

## Code of Professional Practice

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Ara Institute of Canterbury (Ara) is a learning institution. We exist to provide quality learning opportunities for our students. This is at the heart of all our activities and directs our planning, processes and policies.

The purpose of this Code of Practice is to

- inform staff of the standards of behaviour required of them as Ara employees
- promote high ethical standards
- provide a foundation for staff appraisal, promotion and continuous improvement.

Our Charter sets out our overall vision, mission and values, which create the environment and culture in which staff and students work together to meet our goals.

**Vision:** Ara seeks to be the preferred choice for students through offering a wide range of programmes that contribute to the personal success of every student, to the strengthening of New Zealand and international society, and to be a leader within the sector.

**Mission:** to provide continuing education in a wide range of applied and vocational programmes and professional studies up to postgraduate level.

**Goals:** Within an over-arching goal of 'student focus', the broad goals of Ara include work relevance, productive alliances, flexible delivery, international education, sustained viability, and managed quality.

## **Responsibilities and Required Behaviour of all Staff (including the Chief Executive and other Managers)**

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Staff will perform their duties honestly, conscientiously, reasonably and in good faith at all times. They will have regard and respect for the welfare of their colleagues and students, for the interests of Ara as their employing body and for their responsibilities as employees.

All staff are required to:

- obey the law
- obey all lawful and reasonable employer instructions and work as directed
- comply with the requirements and spirit of the goals, policies and procedures of Ara
- be competent and efficient in the performance of their work
- continuously develop their knowledge and skills relevant to their role and area of expertise
- maintain professional staff/student relationship
- treat students, members of the public and other staff with respect, impartiality, courtesy and sensitivity
- act with integrity at all times
- maintain a co-operative and collaborative approach to working relationships
- refrain from behaviour that is bullying or intimidating
- refrain from conduct (such as the use of intoxicants, drugs or other substances) that might impair work performance
- not discriminate against any person because of their gender, marital status, religious or ethical beliefs, ethnic or national origins, disability, age, political opinion, Ara employee profile
- take care to maintain the confidentiality, accuracy and privacy of official Ara documentation to which they have access
- not copy, disclose or use any information acquired in the course of work with Ara other than for the purposes of carrying out Ara work except with the written consent of the employee's manager
- respect the privacy of individuals when dealing with personal information
- not solicit or accept gifts or benefits that might, directly or indirectly, compromise or influence them in their position at Ara (e.g. gifts or hospitality offered as an inducement to purchase)
- ensure there is no actual or perceived conflict between their personal interests (including those of their immediate family) and their Ara duties and responsibilities in accordance with Ara policy
- not bring Ara into disrepute
- incur no liability on the part of Ara without proper authorisation
- ensure all Ara property, resources or funds are not used for anything other than authorised purposes
- use all Ara resources in a careful manner, reducing waste and making improvements where possible
- have due regard for the safety of others in the use of Ara property and resources.

## **Responsibilities & Required Behaviour of the Employer (Chief Executive and Other Managers as Delegated)**

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Ara management will act honestly, conscientiously, reasonably and in good faith at all times. Management will have regard for the welfare of staff and students and the interests of Ara and its communities. Management is required to comply with the responsibilities and required behaviour listed above for all staff. In addition they will make best efforts within available resourcing to:

- comply with legislative, industrial and administrative requirements
- provide a safe working environment
- maintain professional management/staff relationships
- act with integrity at all times
- observe the principles of fairness and impartiality at all times
- manage diversity and uphold staff and students' rights as defined in the Human Rights Act
- provide an environment conducive to the professional development and effectiveness of staff
- encourage activities and opportunities that enhance job satisfaction
- recognise the need for staff to balance their personal and professional lives
- recognise the obligations set out in Ara's agreement with Ngai Tahu and with Māori as embodied in the partnership
- support all staff to develop their own knowledge of Maori culture
- manage within the framework provided by Ara's formal policies and procedures
- apply and utilise resources in a sustainable manner
- supply the resources necessary for staff to carry out their duties to the expected standard and within their conditions of employment
- uphold the right of staff and students to academic freedom as defined in the Education Act 1989
- foster a culture of collaboration across the institute and within the Education Sector
- ensure that staff, when appointed to Ara, fully understand their obligations and requirements under this Code of Practice and as outlined in the Ara employee profile.

## Breaches of this Code of Practice

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On the whole, staff at Ara perform well, act professionally and overcome minor problems without the need for formal procedures. Where difficulties do arise, Ara's policies and procedures related to harassment and resolving performance and conduct issues will be used.

Failing to meet the obligations under this Code of Professional Practice may involve misconduct. In this instance, a staff member's manager will intervene, following the relevant policy and procedures. For example, where a satisfactory standard of performance is not achieved, this could be dealt with through the probation or appraisal procedures. Where there is a complaint of harassment, this would be handled through the "Harassment Prevention Policy." Other serious and/or repeated contravention of the obligations set out in this Code would be managed via the "Resolving Staff Performance or Conduct Issues Policy."

Full details are available electronically on InfoWeb (under "Our Policies, Procedures and Forms). A contact person is named for each policy so that staff know where they can go if they have questions or need advice.