



# NGĀ TIKANGA WHAKAHAERE

## Our Code of Conduct

**WE ARE COMMITTED TO  
MAKING LIVES BETTER  
THROUGH LEARNING, TEACHING  
AND APPLIED RESEARCH.**

**AS REPRESENTATIVES OF  
UNITEC, HOW WE BEHAVE  
AND ACT AS INDIVIDUALS  
AND AS AN ORGANISATION  
IS CRITICAL IF WE ARE TO  
SUCCEED IN OUR PURPOSE:**

**LED BY THE PRINCIPLES OF  
TE NOHO KOTAHITANGA  
WE ENABLE BETTER FUTURES  
FOR STUDENTS, COMMUNITIES  
AND PUBLIC AND PRIVATE  
ENTERPRISE.**

## **WHAT IS THE CODE OF CONDUCT?**

The Code of Conduct sets out the standards of behaviour that we are all expected to uphold in our professional practice.

## **HOW DO YOU USE THE CODE OF CONDUCT?**

The Code of Conduct provides information, guidance and examples to enable us all to be clear about expectations of behaviour, and to hold ourselves and each other to account for our behaviour.

It is a working guide for our people to do the right thing when making decisions in our daily activities. It is not intended to provide comprehensive explanations of appropriate behaviour in every situation.

## **WHO DOES THE CODE OF CONDUCT APPLY TO?**

- » All staff members, contractors and subcontractors at Unitec
- » across all modes of interaction - face-to-face, virtual, in writing, online and via all forms of social media.
- » to what we do outside of working hours where our actions may bring Unitec into disrepute
- » in all our interactions with staff, students, communities and other key stakeholders

## OUR CODE OF CONDUCT SITS ALONGSIDE AND REFLECTS OUR PARTNERSHIP

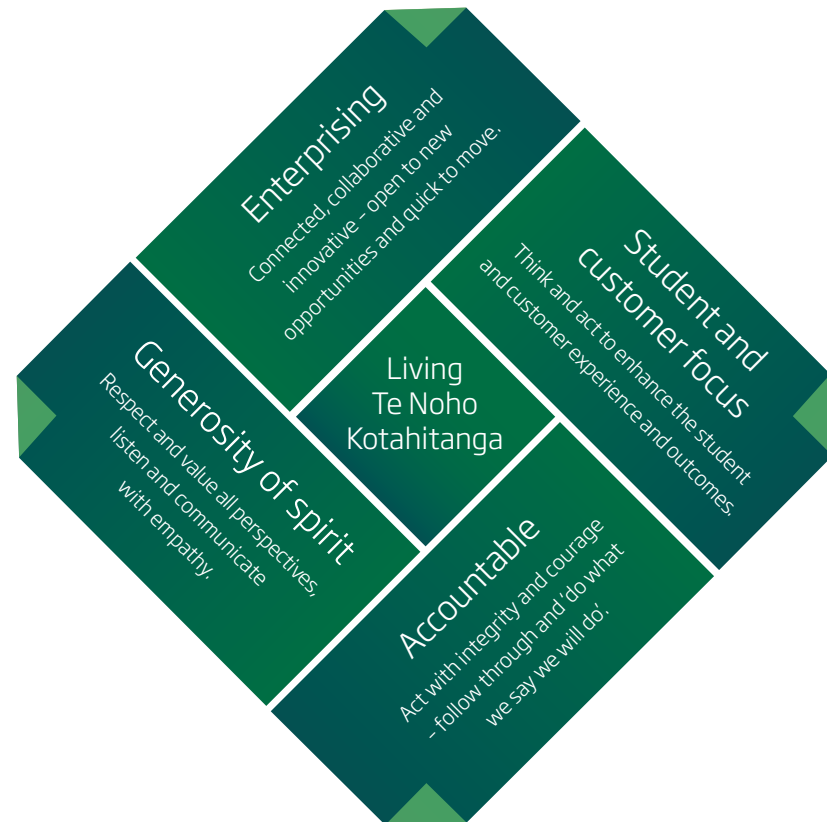
Te Noho Kotahitanga is Unitec's partnership between Māori and non-Māori and is underpinned by five principles:



## OUR CODE OF CONDUCT SITS ALONGSIDE AND REFLECTS OUR VALUES

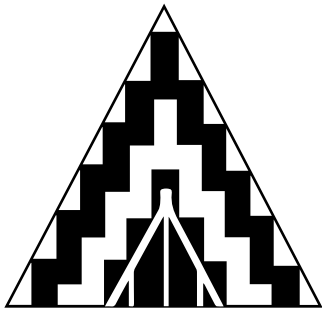
Our values guide our thinking, our decision making, our actions. They bind us together and make us stronger as one team. We live our Kaupapa through our values.

We are a bicultural organisation in a multicultural environment. If we're true to living Te Noho Kotahitanga and show generosity of spirit; focus on our students and customers; and are enterprising and accountable, we will achieve our purpose.



## OUR CODE OF CONDUCT ALSO REFLECTS OUR UNIQUE CONTEXT

As we are considered an agency for the purposes of the State Sector Act 1988, our Code of Conduct adopts and reflects the Standards of Integrity and Conduct issued by the State Services Commissioner - which state that we must be:



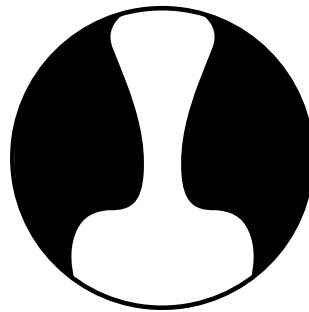
**TIKA**  
FAIR



**TAKOHANGA**  
RESPONSIBLE



**TŌKEKE**  
IMPARTIAL



**MATATIKA**  
TRUSTWORTHY

In the sections that follow, the four standards have been interpreted and described to reflect our unique context as an institute of technology:

- » Our Code stands beside, but does not exclude or replace, the rights and obligations of staff under common law.
- » We recognise that many of our academic and other professional staff are also bound by Codes of Conduct or Ethics pertaining to particular professions or professional societies or groups.
- » We recognise and protect the concept and practice of academic freedom in accordance with the provisions of the Education Act 1989 S161, as essential to the proper conduct of teaching, research and scholarship within Unitec.



## NGĀKAU MĀHAKI / RESPECT

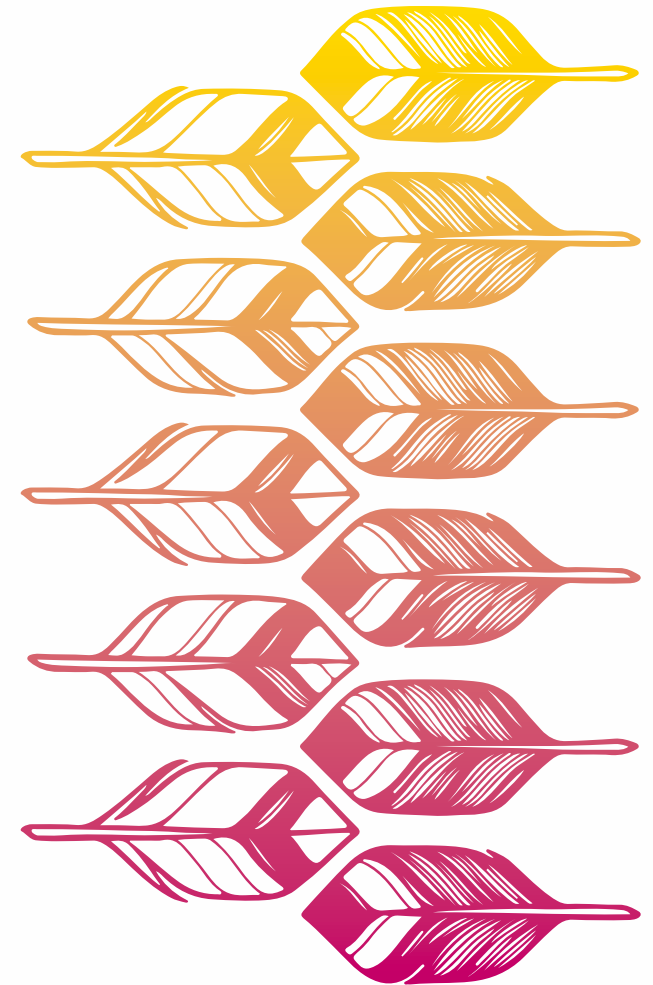


### NGĀKAU MĀHAKI RESPECT

*E whakarite ana te Whare Wānanga o Wairaka  
ki te whakanui i ngā taonga tuku iho o ngā ao e  
rua, a hikoi ki mua.*

*Ko te Māori me te Pākehā e mahi tahi ana mo  
Te Whare Wānanga o Wairaka.*

Unitec values each partner's heritage and  
customs, current needs and future aspirations.  
Māori and Pākehā working together  
within Unitec.



## WHAT THIS MEANS FOR YOU

### IF YOU WORK AT UNITEC\*...

#### Know and own the Code

It is important that you understand what is in this Code of Conduct, and that you commit to modelling and upholding its standards of behaviour, and holding yourself and others to account. You should actively use it as a guide to do the right thing when making decisions in your daily activities.

#### Know your role as Kaitiaki

We are kaitiaki (guardians) with a responsibility to look after the place, the space and the people and to leave a positive personal and collective legacy for those who follow - for staff, students and other key stakeholders. This means you:

- » Contribute to the holistic health and wellbeing of Unitec
- » Respect and protect the whenua (land) and physical environment
- » Have a duty of care to our students and each other

#### Know the responsibility you carry

Understand the roles we perform sometimes necessarily give us special responsibilities and privileges. You have an obligation to acknowledge and manage these responsibly, especially in your interactions with our students.

#### Speak up!!

You have a responsibility to speak up and/or take appropriate action when you witness behaviour that is not aligned with our Code.

*\* This includes all staff members, contractors and subcontractors*

### IF YOU'RE A MANAGER...

You have additional accountabilities under the Code:

#### Lead with integrity

Understand that your role as manager means the decisions you make have greater potential impact on our people and our culture now and for the future, and that you have an obligation to genuinely consider the views and feedback of others in making those decisions.

#### Create the conditions

Model and uphold the standards of the Code, ensure your team engage with and commit to it, and create an environment where people have the confidence to ask questions and speak up.

#### Take action

Address concerns about breaches, in line with Unitec policies and procedures, as soon as safely possible and seek guidance or support if necessary.

## WHAT THIS MEANS FOR YOU

### SPEAKING UP

Speaking up and challenging inappropriate behaviour takes courage and is not always an easy thing to do.

Unitec is committed to creating a safe environment where people can confidently speak up about any concerns knowing they will be treated respectfully and fairly.

#### There are 3 ways you can Speak Up:

1. If you feel comfortable, raise your concerns at the time
2. Report it to an appropriate manager
3. Report it to your HR Business Partner



## DOES IT PASS THE TEST?

If you're in doubt about whether your own or someone else's behaviour is consistent with this Code, it may help to ask yourself the following questions:

- » *Is it aligned with our Values and the principles of Te Noho Kotahitanga?*
- » *Would it withstand scrutiny from colleagues, students and communities?*
- » *Would you be comfortable if it was reported in the media?*
- » *Would you and the people you respect be proud of it, now and in the future?*
- » *Would you sign your name to it?*

And perhaps the most important question of all...

## DOES IT FEEL RIGHT?

If the answer is "No" or "Not sure" to any of these questions, you should always

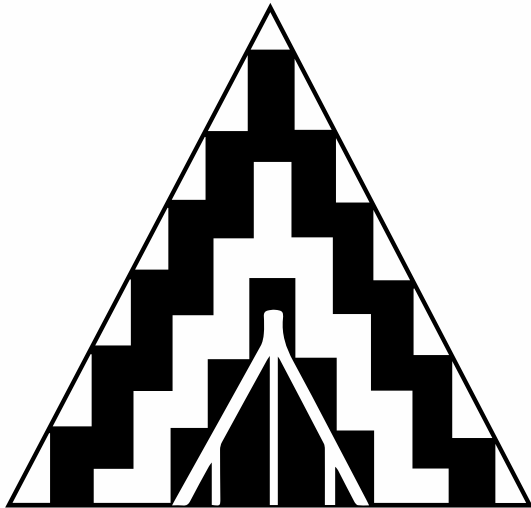
## SPEAK UP

and seek guidance.

For more information [click here](#) or search '[Speak Up](#)' on the Nest



## TIKA / FAIR



The poutama represents life-long learning and success. Here the whare has two meanings; as the personification of the individual and also as a safe haven for individuals to learn, teach and revitalise the soul.

## TIKA FAIR

Enabling success for our diverse students and communities is key to what we do; this means we strive to create a safe working environment where everybody feels respected and valued, and we work to create the conditions that enable multiple perspectives and cultures to flourish and to ensure that all have equitable access to lifelong learning.

Informed by the Principle of



*E whakarite ana te Whare Wānanga o Wairaka  
ki te pūtake ake o te rangatiratanga o te  
Māori me ngā mātauranga Māori.*

Unitec accepts the principle that Māori have authority over and responsibility for all teaching and learning relating to the Māori dimensions of knowledge.

## WHAT THIS MEANS FOR YOU

### TREAT EVERYONE FAIRLY AND WITH RESPECT

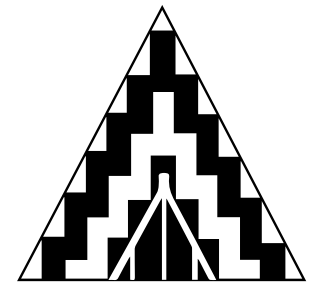
- » Respect and work to understand the diversity of cultures and perspectives and take accountability for raising your own and others' consciousness with regard to equity and inclusion
- » Never support, reinforce or tolerate sexual, racial or any other form of harassment, bullying, discrimination, intimidation or threatening behaviour of any kind
- » Always be conscious of and open to understanding things that may cause offence to others, and actively try to avoid behaving in ways, or bringing items into the work environment, that may be considered offensive
- » Don't engage in inappropriate sexual or intimate relationships with students or others you interact with in a professional capacity where an imbalance of power exists or where that person may be vulnerable
- » Acknowledge and give due credit to the contributions of others
- » Always communicate professionally in any medium by using language appropriate for the context

**Q:** I've noticed that one of my colleagues continues to sit on tables in common areas, even though I know they have been to Tikanga training and that it's been mentioned to them a number of times that this is not tika. Others in my team are also finding this disrespectful. What should I do?

**A:** Living Te Noho Kotahitanga - our Partnership - is one of our core Values and central to who we are and how we want to be; being mindful and respectful of tikanga is fundamental to this. It sounds like your colleague has been made aware that their behaviour is disrespectful and offensive to some, and this has not resulted in any change. If you feel comfortable doing so, you could raise it with them again and be clear that it's not acceptable. If you don't feel comfortable, or if that still doesn't result in a change in behaviour, then you should Speak Up via one of the other channels.

**Q:** My manager makes several of us in the team uncomfortable with rude or sexist jokes and comments. What should I do?

**A:** If you feel comfortable, talk to your manager about how you feel. If not, or if this has no effect, Speak Up via one of the other channels. This is not something you should have to put up with - offensive behaviour or harassment of any kind will not be tolerated.



## WHAT THIS MEANS FOR YOU

### BE PROFESSIONAL AND RESPONSIVE

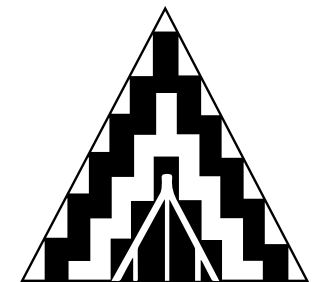
- » Always be mindful of your professional responsibilities and maintain constructive and professional relationships relevant to your role with students and other key stakeholders
- » Be honest, accurate and respectful when representing Unitec in a professional capacity
- » Only make comments on behalf of Unitec if you are authorised to do so
- » Maintain an awareness of changes to Unitec and Government policy that are relevant to your work and professional practice
- » Adhere to the obligations specified by relevant regulatory bodies and ethics committees eg. Research Ethics Committee

**Q:** A reporter for a local news outlet has contacted me through a mutual friend to ask me about a recent news story relating to Unitec. I think I know the answers to the questions they have. Am I allowed to comment?

**A:** Under the Code of Conduct, all of us have an obligation to act in the best interests of Unitec and this should be your first consideration. If you're unsure, don't comment – refer to the Media Policy or check with your manager/HR Business Partner or Corporate Communications. Our Media Policy provides detail, but in general, enquiries from media should be referred directly to Corporate Communications for consideration and appropriate action – with very few exceptions.

**Q:** I saw a negative post on social media about Unitec. I know that some of the comments made were inaccurate and unfair. Should I respond?

**A:** No. As a general rule, avoid the temptation to respond directly to negative posts about Unitec on social media – unless you have authorization to do so. Keep in mind that we have specialist staff tasked with responding to enquiries or complaints and dealing with all media enquiries. Your best course of action would be to refer the issue to your manager or to Corporate Communications.



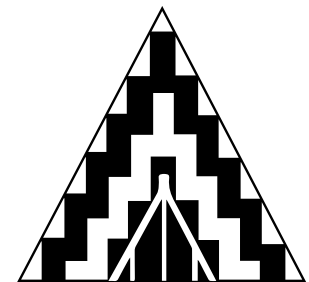
## WHAT THIS MEANS FOR YOU

### WORK TO MAKE EDUCATIONAL SERVICES ACCESSIBLE AND EFFECTIVE

- » Be fair and consistent in your interactions with anyone who seeks our services
- » Apply Unitec and Government policy and practices effectively to achieve better outcomes for our students and communities
- » Identify and actively seek to address barriers to access and engagement
- » Be accessible to students and others who seek your assistance as appropriate to your role; “meet them where they are” and be conscious of their unique needs

**Q:** One of my students has come to me seeking extra help. They seem to be overwhelmed by study requirements and I think they are also really struggling with personal issues; I feel that they are at risk and am fearful for their wellbeing. What can I do?

**A:** You should of course assist as appropriate with reasonable academic support and/or pastoral care. But do bear in mind the limitations of the support you can provide - we all want to go the extra mile for our students, however we do need to know the boundaries, know what further support is available and be prepared to refer them as appropriate. It's worth noting that you have a duty of care to yourself as well as your students, and need to manage your own wellbeing and be sure you are not overstepping what is appropriate for your role - as this puts both you and the student at risk. In this situation, you could refer your student directly to the appropriate student support resource, otherwise seek guidance from your manager.



## TŌKEKE / IMPARTIAL



The Mangopare design depicts differing perspectives (the red and black sections) while the white space that flows through the design represents where the negotiated decisions and outcomes lie.

## TŌKEKE IMPARTIAL

Our diverse stakeholders rely on us to provide an honest, accurate and robust service; this means being professional, transparent and open about the perspectives we bring, the decisions we make and the outcomes we can deliver.

Informed by the Principle of



*E whakarite ana te Whare Wānanga o Wairaka ki te mana o tena, o tena, ki te noho kotahi, ki te puaki i tona ake reo, ki te whakamahi i ngā rawa mo ngā iwi katoa.*

Unitec believes that each partner has a legitimate right to be here, to speak freely in either language, and to put its resources to use for the benefit of all.



## WHAT THIS MEANS FOR YOU

### UPHOLD YOUR PROFESSIONAL RESPONSIBILITIES WITH HONESTY AND TRANSPARENCY

- » Base your professional advice and decision-making on honest, accurate, relevant and comprehensive information which is evidence-based and robust.
- » Situate yourself and acknowledge that you bring your own set of personal interests and political views, and be honest about the potential impact or influence of those on your neutrality where relevant.
- » Work constructively with governance bodies to advocate for our students and communities.

**Q:** I volunteer for a political party in my own time - may I express my political affiliations or views in the work environment?

**A:** Yes, however you must always be respectful of the forum in which you do so, and make clear that you are speaking for yourself and not for Unitec. There is no reason why you cannot have discussions of a political nature among your work colleagues - provided these are respectful of the diverse range of perspectives that may exist. However, do remember that it is important to be as balanced and impartial as possible with students - and always make clear the perspective you are speaking from.



## WHAT THIS MEANS FOR YOU

### ENSURE YOUR ACTIONS ARE NOT AFFECTED BY PERSONAL RELATIONSHIPS OR INTERESTS

- » Declare any actual, perceived or potential conflicts of interest you may have as soon as they become apparent, and be aware of how personal or business interests may influence your judgement, decision-making or actions.
- » Avoid acting in a way that gives undue advantage or disadvantage to those with whom you have a personal relationship or connection, such as family, friends, interest groups or organisations.

**Q:** A close friend is applying for a job at Unitec. Is this OK?

**A:** Absolutely. We encourage all our staff to recommend Unitec as a great place to work. However, you do need to ensure that you are not involved in the recruitment process in any way and that the job your friend is applying for doesn't have a direct reporting relationship to you. If it does, you need to be upfront with your manager and with your Recruitment or HR Business Partner about your association - and be guided by them as to appropriate action.



## TAKOHANGA / RESPONSIBLE



An elder walking hand in hand, side by side with their mokopuna (grandchild) represents the need to be responsible for oneself and each other.

## TAKOHANGA RESPONSIBLE

We acknowledge that we are kaitiaki (guardians) of the resources that are in our stewardship and that, regardless of our role, we carry special responsibilities and privileges as Unitec staff. This means that we all have a duty of care to each other, and to our students and communities, to manage those resources and positions with integrity.

Informed by the Principle of



**KAITIAKITANGA**  
GUARDIANSHIP

*E whakarite ana te Whare Wānanga o Wairaka ki te kaitiakitanga o ngā taonga mātauranga.*

Unitec accepts responsibility as a critical guardian of knowledge.

## WHAT THIS MEANS FOR YOU

### ACT LAWFULLY AND WITH ACCOUNTABILITY

- » Adhere to New Zealand law and if working or travelling offshore, respect the local law that applies.
- » Notify Unitec immediately of any convictions or charges laid against you, including those resulting in diversion or discharge without conviction.
- » Abide by Unitec's health and safety policies and procedures and take reasonable care to look after your own health and safety at work and the health and safety of others.
- » Support Unitec to take decisive action in line with robust and fair processes to ensure behavioural and performance standards are upheld.
- » When making decisions, ensure that key stakeholders have been appropriately engaged and that you give careful consideration to the potential impact of decisions on others and the views of those who might be affected.
- » Understand that power dynamics inevitably exist in our relationships with each other and with our students and you should be mindful of the impact these can have and of your obligation to manage this responsibly, regardless of your position or seniority.
- » Act within the scope of your position and only make decisions that you have delegated authority to make.
- » Respect and abide by decisions made by those authorised to do so, providing those decisions are within the law and consistent with our Code of Conduct.
- » Engage with social media and digital communications responsibly, with strict adherence to the Harmful Digital Communications Act of 2015 which aims to prevent and reduce any online communication intended to cause harm or emotional distress.

**Q:** In the past I have challenged comments made by my senior manager in regular team meetings and I now feel that I have been tagged as a "troublemaker" as I find myself often excluded from other team activities. I'm now afraid to actively participate as I'm worried that this might jeopardise future opportunities available to me for career development. What should I do?

**A:** Everybody should feel able to speak up and participate fully as a team member in a respectful, professional manner. We are all accountable for creating an environment that enables this - regardless of our position or seniority, none of us are exempt from this accountability. If you feel you are being unfairly disadvantaged and don't feel able to raise this with your manager, you should Speak Up via one of the other channels.

**Q:** One of my team-mates is refusing to contribute to new work that our manager has assigned to the team - which means I and some others in the team often end up having to pick up most of this work. It doesn't seem to be a workload issue; they just don't want to do the work. I don't want to get them in trouble, but this doesn't seem fair. What can I do?

**A:** All of our staff are expected to abide by fair and reasonable management decisions - which includes the allocation of work. Refusing a reasonable request is a breach of our Code of Conduct. You could have a quiet word with them in the first instance as there may be a reason for their behaviour; if not, you can Speak Up via one of the appropriate channels.



## WHAT THIS MEANS FOR YOU

### USE UNITEC'S TIME AND RESOURCES CAREFULLY AND FOR INTENDED PURPOSES

- » Use time and resources responsibly, safely and for authorised purposes in line with Unitec policies and procedures.
- » Exercise sound judgement with regard to any personal use of Unitec time and resources.
- » Never use Unitec time or resources for any illegal, unethical or objectionable activities, including the viewing, downloading or sharing of objectionable or inappropriate material.
- » Take all reasonable steps to ensure that Unitec systems and information remain secure at all times and are not compromised in any way.

**Q:** Sometimes during the course of my working day, I will take personal calls, respond to personal email and use internet tools and resources. Is this allowed?

**A:** Our preference is that you use Unitec time and resources for Unitec work - but of course we recognise that it is sometimes practical and even necessary to attend to personal matters during work hours and we are comfortable with occasional and reasonable use of Unitec tools and resources for this purpose, provided it does not interfere with your responsibilities. Use good judgement - as a general principle, we suggest arranging things so that personal use is limited to breaks/lunch and within reason at other times.





## WHAT THIS MEANS FOR YOU

### TREAT INFORMATION WITH CARE AND USE IT ONLY FOR PROPER PURPOSES

- » Ensure that you only access and use confidential, personal, private or commercially sensitive information acquired through work for the purpose for which it was intended, and don't disclose without appropriate approval.
- » Respect intellectual property and copyright policy and laws in the way that you share information and check any restrictions if you are unsure.
- » Keep true and accurate records and information in line with Unitec policies and procedures and don't remove, alter, withhold or destroy official records without appropriate authorisation.

**Q:** A friend of mine has asked me to give her the contact details of my students for her private tutoring business. I really feel that they would benefit from her services and I would like to help her out. Can I go ahead and give her their names and email addresses?

**A:** No - your friend will have to find another way to drum up business. You may only use personal data that you have acquired through work for the legitimate purposes for which it was collected. This would be a breach of our Code of Conduct and our privacy policies/procedures.



## WHAT THIS MEANS FOR YOU

### WORK TO IMPROVE THE PERFORMANCE AND EFFICIENCY OF UNITEC

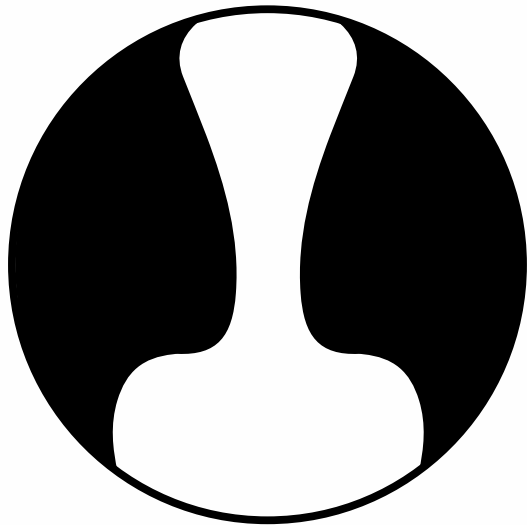
- » Collaborate and share timely and appropriate knowledge, expertise and information to develop your own and others' capability for the shared benefit of our staff, our students and our organisation.
- » Partner constructively with others within Unitec and externally to create solutions and develop enduring reciprocal relationships and networks.
- » Seek out more efficient, economical and sustainable ways of working so as to enhance the student experience and the efficiency of our organisation.
- » You have a responsibility to identify risks and opportunities and bring these to the attention of relevant decision-makers.
- » Ensure you know how to access and remain current with organisational policies and procedures relevant to your performance and your position.

**Q:** I am working on a cross-functional project team, and have noticed that one of the team members seems to be withholding project information that is being provided to others and excluding me from key meetings, making it very difficult for me to do my job effectively. Is this a breach of the Code of Conduct?

**A:** On the face of it, it certainly doesn't sound like your colleague is partnering in a constructive way. As a first step, you should raise it with them directly - it may simply be an unintentional oversight that is easily remedied. However, if this doesn't resolve the situation, you may want to raise it with an appropriate manager (in this instance, it could be the Project Manager) or via one of the other Speak Up channels.



## MATATIKA / TRUSTWORTHY



*The hongi (breath of life) symbolises the commitment to work alongside each other.*

## MATATIKA TRUSTWORTHY

In order to do our best work and bring our best selves to work, we need to be able to have confidence in the integrity and trustworthiness of each other; this means acting with authenticity and integrity, upholding the principle of reciprocity and the mana of self and others through words and actions.

Informed by the Principle of



*E whakarite ana te Whare Wānanga o Wairaka kia tau he ngākau māhaki i roto i ngā mahi katoa.*

Unitec affirms that a spirit of generosity and co-operation will guide all its actions.

## WHAT THIS MEANS FOR YOU

### BE HONEST

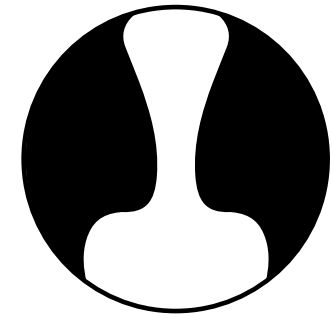
- » Be honest, authentic, transparent and accurate about your work, how you exercise your duties, and the information and documentation you produce.

**Q:** I found \$50 on the ground in the student carpark. What should I do?

**A:** You should hand it in to the nearest Unitec AskMe counter/reception and let them know where you found it. Keeping it would be dishonest – and is actually an offence under the Crimes Act.

**Q:** A colleague of mine has just returned from a holiday and has confided in me that they have no intention of logging their leave in the system because they want to use it for another trip later in the year. I don't want to tell on them, but this doesn't seem honest or fair. What should I do?

**A:** As individual staff members we are part of a larger community and trust is essential to building the kind of culture we all want to be part of. It's important that we are all held to the same standards of behaviour. This is fraudulent behaviour and your colleague is being dishonest with Unitec. It is also unfair for the rest of us who do the right thing. If you feel comfortable you should raise it with them, otherwise Speak Up via one of the other channels.



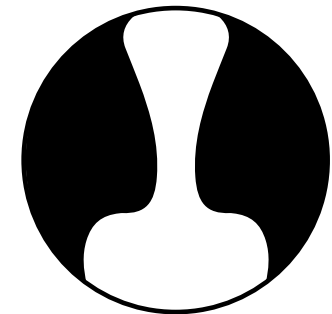
## WHAT THIS MEANS FOR YOU

### WORK TO THE BEST OF YOUR ABILITIES

- » Be diligent in your performance at work and strive to consistently meet the performance standards of your role to the best of your ability.
- » Work to continuously improve your skills and professional capability and proactively seek opportunities to develop these further, to enhance your self-awareness and reflective practice and to apply your learning.
- » Take accountability for your own wellbeing and fitness for work and seek appropriate managerial support in a timely manner when facing challenges that may impact this.

**Q:** It's been a really tough year and lately I have been feeling really overwhelmed - I'm not sleeping well, always tired at work and I'm concerned I'm close to burnout. However, it's close to the end of the year, everybody is really busy, my students are relying on me and I don't want to let anyone down - but I'm not sure I can keep going. What should I do?

**A:** Your wellbeing is our first concern and Unitec's intent is that everyone's workload should be equitable, reasonable and safe. You should talk to your manager in the first instance; they may be able to reprioritize your work, help you manage your workload and provide additional support. However, if you feel you're not getting the support you need, don't hesitate to contact your HR Business Partner. It's important that you're open and honest about how you're feeling and seek assistance as early as possible.





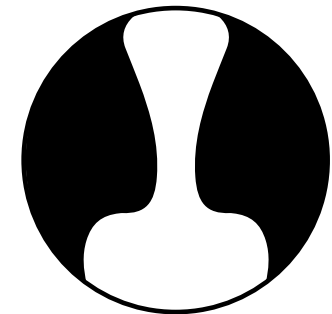
## WHAT THIS MEANS FOR YOU

### NEVER MISUSE YOUR POSITION FOR PERSONAL GAIN

- » Ensure your decisions are not influenced by anything that might be of personal benefit to you.
- » Make it clear to others when you are acting as an individual and not in a professional capacity where there is any overlap between work and your private life.
- » Disclose any gifts you receive in the course of your work in accordance with Unitec policy, and avoid giving and/or receiving any gifts or benefits that may place you under any obligation or perceived influence.

**Q:** I have been given a high value gift by a student as thanks for my support last semester and I don't want to cause offence by returning it. What should I do?

**A:** Unitec Policy states that you must not solicit or accept gifts that could influence decision-making. It also states that you may accept gifts or koha if they are infrequent and/or less than \$100 in value; anything above that must be either politely refused or reported and passed on to your manager for appropriate action. If you are unsure, always disclose. In this case, particularly given that the giver is a student and you could be seen as having perceived influence over academic outcomes, you should report it and seek guidance from your manager as to appropriate action.



## WHAT HAPPENS IF I SPEAK UP?

The action taken when you **SPEAK UP** and raise a concern about a potential breach will always depend on the particular circumstances and there are a number of factors that will be taken into account. See the Disciplinary and Performance Management Policy and Procedures for further information.



*The Pukea (wooden trumpet) is used to signal announcements for both formal and informal settings.*

## WHAT HAPPENS IF THE CODE OF CONDUCT IS BREACHED?

If a breach of the Code of Conduct is found to have occurred, there are fair and established procedures in place for dealing with this. Breaches are classified as either Misconduct or Serious Misconduct:

**Misconduct** is any action or behaviour that is inconsistent with or breaches this Code of Conduct.

Misconduct also includes any action or behaviour that breaches or is inconsistent with:

- » the staff member's employment agreement
- » a Unitec policy or procedure

Everyone makes mistakes from time to time, but misconduct is usually a deliberate action or omission or the negligent performance of duties.

Some instances of misconduct may be sufficiently serious to be considered serious misconduct.

**Serious misconduct** is conduct that undermines the trust and confidence we have in a staff member and puts the employment relationship at risk.

The Disciplinary and Performance Management Policy and Procedures provides further information and examples of what constitutes misconduct and serious misconduct and the procedure for dealing with behaviour that is considered unacceptable.

## FOR MORE INFORMATION

### RELEVANT LEGISLATION

- » [State Sector Act 1988](#)
- » [Education Act 1989](#)
- » [Employment Relations Act 2000](#)
- » [Human Rights Act 1993](#)
- » [Privacy Act 1993](#)
- » [Health and Safety at Work Act 2015](#)
- » [Harmful Digital Communications Act 2015](#)
- » [Protected Disclosures Act 2000](#)

### UNITEC POLICIES, PROCEDURES & OTHER DOCUMENTS

A full list of policies and procedures is available on the Unitec intranet and we should all know what policies exist and where to access them. Below are links to some that are particularly relevant:

- » [Alcohol and Drug Policy - Staff](#)
- » [BYOD and Mobile Device Policy](#)
- » [Countering Harassment and Bullying Procedure](#)
- » [Disciplinary and Performance Management Policy](#)
- » [Disciplinary and Performance Management Procedures](#)
- » [Electronic Devices and Systems Policy](#)
- » [Fraud and Corruption Policy](#)
- » [Health and Safety Policy](#)
- » [Inclusive Excellence Policy](#)
- » [Intellectual Property Policy](#)
- » [Interests Policy](#)
- » [Media Policy](#)
- » [Outside Work Policy](#)
- » [Privacy Policy](#)
- » [Protected Disclosures Policy](#)
- » [Research Ethics Policy](#)
- » [Records Management Policy](#)
- » [Sensitive Expenditure Policy](#)
- » [Sensitive Expenditure Procedures](#)

### FOR FURTHER ADVICE

Contact:

- » Your manager or another appropriate manager
- » Your HR Business Partner



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