

Far North District Council Vision

A respected and trusted organisation that consistently delivers high quality services to the community and is dedicated to providing first class support to the Mayor, Council and Community Boards'

Far North District Council Mission

A skilled work-force that informs, listens to and understands its customers, communities, including Iwi and Hapu, is focused on high performance and delivers on its promises'

PC 004- CODE OF CONDUCT - EMPLOYEES

PURPOSE

The Code of Conduct sets out the values, understandings and expectations that we share and stand for, when we work to deliver services and outcomes to the Far North District.

SCOPE

This policy applies to all employees, contractors and consultants working for or with the FNDC. This policy provides guidance on the standards of behaviour that are expected in this organisation. All people working for the organisation whether paid or unpaid, are expected to comply with policies, procedures and practices. The Code of Conduct specifies expected ethical and professional standards.

This policy does not apply to the elected representatives (mayor, councillors, and community board members) who are governed by a separate Code of Conduct.

PRINCIPALS

Employees and representatives are expected to conduct themselves in line with the FNDC's values and following these principles –

Professional, impartial, ethical and honest

This includes, but is not limited to -

- Following FNDC's policies and procedures.
- Acting lawfully and ethically in the best interests of FNDC and the community.
- Being honest in all of your dealings with FNDC and the community.
- Delivering the highest possible standard of service to all customers.
- Disclosing personal interests that could conflict with those of FNDC.
- Ensuring personal hygiene, habits and attire meet the standard required for the job being performed and do not cause offence to others.
- Maintaining political impartiality at all times.
- Treating all information with care and using it only for authorised

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**Accountable,
trustworthy
and
responsible
custodians of the
district’s assets and
funds**

and appropriate purposes (noting obligations under the Local Government Official Information Act – LGOIMA).

- Maintain political neutrality in official Council work and in particular with communications.
- Ensuring the personal interest of an employee or representative does not conflict, may be perceived to conflict or potentially conflicts with their responsibilities as a public employee or representative. Open, honest and full disclosure is the best protection against allegations of conflict of interest.

This includes, but is not limited to -

- Decisions and actions must be guided by integrity, honesty, transparency, openness, independence, good faith, service to customers and the public, and in accordance with the Local Government Act 2002.
- Decisions and actions must be procedurally fair and free from bias, partiality or predetermined outcome.
- Consult with the community in accordance with Local Government Act requirements and best practice.
- Decisions are made with the appropriate level of delegated authority
- Staff will not withhold relevant information from Council, nor seek to obstruct or delay a decision, nor attempt nor undermine or improperly influence Council policy.
- Taking good care of property and funds and using them only for intended purposes.
- Never misusing or misappropriating Council property or funds.
- Considering the safety of others and the safety and security of Council property/resources.
- Declining any offers of cash, goods or services that are or could be seen as inducements or bribes. Please refer to the ‘Gifts and Inducements policy’ for more information.

**Treating others with
respect**

This includes, but is not limited to -

- Ensuring that language and behaviour are not threatening,

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offensive, abusive, harassing or bullying. Please refer to the 'Workplace, Harassment, Discrimination and Bullying Prevention Policy' for more information.

- Ensuring that workplace relationships do not adversely affect the performance of official duties.
- Protecting the privacy of individuals and maintaining confidentiality.
- Valuing and accepting diversity and treating all people with equity and fairness.
- Avoid any action (work-related or not) that will, or has the potential to, bring the FNDC into disrepute including jeopardising the relationship with stakeholders or the general public
- Be respectful of the office of the elected members

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Working with elected representatives

Employees, contractors and consultants should treat any communication with elected members sensitively, ensuring impartiality at all times. Whilst as private citizens employees, contractors and consultants have the same rights of access to elected representatives, the operational/governance separation of the FNDC needs to be upheld and these individuals are expected to remain politically neutral in their work. It is not appropriate to –

- Attempt to lobby or influence elected members with regard to decisions that fall within Council management, such as priority of work or allocation of resources, and vice versa. These matters should be raised and resolved with the relevant manager.
- Communicate privately with elected members about matters concerning their employment or their business unit, or vice versa.

Breaches of the Code of Conduct

Breaches of the Code of Conduct may result in disciplinary action, up to and including summary dismissal, as set out in the Disciplinary Policy.

Employees or representatives who believe that the expected standards of conduct or integrity are being contravened should bring it to the attention of their manager or a People & Capability representative immediately. If the matter potentially constitutes serious wrongdoing, refer to the Fraud, Dishonesty and Corruption Policy.

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APPENDIX 1

Definitions and examples of misconduct and serious misconduct

To help illustrate those standards the following provides some examples of behaviours that are not acceptable. This list is not exhaustive and the fact that a certain unsatisfactory behaviour or action is not listed does not mean it is condoned or acceptable.

The seriousness and consequences of any breach of the Code depends on the circumstances in which it occurs and the impact of the conduct. Breaches of the Code will generally fall under either misconduct or serious misconduct, the latter may, in some cases, be sufficient to justify summary (or immediate) dismissal. However, depending on an assessment of the facts and the degree of the breach, behaviour listed as misconduct can be treated as serious misconduct, and vice versa.

Examples of misconduct:

Any allegations of potential misconduct may be investigated and could result in disciplinary action being taken, up to and including dismissal. Misconduct may include, but is not limited to:

- Refusal to perform a reasonable and lawful request to work or to follow lawful instructions.
- Careless, indifferent or negligent (other than gross negligence) performance of duties.
- Failing to adhere to protocols or internal housekeeping requirements as stipulated by team leaders/managers.
- Being discourteous to other employees, customers, clients or suppliers.
- Disorderly, aggressive or argumentative behaviour.
- Failing to be at an assigned workplace during working hours, leaving an assigned workplace without good reason or permission.
- Failing to advise in an appropriate manner (without good reason) as soon as practicable of any lateness or absence for which prior permission has not been obtained.
- Failing to record hours of work correctly.
- Regular lateness to work.
- Smoking in a designated non-smoking area.
- Failing to report any minor accident or personal injury at work or during work time.

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- Failing to report minor damage to property or damage caused while on FNDC business.
- Failing to follow required product handling procedures.
- Dress that is inappropriate to the employee's working environment.
- Failing to maintain reasonable standards of grooming and hygiene.
- Failing to comply with FNDC's information technology and communication policies, including unauthorised or inappropriate use of e-mail, internet, social media and mobile phones or excessive personal photocopying or printing.
- Excessive use of work email or internet for non-work personal reasons, particularly where the amount of time involved may be impacting on the time spent in the performance of normal work duties.
- Disorderly conduct in a public place or personal behaviour outside of work, which adversely affects FNDC in its business dealings or the organisation's reputation.
- Failing to gain prior approval to commence paid work outside of Council duties

Examples of serious misconduct:

Any allegations of potential serious misconduct may be investigated and could result in disciplinary action being taken, up to and including dismissal. Serious misconduct generally includes damage to property, risk to safety of employees, the public or property, damage to FNDC's reputation, fraud, theft and negative consequences related to drugs or alcohol. Serious misconduct may include, but is not limited to:

- Any act or omission that causes injury or damage or adversely affects quality or productivity.
- Dishonesty including theft, falsification, or being party to falsification of FNDC client or customer document or record.
- Failing to comply with FNDC's health and safety policies and procedures including notification of hazards, reporting of injuries, wearing and use of safety protection equipment or protective clothing, and failing to follow lawful instructions regarding health and safety.
- Failing to disclose a work-related accident or near miss incident that had significant potential to cause serious harm to any person.
- Leaving an assigned work place without authority or due cause where safety or security is then put at risk.

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- Taking, selling, distributing, transferring or being in possession of illegal drugs while at work, on FNDC premises, or when the employee can otherwise be identified as an FNDC employee.
- Being impaired, or potentially impaired, by alcohol and/or drugs while at work or at a work-related activity. Staff are advised to take a sensible approach.
- Staff members who operate and/or while operating FNDC work vehicles or equipment must maintain a zero alcohol limit at all times.
- Victimisation, intimidation, publishing defamatory statements via public forums, fighting and/or physical assault, harassment (including sexual harassment), bullying or inappropriate language or behaviour towards another person while at work and/or on FNDC, client, or customer property or at any FNDC social or public occasion.
- Accessing confidential information for personal gain or pertaining to own personal interest and/or coercing any other FNDC employee to progress any issue outside of normal Council process.
- Unauthorised possession of firearms/dangerous weapons/ instruments or any other illegal item on FNDC/client/customer premise/property.
- Disclosure, destruction or unauthorised use of confidential information or work processes, designs or other material produced or published by FNDC.
- Conduct (including outside of normal working hours) that brings (or has the potential to bring) the image or reputation of FNDC into disrepute.
- Misrepresenting FNDC or knowingly accepting bribes for personal gain or profit.
- Failing to follow standard cash handling or finance policies and procedures.
- Unauthorised use or handling of funds or FNDC resources.
- Actions or inaction that puts the operation or security of the FNDC's computer networks at risk.
- Viewing, accessing, downloading, saving, printing and/or forwarding of inappropriate email/internet material inappropriate for work, such as pornography.
- Unauthorised possession of, use, lending, removal or deliberate damage to the property of FNDC, other employees, clients or customers.
- Failing to notify possible conflicts of interest, secondary employment, personal or third party relationships, this may have an impact on your impartiality, collusion or breaches of confidentiality.
- Non-disclosure of criminal history/convictions as requested on job application forms, falsification, or nondisclosure of relevant information on pre-employment information.

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Responses to Breaches of the Code

Potential breaches of the Code of Conduct will be treated seriously.

Breaches of this code are dealt with differently, depending on whether an elected member's conduct is in question, or a staff member.

In cases relating to elected members, the exact nature of the action the Council may take depends on the nature of the breach and whether there are statutory provisions dealing with the breach.

Where there are statutory provisions:

- Breaches relating to members' interests render members liable for prosecution by the Auditor - General under the Local Authority (Member's Interests) Act 1968.
- Breaches which result in the Council suffering financial loss or damage may be reported on by the Auditor-General under the Local Government Act 2002, which may result in the member having to make good the loss or damage.
- Breaches relating to the commission of a criminal offence may leave the staff member liable for criminal prosecution.
- In these cases the Council may refer an issue to the relevant agency. Members of the public similarly may make such complaints, or the agency itself may take action on its own initiative.

Where there are no statutory provisions, steps to address a potential breach of the Code of Conduct may include:

- Investigating the alleged incident/s.
- Determining whether action may be taken further action including disciplinary.
- Giving the employee / contractor / consultant the opportunity to comment prior to any further action being taken.
- Censure.
- Dismissal of the staff member from a position.
- A decision to apply one or more of these actions requires a Council resolution to that effect.

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Reporting a criminal offence

1. Report the breach immediately in person or by writing to your Line Manager.

LEGISLATION

Local Authorities (Members' Interest) Act 1968

Local Government Act 2002

Secret Commissions Act 1910

Local Government Official Information and Meetings Act 1987

Securities Act 1978

Crimes Act 1961

Privacy Act 1993

Employment Relations Act 2000

Human Rights Act 1993

Protected Disclosures Act 2000

GUIDELINES

[Click here](#) to view all FNDC Policies.

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SUMMARY OF THE CODE OF CONDUCT

The Far North District Council team is made up of staff, contractors and consultants. Together we work for the ratepayers and residents of our district. We must act with a spirit of service to our communities and demonstrate integrity in everything we do. Our performance is measured by our results and through our conduct.

The Local Government Act 2002, Clause 15, Schedule 7, requires Council to adopt a Code of Conduct. The standards required are applicable to us all – staff, contractors and consultants.

Our Vision

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Our Values

Integrity	Manaakitanga	Professionalism
Trust	Teamwork	Consistency
Honesty	Empowerment	Tikanga
Transparency	Empathy	Motivation
Reliability	Awhi	Ownership
Ethical	Unity	Positivity
Fairness	Supportive	Innovation
Openness	Courtesy	Collaborative
	Respect	

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Helpful and Polite

We must:

- Say please and thank you
- Be courteous and responsive
- Listen to our customers
- Look for solutions
- Have a sense of humour

Business-like

We must:

- Be results and services focussed
- Be professional and reliable –“we do what we say we’re going to do, when we said we’ll do it, and we do it well”
- Acknowledge that bureaucracy wastes customers’ money and our time
- Be efficient – complete our work on time and within budget
- Work hard
- Be positive

Open, honest and transparent

We must:

- Tell the truth
- Be factual and upfront
- Outline situations as they really are
- Admit our mistakes – be accountable
- Be honest about delays
- Be reliable
- Be trustworthy

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Well informed

We must:

- Know our stuff
- Answer questions confidently, or offer to find the answers
- Respond to our customers' needs in a timely manner
- Be concise with our communications
- Speak and write in Plain English
- Use our strengths as a team to gather the information we need
- Be team oriented