



NGĀTI WHĀTUA ŌRĀKEI

Trustee Limited

# Policy: Code of Conduct – Elected Representatives

<b>Description:</b>	Policy of the Ngāti Whātua Ōrākei Trust
<b>Approved by:</b>	Board Resolution
<b>Date:</b>	5 April 2019

---

## **1 Purpose**

- 1.1** To provide guidance to Elected Representatives of the Trust on how to conduct themselves and interact with others when conducting Company business or representing NWOT or Ngāti Whātua Ōrākei.

## **2 Scope**

- 2.1** This policy applies to Elected Representatives who are also Directors (and Shareholders) of Ngāti Whātua Ōrākei Trustee Limited (NWOT or the Company).

## **3 Policy Statement**

- 3.1** Elected Representatives of the Trust are the mandated representatives for the hapū. As such they represent the highest level of hapū leadership and must conduct themselves accordingly. It is important that the conduct of Elected Representatives impacts positively on the way Members and external groups perceive the Company and the Ngāti Whātua Ōrākei hapū. The Mātāpono that provide the foundation for this Policy are included as Appendix 1.
- 3.2.** At all Board meetings, in Board committees or other similarly delegated work groups that have been properly convened and relate to Company business, Elected Representatives shall:
- Treat other Directors, whānau, and Company Employees fairly, with respect, dignity and courtesy;
  - Engage collaboratively and constructively in all discussions;
  - Acknowledge different views without hostility or innuendo;



# NGĀTI WHĀTUA ŌRĀKEI

## Trustee Limited

- Ensure each Director feels safe enough to engage fully in discussions or other activities and has an equal opportunity to do so;
- Disclose any conflict of interest whether perceived or real;
- Act ethically for the benefit of Ngāti Whātua Ōrākei;
- Ensure the Board Charter is complied with in relation to Board Meeting preparation and conduct.

**3.3** At all events where Elected Representatives are representing the Company or the hapū, the Elected Representatives shall:

- Treat other Elected Representatives and those attending the event civilly, with respect, dignity and courtesy;
- If called upon to take part in an event, shall complete the obligation with dignity and respect, in a way that reflects positively on the hapū as Mana Whenua;
- Engage collaboratively and positively during the event;
- In regard to consumption of alcohol, shall conduct themselves with decorum in a way that reflects positively on the Company and the hapū;
- Reflect, in words and actions, the position of zero-tolerance to illegal drugs;
- Act in active solidarity with other Elected Representatives to ensure the Trust is presented as dignified, unified and cohesive.

**3.4** In all written communication and correspondence, including via texting, email, letter or memorandum, Elected Representatives shall:

- Write clearly and concisely, directly addressing the subject at hand in a way that progresses the discussion;
- Keep communications professional in tone and language;
- Communicate civilly, with respect, dignity and courtesy;
- Before sending, pause and re-read once more to ensure the above points have been followed, particularly if strong views are being expressed.

**3.5** Directors must ensure that they do not discredit the decisions made by the Board, notwithstanding the individual positions taken by Directors as part of the decision-making process.



# NGĀTI WHĀTUA ŌRĀKEI

## Trustee Limited

### 4 Non-Compliance

- 4.1** Any identified act of non-compliance with this policy shall be dealt with by the Board on a case-by-case basis and will consider the nature and severity of the breach and any laws or regulations that may apply to the situation.
- 4.2** Any action or censure for Elected Representatives associated with non-compliance with this policy must be agreed by the Board and formally recorded by Board resolution.
- 4.3** Where non-compliance has resulted in the hapū, Company or Group being brought into disrepute, the consequences outlined in section 13 of the Trust Deed must be followed which include formal censure or removal from office.

### 5 Relevant Legislation and Authoritative Guidance

- 5.1** All persons performing a function under this policy are required to comply with all relevant legislation and authoritative guidance, including but not limited to:
- Ngāti Whātua Ōrākei Trust Deed dated 3 November 2011;
  - Ngāti Whātua Ōrākei Trust Settlement Act 2012.

### 6 Related Policies

- 6.1** This policy applies to:
- Board Charter
  - Social Media Policy

### 7 Procedures, Standards or Guidelines linked to this Policy

- 7.1** N/A

### 8 Definitions

<b>Board</b>	means the board of directors of Ngāti Whātua Ōrākei Trustee Limited
<b>Employees</b>	means employees of Ngāti Whātua Ōrākei Trustee Limited
<b>Group</b>	means Ngāti Whātua Ōrākei Trustee Limited and all subsidiaries.
<b>Members</b>	means members of Ngāti Whātua Ōrākei as defined under section 1.1 of the Ngāti Whātua Ōrākei Trust Deed
<b>Ngāti Whātua Ōrākei Trust</b>	means the trust established by the Ngāti Whātua Ōrākei Trust Deed dated 3 November 2011
<b>Trust</b>	means the Ngāti Whātua Ōrākei Trust.



# NGĀTI WHĀTUA ŌRĀKEI

## Trustee Limited

### 9 Document Control

Policy Number	05	Version	01
Status	FINAL	Date Approved	5 April 2019
Trust Resolution No	NA	Review Date	April 2020
Responsible Officer	CEO		



# NGĀTI WHĀTUA ŌRĀKEI

## Trustee Limited

### Appendix One: Matapono

<b>Tino Rangatiratanga</b>	<p>Kia tū a Ngāti Whātua Orākei i runga i tōna anō tino rangatiratanga We are self-reliant as Ngāti Whātua Orākei, now and forever</p>
<b>Rangatiratanga</b>	<p>Kia whakatinana i ngā āhuetanga tika o te rangatiratanga puta noa te hapū. 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 rongo ngā hau e whā i te kakara o te manaaki o Ngāti Whātua Orākei. 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 tatou. 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. 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. 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. 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. To uphold the unique and important role that Orākei papakāinga maintains across Tāmaki Makaurau</p>
<b>Wairuatanga</b>	<p>Ko tō wairua ki te Atua, nāna nei ngā mea katoa. Spirituality is a key component of our identity and wellbeing</p>