

Code of Conduct

Policy Responsibilities and Authorisation

Department Responsible for Policy	People and Performance
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Policy Review History

Version	Updated by	Date Updated	Summary of Changes
01	Di Brough	October 2016	New policy – content extracted from appendix of Performance Management and Discipline policy (Ref. 5250)

Code of Conduct

Contents

1. Introduction	3
2. Purpose.....	3
3. Roles and responsibilities	3
3.1 Staff.....	3
3.2 Managers.....	3
4. Relevant documents	3
5. Standards of conduct.....	4
5.1 Professionalism of duties.....	4
5.2 Respect for the rights of others.....	4
5.3 Fair, responsible, trustworthy and lawful	4
5.4 Honesty and impartiality	5
6. Audit.....	5
6.1 Audit Indicators	5
7. References.....	5

Code of Conduct

1. Introduction

This code applies to all employees of the Waikato District Health Board (Waikato DHB). It does not apply to contractors or volunteers. The State Services Commissioner has issued Standards of Integrity & Conduct. In addition to complying with Waikato DHB's Code of Conduct, employees of Waikato DHB must comply with the State Sector code which entails in part that an employee "must act with a spirit of service to the community and meet the same high standards of integrity and conduct in everything we do" (Ref: www.ssc.govt.nz/code).

2. Purpose

The purpose of this code is to:

- Ensure that the Waikato DHB operates efficiently and effectively and that staff are treated fairly and equitably.
- Give guidance to all Waikato DHB staff on the standards of conduct required by Waikato DHB.
- Waikato DHB is constantly striving to achieve the highest standards of employer/employee behaviour that reflects our core values:
 - People at heart – Te iwi Ngakaunui
 - Give and earn respect - Whakamana
 - Listen to me; talk to me – Whakarongo
 - Fair play – Mauri Pai
 - Growing the good – Whakapakari
 - Stronger together – Kotahitanga

3. Roles and responsibilities**3.1 Staff**

- All staff must comply with the Waikato DHB Code of Conduct

3.2 Managers

- Managers must ensure their staff comply with the Waikato DHB Code of Conduct

4. Relevant documents

This code should be read in conjunction with the relevant Waikato DHB employment agreements, Waikato DHB policies, the professional standards published by professional bodies, and the Employment Relations Act 2000 and its amendments.

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Code of Conduct

5. Standards of conduct

5.1 Professionalism of duties

All employees are expected to carry out their duties in a professional manner by:

- meeting the requirements of the relevant position description;
- complying with the terms of the relevant employment agreement;
- complying with all Waikato DHB policies, procedures and practices;
- maintaining currency of all required qualifications and relevant industry experience (including registration and practising certificates) necessary for the performance of their duties;
- informing appropriate colleagues of any relevant matters which may impinge on the performance of their duties;
- exercising responsible care with all Waikato DHB resources;
- ensuring the safe use of Waikato DHB equipment;
- complying with the code of conduct for relevant professional regulating bodies, where applicable;
- complying with the Code of Health and Disability Services Consumers' Rights;
- reflecting professional standards of presentation and demeanour at all times;
- acting in a way that does not damage, or have the potential to damage, the reputation of the Waikato DHB; and
- assisting colleagues where appropriate and in particular acting as mentors towards junior colleagues.

5.2 Respect for the rights of others

All employees are expected to respect and contribute to the rights of the colleagues, patients and the community they serve by:

- avoiding behaviour which might cause distress to or disruption of the Waikato DHB;
- refraining from all forms of discrimination, intimidation, sexual and racial harassment;
- respecting the privacy of individuals at all times and ensuring personal and confidential information is used only for the purposes for which it was intended; and
- fostering collegiality amongst members of the Waikato DHB.

5.3 Fair, responsible, trustworthy and lawful

All employees are expected to act in a fair, responsible, trustworthy and lawful manner by:

- treating everyone fairly and with respect;
- being professional and responsive;
- acting lawfully;
- not utilising Waikato DHB property or resources for personal use;
- advising their line manager promptly of any matter that is likely to adversely impact on their performance of their duties; and
- being prepared to act appropriately and constructively where a colleague's behaviour is clearly in breach of this code.

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IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 4 of 5

Code of Conduct

5.4 Honesty and impartiality

All employees are expected to perform their duties honestly with impartiality and to avoid situations which may compromise their professional integrity or lead to conflicts of interest.

All employees have a professional responsibility to act in good faith in all employment dealings and to avoid conflicts of interest.

6. Audit**6.1 Audit Indicators**

The audit shows reference to the Code of Conduct in any performance matter.

New staff receive a copy of the Code of Conduct as part of the on-boarding process.

A copy of the Code of Conduct is included in the information pack for new staff.

7. References

- [Code of Conduct for the State Services](#)

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IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 5 of 5

