



# CODE OF CONDUCT

## SCOPE

The Karāpiro Rowing Inc (KRI) Code of Conduct sets out the high standards for ethical behaviour that are expected of every person engaged in full-time, part-time, on contractor roles or working on a voluntary basis.

Version 1, September 2020

## Conduct

All persons engaged in full-time, part-time, on contractor roles or working on a voluntary basis (personnel) by Karāpiro Rowing Inc (KRI) must abide by the KRI Code of Conduct. All individuals are expected to treat each other, and those they deal with, in the course of their involvement with KRI, with respect and in a professional manner.

This Code of Conduct embraces the principles of the KRI values of respectfulness, honesty, transparency, fairness, professionalism, mindfulness and inclusiveness.

All individuals must:

- Respect the rights, dignity and worth of all others and treat others with respect and courtesy at all times
- Maintain professionalism, use effective communication skills, and accept responsibility for, their actions
- Maintain high personal standards at all times, including those relating to language, temper and punctuality
- Provide constructive and positive feedback
- Demonstrate inclusiveness and kindness to others
- Care for and respect all equipment and property provided to them by KRI as part of their role
- Comply with all relevant policies and codes of KRI, and rules, laws and regulations where applicable
- Not act in a way that may bring disrepute to KRI or its sponsors, funders or other stakeholders

KRI does not tolerate any forms of harassment, bullying, discrimination, threatening behaviour or abuse including, but not limited to:

- Sexual or racial abuse or harassment
- Verbal or on-line abuse or bullying
- Malicious gossip or the spreading of rumours that have the potential to compromise workplace relationships
- Undermining the reputation or integrity of colleagues or the organization; and
- Any behaviour likely to breach the Human Rights Act 1993

## Health, Wellbeing and Safety

KRI is committed to ensuring a safe and healthy working environment and culture for all our personnel. Health and safety is everyone's business and all our stakeholders are expected to share in our commitment at all times. KRI is committed to continuously improving our health, safety and wellness systems.

## Child Protection Policy

KRI is committed to a safeguarding culture to ensure the prevention of abuse and to ensure the wellbeing of children and vulnerable adults by providing a safe rowing regatta environment.

Safeguarding is about keeping all children and vulnerable adults safe from harm, abuse, violence, exploitation and neglect.

## Harassment and Bullying

Harassment and bullying at KRI is not acceptable and is considered to be a serious offence. If any individual feels they have been subjected to any form of harassment (sexual, racial, political, social, or religious) or bullying, it may be discussed (confidentially) with a KRI Board Member or Operations Manager.

Complaints of harassment or bullying will be taken seriously, and instances of harassment or bullying may lead to dismissal.

## Breaches of Code of Conduct

Any breach of this Code of Conduct, or any part of it, may result in disciplinary action under the individual's employment agreement, contract or other applicable KRI regulations and policies.

## Maintenance of this Policy

This Policy will be reviewed and amended if necessary, at least every three years. The KRI Board may amend this Policy at any time that they see fit.

This Code is due for review in November 2023 or earlier as required.

Karāpiro Rowing Inc. Chair:  \_\_\_\_\_

Date: 2<sup>nd</sup> March 2022 \_\_\_\_\_



## Karāpiro Rowing Inc. Code of Conduct

I, \_\_\_\_\_ (print first and last name)

Agree to the following terms:

1. I agree to abide by the KRI Code of Conduct
2. I acknowledge KRI may take disciplinary action against me if I breach the Code of Conduct, Bullying, Health Safety and Wellbeing or the Child Protection policies. I understand that KRI is required to implement a complaints handling procedure in accordance with the principles of natural justice in the event of an allegation against me.
3. I acknowledge that disciplinary action against me for a proven or established breach may include removing me from my volunteering or contracting position for KRI, depending on the seriousness of the breach.
4. I consent to KRI undertaking a police vetting check and / or obtaining any criminal record from the Ministry of Justice.

Signature: \_\_\_\_\_

Birth date: \_\_\_\_\_

If under 18, parent/guardian authorisation name and signature:

\_\_\_\_\_

Email address: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Date: \_\_\_\_\_