addressing Bullying, Harassment and Discrimination • CPP501 Health and Safety

Related Legislation	Good Practice Guidelines
Many Acts of Parliament cover considerations regarding the Code of Professional Practice for Staff. Those Acts include and may not be limited to: • Education and Training Act 2020 • The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 • Employment Relations Act 2000 • Health and Safety at Work Act 2015 • Privacy Act 2020 • NZQA Quality Assurance Framework, 2009	
Notes: Earlier versions of this policy (1995, 1997) were called the Staff Rights and Responsibilities Policy	

2 Principles

2.1 Vision 2030 is Ara's over-arching strategic document that sets out the values for the way Ara and its staff carry out their activities.

2.2 Ara is a learning organisation (Refer to s1.4(c)).

2.3 This policy applies to all people who are carrying out work on behalf of Ara. This includes colleagues, and where appropriate contractors.

2.4 The Education and Training Act outlines the responsibilities of education service providers (including Ara) to give effect Te Tiriti o Waitangi. Those provisions include (and are not limited to) a requirement to operate employment policy that contains provisions requiring recognition of the aims and aspirations of Māori, the employment requirements of Māori, and the need for greater involvement of Māori in the education service (s9(2)(h)).

3 Associated procedures for Ara Corporate Policy on: Code of Professional Practice

Contents:

3.1 Responsibilities and Required Behaviour of all Colleagues
3.2 Ara Values and Behaviours
3.3 Other code of conduct positive behaviours
3.4 Breaches of the Code of Conduct

3.1 Responsibilities and Required Behaviour of all Colleagues

Ara colleagues will perform their duties honestly, conscientiously, reasonably and act in good faith at all times. They will have regard and respect for the welfare of their colleagues and student, for the interests of Ara as their employing body and for their responsibilities as colleagues.

3.2 Ara Values and Behaviours

Ara has published values and behaviours, as follows –

Hono | Connect
Manawa nui | We reach out and welcome in
We bring the right people together to leverage skills, talent and knowledge
We promote shared ownership and goal delivery
We include people and work cooperatively to achieve shared goals

Hihiri | Inspire
Manawa ora | We strengthen and grow the whole person
We role model good practice with others
We set stretch goals aligned to our vision, and go for it
We foster and celebrate progress

Aroha | Respect
Manawa roa | We learn and achieve together
We build rapport in open, friendly, inclusive ways
We listen to understand different perspectives and cultures
We have honest conversations and balance our own interests with those of others

3.3 Other code of conduct positive behaviours

All staff are further required to align their behaviour with Ara's values as follows:

Hono | Connect ***Manawa nui* | *We reach out and welcome in***

a Maintain professional relationships with fellow colleagues and students.

b Treat students, members of the public and other colleagues with respect, impartiality, courtesy, and sensitivity at all times.

c Maintain a co-operative and collaborative approach to working relationships.

d Refrain from behaviour that harasses, bullies, or intimidates any other person.

e Not discriminate against any person because of their age, disability, gender (including pregnancy or childbirth), sexual orientation, marital or family status, race or colour, ethnic or national origins, religious or ethical beliefs, political opinion, employment status, involvement in Union activities, Ara employee profile.

f Ensure that any conflict of interest, as defined in this policy, between their personal interests (including those of their immediate family) and their Ara duties and responsibilities are declared and managed in accordance with Ara policies and procedures.

Hihiri | Inspire ***Manawa ora* | *We strengthen and grow the whole person***

a Comply with the requirements and spirit of the goals, policies, and procedures of Ara.

b Be competent and efficient in the performance of their work.

c Continuously develop their knowledge and skills relevant to their role and area of expertise.

d Act with integrity at all times.

e Use all Ara resources in a careful manner, reducing waste and making improvements where possible.

Aroha | Respect ***Manawa roa | We learn and achieve together***

a Obey the law.

b Obey all lawful and reasonable employer instructions and work, as directed.

c Respect the privacy of individuals when collecting, storing, and dealing with personal information.

d Have due regard for the safety of others in the use of Ara property and resources.

e Take care to maintain the confidentiality, accuracy, and privacy of official Ara documentation to which they have access.

f Not copy, disclose, or use any information acquired in the course of work with Ara other than for the purposes of carrying out Ara work except with the written consent of the colleagues' manager.

g Ensure all Ara property, resources or funds are not used for anything other than authorised purposes.

h Incur no liability on the part of Ara without first obtaining the proper authorisation.

i Not solicit or accept gifts or benefits that might, directly or indirectly, compromise or influence them in their position at Ara (e.g. gifts or hospitality offered as an inducement to purchase).

j Refrain from conduct that might impair work performance, place people or property at risk, or result in behaviour which is unprofessional or antisocial and/or may bring Ara or its student or colleagues into disrepute. This applies in both formal and informal professional and social settings which are associated with Ara students and their whānau, Ara colleagues and their whānau, their whānau and/or the extended Ara community and its associates. While the following examples are not exhaustive, such conduct to refrain from may include excess consumption of alcohol and/or the use of other intoxicants, drugs or other substances and/or the use of offensive language, inappropriate nudity, bullying or harassment or inducing others to do so. It may also include failing to take all reasonable steps to prevent actions of Ara students which might impair performance, place people or property at risk or result in behaviour which is unprofessional or antisocial in a setting that is directly or indirectly associated with Ara.

k Not bring Ara into disrepute.

3.4 Breaches of the Code of Conduct

a Where breaches of this Code occur by a colleague employed by Ara under an employment agreement, matters may be dealt with in accordance with the staff member's employment agreement and/or the *CPP208 Resolving Employee Performance or Conduct Issues* policy.

b Where breaches of this Code occur by a colleague that is not employed under an employment agreement, matters may be dealt with as deemed appropriate by Ara and in accordance with any applicable written contract or Ara policies.

c Contravention of this Code may involve misconduct or serious misconduct, depending on the seriousness of the breach. If established, misconduct by a colleague employed under an employment agreement will generally lead to a reprimand and a warning. Serious Misconduct by a colleague employed under an employment agreement may lead to summary dismissal, that is, dismissal without notice. In either case, contractual requirements or processes required by relevant employment law will be followed.

d Serious Misconduct undermines the relationship between the colleague concerned and Ara, and/or threatens the well-being of Ara and its colleagues/students. Serious Misconduct includes, but is not confined to, these examples:

i Falsifying any information, records, or other documents.

ii The use or possession of illegal drugs while on campus or on Ara business.

iii Consuming intoxicating liquor while on campus, work sites construction sites, in work vehicles, or during working hours without permission.

iv Attending work under the influence of drugs or intoxicating liquor so that the staff member is, or may be, unable to perform his/her duties satisfactorily or safely.

v Breach of this Code or other compliance documents.

vi Conduct that may bring Ara's reputation into disrepute.

vii Acting in a negligent, reckless, or careless manner which could potentially or actually result in injury to another person.

viii Damage to Ara's plant or property, whether deliberately or through negligence.

ix Harassment, bullying or discriminatory behaviour towards any person.

x Using abusive or offensive language or behaviour.

xi Removing, taking possession of, or deliberate misuse of, the University's property or another person's personal property without consent.

xii Refusal or failure to obey a lawful and reasonable direction.

xiii Sleeping during working hours.

xiv Smoking in restricted areas.

xv Any breach of obligations that apply in respect of confidential information, including unauthorised access, disclosure, copying or use of confidential information.

xvi Competing or assisting another person or entity to compete with Ara on any matter, without the written consent of Ara.

xvii Failure to comply with any health and safety policies, instructions, or guidelines for the workplace.

xviii Absence from work without good cause or failure without good reason to promptly report an absence.

xix Failure to report to a supervisor as soon as possible any accident, near miss or incident that resulted in, or may have resulted in, personal injury, damage, or loss to any person or property.

xx Continued lateness or lack of application to assigned tasks.

xxi Failure to work within the requirements of Ara regulations and policies where applicable.

xxii Repeated failure to perform work to the required standard.

xxiii Accessing pornographic or illegal material on an Ara computer or any breaches of the Acceptable Use and Conduct for ICT Users.

e Formal disciplinary action is not taken lightly. Ara's experience has been that the majority of colleagues perform well, conduct themselves reasonably, and minor problems can be overcome without the need for formal discipline. Initially, problems are dealt with in the expectation that staff members will perform their utmost best once a deficiency is pointed out and that any difficulties can be overcome at the workplace level.

f Cases where the required standards of behaviour covered by this Policy are not met will be dealt with under *CPP222 Bullying, Harassment and Discrimination*, the relevant employment or engagement agreement, and/or *CPP208 Resolving Employee Performance or Conduct Issues* policies, or any other relevant policy.