

From: @..
To: [Undisclosed recipients:](#)
Subject: Public Service & Integrity Week
Date: Monday, 7 August 2023 1:24:47 AM
Attachments: [sn_hr_core.ko_email_footer.png](#)

What it means to be a Public Servant at Kāinga Ora

Kia ora and welcome to Public Service and Integrity Week 2023!

This week (Monday 7 August to Friday 11 August) is a time to celebrate and reflect on what it means to be a public servant. There will be plenty of opportunities to learn more about the principles and values of the Public Service in Aotearoa, and how important they are to our mahi at Kāinga Ora.

Public Service and Integrity Week is also an opportunity to ensure we all understand what is required of us as public servants to protect ourselves and reduce risk for Kāinga Ora.

What you need to do

Following Public Service and Integrity Week, we will all need to:

1. Complete three short learning modules
2. Read the conflicts of interests policy and declare if we have (or don't have) any
3. Complete seven declarations

1. Learning to be completed

Everyone at Kāinga Ora must complete the following three learning modules by **Friday 13 October**:

- Conflicts of Interest (takes 15 minutes complete)
- Sensitive Expenditure (takes 10 minutes to complete)
- Risk Management (takes 15 minutes to complete)

If you are a People Leader, you will need to complete an additional learning module called Managing Conflicts of Interest.

The modules will be automatically assigned to everyone and are available on our [Learning Management System \(LMS\)](#) in your learning assignments.

If you require any assistance, please contact [Ask the People Team - Arawhata \(service-now.com\)](#)

2. Declare any conflicts of interest

Everyone must read the conflicts of interest policy and submit your declaration even if you have nothing to declare. You declare this on Arawhata and this must be actioned by **Friday 13 October**.

3. Declarations to be completed

Everyone at Kāinga Ora needs to complete the following seven declarations by **Friday 13 October**:

- Conflicts of Interest Policy (SH-POL-111)
- Drug and Alcohol Policy and Procedures (HS-102)
- Mana Tuku Kaupapa Here (Delegations Policy) (SF-POL-001)
- Health Safety and Security Policy (POL-336)

- Acceptable Use of ICT (POL-341)
- Standards of Integrity and Conduct (POL-337a)
- Public Service Commission Standards of Integrity and Conduct

You can complete the declarations via the 'Make a Policy Declaration' form on Arawhata. If you require any further assistance, please contact [Ask the People Team - Arawhata \(service-now.com\)](#)

Further information

For further information, check out the Public Service and Integrity Week 2023 [Atamai Page](#). There you will find useful links and resources, including how to complete the declarations, conflicts of interest and learning modules. As Nike says, 'Just do it!'



Ref:MSG0021049_dqm6gnYOJLnwJHMvptK

Released under the Official Information Act