

**Pukekohe North School**

**Staff Code of Conduct**

**2024**

**Introduction**

The Pukekohe North School Board has a statutory obligation to be a good employer and we recognise the importance of treating staff fairly and properly in all aspects of their employment.

In return, the board expects a high standard of behaviour from you. All staff is expected to identify with and have a commitment to the philosophy and values of the school, and to demonstrate that commitment in the performance of their duties.

The Pukekohe North School Board expects staff to know and comply with the Staff Code of Conduct.

Any person who is assessed as having behaved in a manner that is described as misconduct or serious misconduct may be subject to Disciplinary Procedures.

**Expected Behaviours:**

This is not an exhaustive list and the items contained are provided as examples only of our overall expectation of consistent behaviour from all employees:

**Personal Responsibility:**

* Act honestly and with integrity
* Treat people with respect, be polite and helpful
* Respect the rights of all people
* Practice ethical behaviour
* Be Positive
* Take pride in where you work and what you do
* Always give accurate information and make true declarations
* Act consistently in an open and transparent manner
* Behave and communicate in a constructive way

**Personal Standards:**

* Maintain a standard of performance, dress, behaviour and language that is appropriate to the school setting and is respectful of other staff and our whanau and our community
* Maintain the requirements of the position – having a clean licence and Police Vet History

**c) Work Standards/Performance of Duties**

∙ Carry out your duties diligently to the best of your ability.

∙ Adhere to working hours and take no more than agreed lengths for intervals and lunch breaks.

∙ Carry out the responsibilities and tasks outlined in your Job Description, (which may be altered from time to time to reflect changing requirements)

∙ Foster a partnership approach to the employment relationship with the School

∙ Perform all other duties which are reasonably incidental to your position, as directed by the school from time to time.

∙ Keep up to date with best practices in your area of work.

∙ Respect School information and use it only for its intended purpose.

**d) Relationships with Customers/Clients**

∙ Always maintain a friendly and helpful attitude towards whanau

∙ Maintain a professional relationship with people and respect boundaries between staff and whaanau. If there is any doubt about the appropriateness of any action, discuss the matter first with your Team Leader

∙ Do not use a person’s situation to your own advantage.

∙ Do not demand, claim or accept any fee, gratuity, commission or any other benefit from any person or persons other than the school in payment for any matters or things concerned with your duties, except with the prior written consent of the School

**e) Relationships with staff**

∙ Contribute to and maintain cooperative and considerate working relationships with all staff, and treat them with courtesy and respect.

∙ Always maintain a friendly and helpful attitude towards other staff.

**f) Safety**

∙ Take all reasonable actions to ensure a safe environment for students and whanau,

∙ Ensure your own fitness for work.

∙ During your working hours remain free of the influence of alcohol and drugs and keep yourself available in a manner that is appropriate to the performance of your tasks.

∙ Ensure you maintain your ability to perform your duties safely.

∙ Advise the School of any medical condition (including stress-related symptoms) which may impact your ability to perform your duties safely or effectively.

**g) Confidentiality and Security Information**

∙ Respect the privacy of information you acquire as a result of your job, including school and fellow staff information.

∙ Make no statement and take no action at any time, which is intended to or likely to adversely affect our business or reputation.

**h) School Property:**

∙ Be accountable for, and take care of all money, property and any other resources for which you are responsible.

∙ Use school property solely for its authorised use.

**i) Private Activities:**

∙ Do not undertake private activities that interfere with your ability to carry out the tasks of your job.

∙ Do not undertake other work, paid or unpaid, during paid school time.

**2. Serious Misconduct**

Examples of serious misconduct (actions that could result in instant dismissal) may include but are not limited to:

1. Any material breach of your employment agreement or school policy
2. **Personal integrity, responsibility and standards**:

∙ Consuming, trading or possessing alcohol or non-prescription drugs on work premises; reporting to work in a state of intoxication.

∙ Gambling on work premises without the consent of management.

∙ Failure to disclose criminal convictions.

1. **Professional integrity, responsibility and standards:**

∙ Failing to disclose any conflict of interest immediately.

∙ Deliberate failure to disclose any matter which may have materially influenced the School's decision regarding your employment, or supplying false information in this process to deliberately mislead.

∙ Unauthorised disclosure of confidential school or student information.

∙ Use, exchange, storage and/or release of school information (written, electronic or oral) for which you are responsible, for unauthorised and unintended use.

∙ Make any statement or take any actions at any time, which are intended to or likely to bring the school into disrepute or lead to unfavourable publicity.

∙ Knowingly using, or disclosing to anyone, any confidential information relating to the affairs, clients or trade secrets of the school other than in the proper course of your employment.

∙ Failure to notify the school if an immediate family member, partner, friend or close business associate is or becomes employed by a competitor or potential competitor of the school

∙ Attempting to encourage or persuade any of the school’s clients, suppliers, whanau, employees, contractors or consultants to terminate or restrict their trade relations, contracts or agreements with the School

∙ Failing to disclose all work, products and all inventions, improvements, discoveries, processes, programmes and/or systems developed by you or which you may have become aware of, in the performance of your duties while employed by the school, including anything developed using the school’s systems, equipment or resources.

1. **Attitude and language towards others**:

∙ Persistent or extremely indecent language, particularly in the presence of the students or members of the public.

∙ Sexual or other harassment.

∙ Bullying of other members of staff.

∙ Physical violence, verbal abuse, or intimidation of another person on company premises or during working hours while on company business.

∙ Refusal to perform assigned work and/or walking off the job.

∙ Insubordination.

∙ Refusal to carry out a reasonable and lawful instruction of a Team Leader / Senior Management Team

∙ Sending or downloading objectionable material via the internet.

∙ Behaving in a manner likely to bring the school into disrepute.

1. **Health and Safety responsibilities**

∙ Serious breach of safety requirements.

∙ Deliberate misuse of fire or safety equipment.

**f) Responsibility for others’ property**

∙ Dishonesty.

∙ Theft of the school’s cash or stock

∙ Falsification of any school/ student document or record.

∙ Unauthorised possession or movement or use of school property, or property belonging to other employees or whanau

∙ Deliberate damage to school property, or to property belonging to other employees or whanau

∙ Intentional inappropriate use of electronic media, including PCs and the internet, that risks damage to the school’s assets and records.

∙ Misrepresenting the school for personal gain.

1. **Attendance to duties**

∙ Gross Negligence.

∙ Sustained or regular unauthorised absence from work.

∙ Leaving a school site unattended without proper authorisation.

∙ Sleeping during working hours.

∙ Breach of cash handling procedures.

**3. Misconduct**

Examples of misconduct (which would invoke a system of warnings that may ultimately lead to dismissal) may include but are not limited to:

1. **Work Standards**

∙ Failure to perform work to the required standard.

∙ Non-performance of assigned tasks.

∙ Waste of time or materials.

1. **Working Hours**

∙ Leaving assigned place of work without permission.

∙ Failure to report for work at the time required without notifying the Principal of the reason or without good reason.

∙ Failure to complete the stipulated hours of work (except as the result of illness or personal emergency).

∙ Continual lateness or lack of application to an assigned task.

1. **Procedural Matters**

∙ Failing to comply with time recording procedures.

∙ Minor breach of work rules.

∙ Unauthorised use of school telephone or computer equipment (including e-mail or internet use).

This does not include authorised personal use during work breaks.

1. **Attitude and Language**

. ∙ Poor work attitude, i.e. disruptive or irresponsible behaviour, etc.

∙ Aggressive, argumentative or discourteous behaviour towards another worker or students

∙ Preventing, or interfering with, another employee carrying out their work.

∙ Posting offensive notices or sending offensive e-mails within the school premises.

1. **Health and Safety**

∙ Smoking in restricted places.

∙ Failure to observe safety rules; working in an unsafe manner; failing to make proper use of safety equipment.

∙ Failure to report a potential workplace hazard.

∙ Failure to report a work-related accident.

1. **4. Breaches to the Code of Conduct**

Breaches of the school Code of Conduct will be treated seriously.

**Acknowledgement of Receipt of Code of Conduct**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

acknowledge that I have received a copy of the Code of Conduct issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have also been advised/received a presentation outlining my obligations under the Code.

I understand that a breach of the Code may lead to disciplinary action, including dismissal.

***Signed***  ***Date***