# Operational Policy: Code of Conduct (NAG 3)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind and Low Vision Education Network (BLENNZ) has an obligation to be a good employer and recognises the importance of treating staff fairly and properly in all aspects of employment.

In return, BLENNZ expects staff members to act professionally, with integrity and in accordance with the BLENNZ Charter and its policies and procedures.

This policy applies to all employees of BLENNZ including permanent, temporary and casual employees and will be made available to them as part of the employment process.

Nothing in this policy supercedes legal requirements in respect of staff collective or individual employment agreements.

All staff who are required to be registered must also comply with their respective affiliated bodies’ registration requirements and/or professional standards requirements.

A process will be in place to ensure this policy will be re-signed by all employees each time it is reviewed.

## As a good employer BLENNZ will ensure:

* respect for Te Tiriti o Waitangi, equal employment appointment practices and opportunities, and good conditions of employment;
* employment with BLENNZ is subject to the requirements of the Vulnerable Children Act 2014 and its amendments;
* an up-to-date job description for all staff that provides clear statements of duties and expectations;
* adequate training and appropriate equipment;
* regular and appropriate feedback and communication on work performance and opportunities for professional development;
* safe working conditions including freedom from harassment or discrimination in the workplace and a supportive and confidential Employee Assistance Programme (EAP);
* fair disciplinary and dispute procedures consistent with employment agreements and legislation, and the opportunity for redress against fair or unreasonable treatment by the employer.

## BLENNZ staff will:

* work within the law with honesty and integrity and comply with all lawful and reasonable instructions;
* treat colleagues, ākonga and the public with courtesy and respect;
* respect the rights of colleagues, ākonga and the BLENNZ community;
* wear clothing appropriate to their role and the activities they undertake;
* not bring BLENNZ into disrepute through activities which may damage the standing or reputation of BLENNZ;
* notify their line manager or appropriate senior staff member if unsure whether or not a particular situation is, or could be seen to be, a conflict of interest; or if any criminal charges or convictions occur which may make it inappropriate for continuation of employment in the same capacity in BLENNZ; or before taking up other paid employment which could conflict with the performance of duties at BLENNZ;
* notify their line manager or appropriate senior staff member as soon as possible if absent from work due to sickness or an emergency or other reason.
	+ If leaving a phone message or text message this must be to more than one person to ensure receipt of the message.
	+ Please ensure you receive an acknowledgement to your notification of illness. If your line manager has not acknowledged your notification within 30 minutes you must contact the next person in line.
* not enter into any contract or agreement on behalf of BLENNZ unless delegated to do so.

## 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.

In accordance with the Delegation Policy, staff will consult their BLENNZ manager before communicating with the media.

## Supporting Documents:

BLENNZ Delegation Policy

[Treaty of Waitangi website](http://www.treaty2u.govt.nz/)

[Government legislation website](http://www.legislation.govt.nz/)

[Website for EAP - Employee Assistance Programme](http://www.eapservices.co.nz/)

[Website for Diversity Works NZ](http://www.eeotrust.org.nz/)

Approved: 

Date: 16/2/2022

Next Review: 2024

## Acknowledgement of Receipt of Code of Conduct

I return this signed copy of the code as acknowledgement of my receipt of this document.

Name: ……………………………………….Signed:……………………………………….

Date: ……………………………………….