



## Employee Code of Conduct

### **Purpose**

Our Code of Conduct is underpinned by a trust and belief that our employees will do the right thing and act in the best interests of Hockey NZ. Employees must be familiar with the Code of Conduct but also recognise that it is not a substitute for good judgment, nor does it cover every situation an employee may encounter. The Code of Conduct contains the basic principles and standards that employees are required to apply at Hockey NZ.

### **Scope**

This Policy applies to all employees.

### **Employee Obligations**

Outlined below are the key obligations of all employees at Hockey NZ and which provide a guide for all of our actions and decision making.

#### *1. Hockey Whanau*

We put people at the centre of our purpose, treating everyone, at all times, with care and respect. We're a family, a whanau, a team and a community.

We value being part of a diverse and inclusive workforce. We respect diversity, individuality and different opinions and treat each other with courtesy and respect at all times.

We do not condone harassment, bullying or discrimination and have in place a policy for Preventing Harassment, Bullying and Discrimination to assist employees to identify inappropriate behaviour, speak up about this without fear of reprisals, and to understand the processes available to informally or formally resolve concerns.

We also have an Equal Employment Opportunities Policy reflecting our commitment to the principles of ensuring that all employees are provided with equal opportunities by promoting a non-discriminatory, culturally sensitive and safe working environment in which all employee have the opportunity to develop to their full potential.

#### *2. Enjoyment*

We love hockey and enjoy our involvement in the sport. We have fun and want others to have fun, to ensure a quality hockey experience.

#### *3. Integrity*

We are honest and truthful in dealing with each other. We are open, transparent, and real. We take responsibility for our words and actions and hold each other to account. Acting with honesty and integrity underpins everything that we do and ensures that the public, players, our partners and associations have trust in us to do the right thing. This means we must:

- Act with honesty and integrity at all times in our dealings with colleagues, the public, players, our partners and associations.
- Avoid any activities both during and outside of work, which may bring Hockey NZ into disrepute.
- Never use Hockey NZ funds, information or property for personal benefit.

#### 4. *Strive for Excellence*

We bring our passion and commitment to the sport of hockey, and its people. We strive for excellence at all times and take genuine pride in everything we do and how we do it.

#### 5. *Inclusive*

We can achieve so much more together, when we are united. We share our knowledge and successes, so everyone achieves more.

#### 6. *We speak up and report suspected wrongdoing*

It is important to us that we have a culture where employees feel comfortable to speak up about behaviour that is inappropriate and they have confidence that, when they do so, something will be done. If you become aware of suspected wrongdoing or inappropriate behaviour, you have a responsibility to speak up. You can do this in a number of ways:

- Speak to your line manager or another manager.
- Speak to People and Culture.
- Speak to the CEO.
- Follow the process outlined in the relevant policy (eg, the Preventing Harassment, Bullying and Discrimination Policy).
- In cases of serious wrongdoing, make a disclosure under the Whistleblower Policy.

#### 7. *We respect confidentiality and privacy*

Employees will have access to Hockey NZ confidential information and may also have access to personal information about other employees, players and other individuals associated with Hockey NZ (**Information**).

It is important that employees do not disclose or misuse Information by:

- Ensuring they clarify whether Information is confidential before disclosing or using this.
- Ensuring they have proper authorisation before accessing Information.
- Only use Information in the proper performance of their duties.
- Take all reasonable care to ensure that Information is not deliberately or inadvertently disclosed. For example, ensure confidential conversations are not in public places such as cafés, don't leave documents on printers, ensure appropriate password security, don't view confidential information in public places (such as public transport).
- Never sending Hockey NZ Information to their personal email address.
- Immediately disclosing any potential or actual disclosure or loss of Information.
- Ensuring that all Information is returned when requested by Hockey NZ, or before the termination of employment.

#### 8. *We strive to create a healthy and safe work environment*

HNZ is committed to ensuring the health and safety of all its staff, visitors and contractors, as well as any people who could be put at risk by the work carried out by Hockey NZ. Employees have an important role to play by:

- Taking reasonable care of their own health and safety.
- Taking reasonable care that their acts or omissions don't affect the health and safety of others.
- Complying with all health and safety instructions.
- Ensuring they understand and comply with the Hockey NZ Health and Safety Handbook.

### *9. We identify and manage conflicts of interest*

It is important that actual, potential and perceived conflicts of interest are reported immediately so that these can be appropriately addressed. Employees must:

- Know and comply with the Close Personal Relationships Policy.
- Always be mindful of commercial and personal relationships and whether these may give rise to an actual, potential or perceived conflict of interest.
- Immediately declare any business, secondary employment or other interests that may conflict with the interests of Hockey NZ or impact on an employee's ability to fully, effectively and safely fulfil their role with Hockey NZ.
- Exercise care in the giving and receiving of gifts/entertainment and ensure that these are properly disclosed

### *10. We protect HNZ's reputation in the media*

Hockey NZ's reputation and public profile is vitally important to its ongoing success. Hockey NZ has a Media Policy that employees must ensure they have read, understood and comply with.

### *11. We use social media appropriately*

Hockey NZ has a Media Policy to ensure that social media is used effectively and appropriately.

### *12. We make sure we know and always follow Hockey NZ's policies and procedures*

In addition to the policies referred to specifically in this Code of Conduct, Hockey NZ has a number of other policies and procedures that employees must familiarise themselves with and ensure that they comply with. These policies may be updated and amended from time to time. Reasonable notice will be given of any changes.

## **Breaches of the Code of Conduct**

Any potential breach of the Code of Conduct will be investigated and may, depending on the circumstances, lead to disciplinary action. In cases of serious misconduct, a potential outcome is dismissal without notice. In cases of misconduct or repeated misconduct, a potential outcome may be a verbal written, written warning, a final written warning or dismissal with notice. This is not necessarily a graduated warning process. For example, a final written warning may be appropriate in respect of a first instance of misconduct.

Poor performance may also lead to warnings, and ultimately dismissal on notice if performance does not improve to a satisfactory standard.

## **Procedural fairness**

Hockey NZ will investigate potential misconduct, serious misconduct or poor performance fairly and reasonably. This will generally include:

- Investigating the allegations;
- Advising the employee of the allegations and providing relevant information/documentation;
- Meeting with the employee to discuss the concerns and hear their responses;
- Genuinely considering the employee's responses and conducting any follow up investigation that may be necessary;
- Allowing the employee to seek independent legal advice and to bring a representative/support person to meetings (although, in some circumstances, it may not be appropriate to bring another employee in order to preserve the confidentiality of a workplace matter or if they may need to be interviewed separately as a relevant witness).

## Suspension

In some situations, it may be necessary for an employee to remain away from work while a matter is investigated. This may be, for example, where allegations are serious, to protect evidence, for health and safety reasons, or for any other reason determined by Hockey NZ.

Suspension will generally be on pay. However, where an investigation continues for longer than two weeks due to matters beyond Hockey NZ's control (eg, a police investigation) the suspension may continue without pay at Hockey NZ's discretion.

## Misconduct and Serious Misconduct

The below lists set out acts and omissions which may be in breach of the Code of Conduct. These lists are not exhaustive.

### Misconduct

- Negligence in the undertaking of duties.
- Lateness or unauthorised absence from work.
- Breach of a Hockey NZ policy or procedure (other than a serious breach).
- Any other behaviour or conduct considered by Hockey NZ to constitute misconduct.

### Serious Misconduct

- Falsification of Hockey NZ records.
- Gross or repeated negligence in the undertaking of duties.
- Actions or omissions that could bring Hockey NZ into disrepute.
- A serious breach of the Social Media Policy.
- Failing to follow lawful/reasonable instructions.
- Discriminatory behaviour.
- Harassment (including sexual and racial harassment).
- Dishonesty, including theft, fraud, misappropriation of HNZ funds or property.
- Breach of Corporate Card policy.
- Unauthorised possession of Hockey NZ property or the property of another Hockey NZ employee, a contractor or a player.
- Breach of Hockey NZ's health and safety policies and procedures.
- Disclosure or misuse of Hockey NZ confidential information or another individual's personal information.
- A serious breach or repeated breaches of Hockey NZ policies.
- A breach of any law or regulation applying to Hockey NZ's organisation.
- Misuse of Hockey NZ's computer systems (including inappropriate/excessive use of internet).
- Consuming alcohol or drugs or being affected by alcohol or drugs while at work, or at any event associated with Hockey NZ (whether on or off Hockey NZ premises) or when driving an Hockey NZ vehicle.
- Disorderly or violent behaviour.
- Bullying, offensive or intimidating or intimidating behaviour.
- Being absent from work without authority or good cause.
- Misuse of sick or other leave entitlements.
- Conduct by an employee within or outside of working hours, which impacts on Hockey NZ's ability to have trust and confidence in the employee.
- Failure to disclose a conflict of interest.

- Any other behaviour or conduct of a serious nature and considered by Hockey NZ to constitute serious misconduct.

### **Employee Assistance Programme (EAP)**

We acknowledge that a disciplinary investigation process can be an uncertain time. Employees are able to seek free and confidential assistance from the external and independent Employee Assistance Programme (EAP).

**Phone:** 0800 327 669

**Website:** [www.eapservices.co.nz/booking](http://www.eapservices.co.nz/booking)

### **HNZ Policies**

- Hockey NZ Close Personal Relationships Policy
- Hockey NZ Discrimination, Bullying and Harassment Policy
- Hockey NZ Media Policy
- Hockey NZ Whistleblower Policy
- Hockey NZ Leave Policy
- Hockey NZ Expenses Policy
- Hockey NZ Kiwi Saver Policy
- Hockey NZ EAP Policy
- Hockey NZ Safe Travel Policy
- Hockey NZ EEO Policy