



CODE OF CONDUCT

Approved 2012

Purpose:

- To provide a set of standards and expectations for appropriate, ethical and professional conduct in all Playcentre related settings.
- To provide clear guidelines on reasonable standards of behaviour.

Scope of the Code

The code of conduct covers all NSPA members, volunteers and staff ie full-time, part-time, casual and volunteer workers. The code of conduct covers all locations where NSPA business is conducted.

Implementation of the Code

Each staff/member of NSPA is required to sign an acknowledgement of intent to comply with the Code.

Enforcement of the Code of Conduct

Any breach of the Code of Conduct refer to the Dispute Resolution process and may lead to disciplinary procedures, including suspension/dismissal.

Also refer to NSPA Constitution.

Expectations and Standards of Behaviour

Teamwork	to nurture a sense of belonging, value people's skills, value differences, to work together to achieve strategic goals of the organisation.
Contribution	to be aware of the responsibilities of an Association volunteer, be actively involved.
Integrity	to be honest, trustworthy, loyal, dependable.
Communication	to have open dialogue, respond in a timely manner, acknowledge effort and share rewards, give and receive constructive feedback.

Refer to the Federation Code of Conduct

In relation to NSPA, members/volunteers/ staff will

- Respect the philosophy of Playcentre and its commitment to Te Tiriti o Waitangi
- Represent NSPA with professionalism, integrity and pride
- Act as a role model for members, volunteers and employees
- Be knowledgeable and provide leadership
- Ensure professional conduct at all times and all situations when representing NSPA
- Be responsible for your actions and accountable for the consequences
- Demonstrate respect for the direction and decisions of NSPA Management Team
- Strive to improve work processes
- Perform role to your best ability and follow through on commitments, ensuring availability
- Carry out your role responsibly and ethically
- Ensure there is no conflict of interest in your dealings with NSPA, according to policy.
- Strive to work openly, cooperatively and collaboratively across all positions
- Act in good faith to maintain productive working relationships
- Treat people with respect, courtesy and consideration, fairly and without discrimination
- Ensure a non discriminatory and harassment free work environment (safe environment)
- Accept a duty of care for the safety and wellbeing of NSPA personnel
- Be consistent and supportive when dealing with others, recognising diversity.
- Handle conflict and difficult situations sensitively and appropriately, according to policy
- Access outside expertise/advice as required
- Maintain privacy and confidentiality
- Follow NSPA policies and procedures
- Do not solicit gifts, gratuities or bequests for personal or professional benefits.
- Do not make any offensive, racist or obscene comment or gesture or use any offensive language (swearing).
- Refrain from use of alcohol, tobacco and recreational drugs, according to policy.

I have received NSPA Code of Conduct, which I have read, understood and agree to abide by

If I have any concerns or complaints I will address it to NSPA President and Human Resources Manager

NAME: -----

SIGNATURE: -----

POSITION: -----

DATE: -----

Centres please retain a copy of this with the families Child Enrolment form at centre - Employees and Association Office holders please return this page to Human Resources, c/o Association Headquarters.