



# Kaupapa Here: Ngā Whanonga Tika

## *Policy: Code of Conduct*

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| <b>Description:</b> | Code of Conduct of Ngāti Whātua Ōrākei Trustee Limited |
| <b>Approved by:</b> | Board Resolution                                       |
| <b>Date:</b>        | 3 September 2021                                       |

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### **1 Purpose and Scope**

- 1.1** This policy is the Code of Conduct for Ngāti Whātua Ōrākei Trustee Limited (**Trust, us and our**), it sets out our requirements in relation to the behaviour of our directors, staff, and contractors (**you, “your”** and referred to collectively as **“we”**).

### **2 Interpretation and Application**

- 2.1** This Code of Conduct must be read in conjunction with our policies, procedures, and supporting documents, as well as the Trust Deed, your employment agreement, or terms of engagement where applicable.
- 2.2** The mātāpono of Ngāti Whātua Ōrākei (**attached** as Appendix A to this Code of Conduct) are the values that guide our actions and ground us in tikanga Māori. This policy will be interpreted and applied in accordance with the mātāpono of Ngāti Whātua Ōrākei, with particular emphasis on the following:
- a) Manaakitanga – Ko te whānau kei te pokapū o ngā kaupapa manaaki a te poari. Whai muri, kia rongō ngā hau e whā i te kakara o te manaaki o Ngāti Whātua Ōrākei.  
*Whānau are the core focus of hapū development. Our host responsibility to others will positively reflect our role as tangata whenua.*
  - b) Rangatiratanga – kia whakatinana i ngā āhuatanga tika o te rangatiratanga puta noa te hapū  
*Leadership – to live and practice positive leadership throughout the hapū*
  - c) Kaitiakitanga – kia tiakina ō tātou whānau, o tatou whenua, ā tatou taonga me ā tatou rawa mō āke tonu atu  
*Guardianship – to protect our people, our lands, our resources and our taonga forever*



## NGĀTI WHĀTUA ŌRĀKEI

### 3 Our Code of Conduct

**3.1 Our Goal:** We are committed to having a supportive environment, where we all work together productively to achieve our vision to soar and fly to the highest of heights. We will treat people fairly, act honestly and tiaki/protect both our people and property. Each of us plays a vital part in creating a culture of respect, that reflects the mātāpono and is free from harassment, intimidation, unfair treatment, and discrimination of any kind.

**3.2 Our Expectation:** As a member of our rūpū you must be pono/honest, act with tika/integrity, strive for eke Tangaroa/excellence, comply with the law, and demonstrate a commitment to the mātāpono of Ngāti Whātua Ōrākei through your behaviour and mahi. Your commitment to these behaviours and the mātāpono will enable us to thrive.

#### **We will exercise maanakitanga by:**

**3.3** Treating each other, our hapū members, and our manuhiri with respect and dignity. We strive for a diverse and inclusive work environment where people work productively together and remain culturally safe, this makes us stronger as an organisation. When we talk about about diversity and inclusion, we are referring to what makes people similar or different from one another, including: background, views, experiences, beliefs, physical differences, ethnicity, gender identity, age, sexual orientation, and thinking styles. Our commitment to a diverse and inclusive environment means that you must:

3.3.1 Be respectful towards everyone you interact with;

3.3.2 Be comfortable to listen to others' points of view and share your knowledge and perspective;

3.3.3 Raise any harassment, bullying or discrimination to your manager or otherwise in accordance with our policies; and

3.3.4 Understand and comply with your responsibilities under the law and our policies regarding respecting others and providing equal opportunities.

**3.4** We are all entitled to work in an environment that is free from harassment, bullying and discrimination. We may take disciplinary or other action against anyone who compromises those rights.

**3.5** As part of our commitment to treat everyone with respect and dignity, you must not use our systems to send offensive, demeaning, disruptive, defamatory or whakaiti messages or images to any person by any method, nor should you seek to view such material.

**3.6** Kia haumaruru te whānau. The health, safety and wellbeing of our people is an absolute priority. We are committed to excellent management of our work environments and procedures to provide for the health and safety of our directors, employees, contractors, hapū members and manuhiri. This means you must proactively comply with your obligations under Health and Safety Law, our Health and Safety Policy, and fully participate in our Health and Safety Systems.

#### **We will exercise rangatiratanga by:**

**3.7** Doing the right thing and taking our responsibilities seriously. You should feel confident and able to speak up if something is not tika or pono, or you are not sure about something. You can speak to your manager or other more senior people about your concerns, and we have ways you can ask questions



## NGĀTI WHĀTUA ŌRĀKEI

or report concerns under our Protected Disclosures Policy so that you feel comfortable and empowered to raise any concerns.

- 3.8** Exercising rangatiratanga means we will lead by example. We expect you to act responsibly around alcohol at work and work events, ensuring your behaviour reflects positively on us. You must not come to work under the influence of alcohol and drugs. We have a zero tolerance to illegal drugs, you must not consume illegal drugs at work or work events. If you are struggling with alcohol or drug issues, *kōrero mai* – we will help you find the right support.

**We will exercise kaitiakitanga by:**

- 3.9** Collectively and individually taking responsibility for safeguarding our information, including any personal information we hold, you must make sure our information is used for its intended purpose, not use it for personal gain, and only share it with people who have authority to access it. Our information that is not publicly available is a taonga that we must keep secure. If that information goes to another party or is accidentally released to other people, it could put us at *nga tūraru*/risk. We have other policies that deal with IT security, document management and privacy, you are expected to be familiar with these policies and to comply with them.
- 3.10** We keep our information and assets safe with security controls. You must not compromise or attempt to compromise the confidentiality, integrity or availability of any of our systems or information. You must not circumvent any of our security controls. Our systems and equipment are designed for business use, but you can use them for limited personal use subject to our view of acceptable personal use which we may communicate from time to time. You must respect and protect our *ngā rawa/assets*, *taputapu/equipment* and *rauemi/resources* that are within your care or control, including being careful to minimise the risk of theft.
- 3.11** As *kaitiaki* we spend our money wisely, exercising good judgement in line with the law, our policies and the standards we set for ourselves. You are responsible for following our policies at all times and ensuring you have the appropriate *mana/authority*, in accordance with our Delegations Policy, before you enter us into contracts or commit funds.

**We will show *maanaki* to our organisation and exercise rangatiratanga by:**

- 3.12** Carefully considering what impact the views we share publically may have on us. *He taumata kōrero*. Anything you say publically, for example to media or on social media, may be associated with us and have an impact on our reputation. Keep this in mind, especially if the comment or post is work related or can be easily related to us. You must ensure your comments do not negatively impact our reputation or bring us into disrepute. Where your comments do negatively impact our reputation or bring us into disrepute the Trust may take disciplinary or other action.
- 3.13** You should always act ethically and in the best interests of the Trust, avoiding actual or perceived conflicts of interest as much as possible. One way of understanding ‘conflicts of interest’ is to view them as ‘competing interests’. A competing interest is anything that interferes with, or could reasonably be perceived as interfering with, a full and objective evaluation of a proposal or a proposed course of action. You will use your best judgement to ensure outside activities, connections or competing interests do not interfere with work or Trust related decisions. If an actual or perceived conflict of interest does arise, you should disclose this to us at the earliest opportunity so that it can be appropriately managed. If you are unsure whether a conflict of interest has arisen please talk to us about it and the Trust will work with you to identify an appropriate response. Directors and management are subject to additional requirements under the Board Charter.



## 4 Related Policies

4.1 Where applicable, this Code of Conduct should be read alongside relevant policies including the:

- Delegations Policy
- Protected Disclosures Policy
- Fraud and Corrupt Conduct Policy
- Health and Safety Policy
- Media Policy
- Social Media Policy
- Communications Policy
- Whānau Complaints Policy
- The Board Charter

## 5 Relevant Legislation and Authoritative Guidance

5.1 Everyone performing a function under this policy is required to comply with all applicable legislation (and any successor legislation) and authoritative guidance, including but not limited to:

- Employment Relations Act 2000
- Companies Act 1993
- Health and Safety Act at Work 2015
- Human Rights Act 1993
- Protected Disclosures Act 2000
- Privacy Act 2020
- Ngāti Whātua Ōrākei Trust Deed

## 6 Definitions

|                           |   |
|---------------------------|---|
| Code of Conduct           | means this policy   |
| Health and Safety Law     | means the Health and Safety at Work Act 2015 and any regulations under that Act, including any amendments or replacements.  |
| Health and Safety Systems | means our health and safety management system which gives effect to our commitments in our Health and Safety Policy and is more fully described in our Health and Safety Manual |
| Trust Deed                | means the latest version of the Ngāti Whātua Ōrākei Trust Deed as amended and restated from time to time.   |

## 7 Policy Review

7.1 This policy is to be reviewed biennially, with any changes to be approved by the Board.

7.2 Date of next review: **September 2023**



## NGĀTI WHĀTUA ŌRĀKEI

### Appendix A: Mātāpono

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|----------------------------|---|
| <b>Tino Rangatiratanga</b> | <p>Kia tū a Ngāti Whātua Ōrākei i runga i tōna anō tino rangatiratanga<br/>We are self-reliant as Ngāti Whātua Ōrākei, now and forever</p>  |
| <b>Rangatiratanga</b>      | <p>Kia whakatinana i ngā āhuatanga tika o te rangatiratanga puta noa te hapū.<br/>To live and practise positive leadership throughout the hapū.</p>   |
| <b>Manaakitanga</b>        | <p>Ko te whānau kei te pokapū o ngā kaupapa manaaki a te poari. Whai muri, kia rongō ngā hau e whā i te kakara o te manaaki o Ngāti Whātua Ōrākei.<br/>Whānau are the core focus of hapū development. Our host responsibility to others will positively reflect our role as tangata whenua.</p> |
| <b>Whanaungatanga</b>      | <p>Kia kitea te mana me te tapu o ia kāwai heke i heke iho ai i a Tūperiri hei rangitāmiro i a tātou.<br/>To embrace and acknowledge the importance of our whakapapa and relationships and how these binds us together.</p>   |
| <b>Kotahitanga</b>         | <p>Kia kotahi te tū kia kotahi te hoe.<br/>Stand as one and work together</p>   |
| <b>Kaitiakitanga</b>       | <p>Kia tiakina ō tātou whānau, ō tātou whenua, ā tātou taonga me ā tātou rawa mō āke tonu atu.<br/>To protect our people, our lands, our resources and our taonga forever.</p>  |
| <b>Mana Taurite</b>        | <p>Kia taurite te whai wāhi atu o ngā uri ki ngā painga me ngā angitu.<br/>All hapū members have equal access to benefits and opportunities.</p>  |
| <b>Ahi kā</b>              | <p>Kia kōwhiwhiutia tonutia te ahi kā, kei pūrēhua, ā, ka kewa.<br/>To uphold the unique and important role that Ōrākei papakāinga maintains across Tāmaki Makaurau</p>   |
| <b>Wairuatanga</b>         | <p>Ko tō wairua ki te Atua, nāna nei ngā mea katoa<br/>Spirituality is a key component of our identity and wellbeing</p>  |