

Code of Professional Practice

First Produced:	11/09/95 (under different title, see Notes)	Authorisation:	Te Kāhui Manukura
Current Version:	06/03/13	Officer Responsible:	Director Corporate Services
Past Revisions:	31/10/97, 30/11/01, 30/06/06, 28/10/09		
Review Cycle:	3 years		
Applies From:	Immediately		

There are no changes to this version of the policy,

1 Introduction

1.1 Purpose

The Kaupapa – Ara Strategic Plan sets out the values and aims of Ara. This policy sets out required standards of behaviour for staff within the framework of the Kaupapa.

1.2 Scope and Application

This policy applies to all Ara staff, including management and the Chief Executive.

1.3 Formal Delegations

There are no formal delegations for this policy.

1.4 Definitions

- a **Learning Organisation:** An organisation that facilitates the learning of all its members and consciously transforms itself and its context.
- b **Good Faith:** At the most basic level, good faith is about telling the truth, and it is more than this. Good faith involves an absence of malice or any intention to deceive. It asserts the presence of good, honest intentions and presumes that all parties to an activity or discussion are honest and intend to act in a fair and appropriate manner.
- c **Integrity:** Integrity involves acting consistently and honestly in accordance with stated values, intentions and goals. It means that how things are said to be can be seen in how things are.

Related Ara Procedures (Infoweb) <ul style="list-style-type: none"> • Staff Profile for a Learning Organisation • Student Rights and Responsibilities 	Related Ara Policies <ul style="list-style-type: none"> • CPP208 Resolving Staff Performance or Conduct Issues • CPP209 Harassment Prevention • CPP214 Human Resources Management
Related Legislation <ul style="list-style-type: none"> • NZQA Quality Assurance Framework, 2009 	Good Practice Guidelines
Notes: Earlier versions of this policy (1995, 1997) were called the Staff Rights and Responsibilities Policy	

All policies on the Ara InfoWeb are the current version. Please check date of this hard copy before proceeding.

2 Principles

- 2.1 Ara Kaupapa – Strategic Plan is the over-arching document that sets the values and standards for the way the Institute and staff carry out their activities.
- 2.2 Ara is a learning organisation. (Refer to Definitions).

3 Associated Procedures for Ara Corporate Policy on: Code of Professional Practice

The procedures for this policy consist of the attached Code of Professional Practice.

Cases where the required standards of behaviour are not met will be dealt with under the Harassment Prevention and/or Resolving Staff Performance or Conduct Issues policies, or any other relevant policy.

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