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New Zealand

Social Socks Charitable Trust

Code of Conduct

Introduction

Social Socks Charitable Trust wants to be a good employer and treat staff and volunteers fairly and with respect.

As we are working with children, teachers and parents, we expect a high standard of behaviour. All staff are expected to identify with and have a commitment to the philosophy and values of the schools that we attend, and to demonstrate that commitment in the performance of their duties.

All Social Socks staff are to be fully familiar with the standards in this document.



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Purpose of the Code

The purpose of this Code of Conduct is to assist you to know and understand the minimum standards of conduct and behaviour expected as a staff of Social Socks.

This reflects the basic requirements of professionalism, integrity and courtesy needed to ensure that we provide a high quality programme to the children, parents and teaching staff, and that a pleasant and safe working environment exists for all.

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Coverage

The Code of Conduct applies to all employees of Social Socks Board, including volunteers, permanent, temporary and casual employees.

Principles

The Code of Conduct establishes three principles of conduct which all staff are expected to observe:

- 1) You should fulfil your lawful obligations to Social Socks with professionalism and integrity.
- 2) You should perform your official duties, respecting the rights and confidentiality of the students, the school community and your colleagues.
- 3) You should not bring your employer into disrepute through your activities, whether inside or outside school. Activities outside the school are not likely to be acceptable if they:
 - damage the standing or reputation of Social Socks because of the position you hold in it; especially be careful not to put any negative comments about Social Socks or your colleagues on media, such as Facebook or Twitter.
 - interfere with the proper performance of your duties.

Shared Expectations

Social Socks can work effectively and provide a quality educational outcome when there is a shared expectation between the board (as the employer) and its staff. This is a two-way commitment that benefits both the employer and staff when expectations are met.

Set out below is a summary of the expectations that Social Socks Charitable Trust, as the employer, has of you, and the expectations that you, as a member of staff, may have of Social Socks.



Social Socks Charitable Trust's Expectations of Staff

- work within the law with honesty and integrity;
- comply with all lawful and reasonable instructions;
- comply with the policies of the Social Socks and the schools that you work in;
- work diligently and meet job requirements;
- respect the rights of colleagues, students and the school community

Obligations of Social Socks Charitable Trust to Staff

As a good employer, we are committed to meeting the following staff expectations:

- a commitment to the spirit and principles of the Treaty of Waitangi;
- opportunities for equal employment, including recognition of:
 - the aims and aspirations of Maori and ethnic or minority groups;
 - the employment needs of Maori, Pacific Island, ethnic or minority groups, women, and people with disabilities;
- impartial and open selection and appointment procedures;
- an up-to-date job description;
- adequate training and equipment to perform your duties;
- regular and appropriate feedback and communication on your work performance;
- good and safe working conditions;
- opportunity for the enhancement of your abilities;
- freedom from harassment or discrimination in the workplace;
- appropriate disciplinary and dispute procedures and the opportunity for redress against unfair or unreasonable treatment by the employer.

Codes of Behaviour

If you have any prior criminal convictions, you are required to inform Social Socks about them before accepting voluntary or paid work. If you do not disclose this information or are not truthful about it, disciplinary action could be taken against you which could lead to dismissal.

You are to avoid any activity, either work-related or private, which could reflect badly on Social Socks in its relationships with the school community. This means that you are to inform your manager in writing if:

- any criminal charges or convictions that may occur while you are working for Social Socks that is of such a nature that it would be inappropriate for you to continue to work in the same capacity by the board. This may include, for example, charges that involve loss of trust between you and the board, or charges that damage the reputation of the school;



- secondary employment, that might interfere with primary duties.

Performance of Duties

Both volunteers and paid staff are expected to carry out their duties in an efficient and competent manner.

This means that you are expected to:

- comply with the law;
- comply with all lawful and reasonable instructions and work as directed by your employer or their duly delegated representative;
- perform your duties according to the legislation, policies and procedures of Social Socks Charitable Trust;
- perform your work to an agreed standard;
- show proper and reasonable care when using board property, resources or funds;
- contact your employer (within 30 minutes of your normal starting) if you are to be absent from work due to sickness or an emergency.

You are also expected to obtain permission from your employer to:

- be absent from your workplace during work hours;
- enter into any contract or agreement on behalf of Social Socks Charitable Trust. The board will not accept responsibility for any unauthorised action.

Unacceptable Behaviour

Examples of behaviour that would be considered unacceptable by the board include:

- ignoring lawful and reasonable instructions from your employer;
- being under the influence of alcohol, drugs or solvents impeding your performance during working hours;
- inappropriate touch. It is advisable to only touch a child on the upper arm or upper back and children should not sit on your lap. At no stage, should any staff member be left alone with a child;
- the use of abusive, obscene or threatening language or behaviour to your colleagues or the public;
- misuse, abuse or improper use of your position or of any statutory authorities or powers that may be delegated to you.
- giving false information (e.g.: stating you have a driver's licence when you don't; making a false claim for expenses);
- failing to declare information that is requested when you apply for employment with Social Socks Charitable Trust (e.g.: having a revoked driver's licence or a criminal conviction);



Respect for the Rights of Others

While you are employed by Social Socks Charitable Trust you have a duty to treat your colleagues, students and the public with courtesy and respect. This means that you are expected to:

- Avoid behaviour that might distress other staff members or disrupt the workplace.
- Ensure that any workplace relationships do not have a negative effect on your work performance.
- Respect the privacy of individuals when dealing with personal information.
- Be non-judgemental by not harassing or discriminating against your colleagues or students on the basis of their gender, age, disability, marital status, and ethnicity, religious or ethical beliefs or sexual orientation.
- You must not have or bring into the workplace any material that may be viewed as racist or sexist, that is pornographic, or that is otherwise offensive to the board or its staff.

Conflicts of Interest and Integrity

You are expected to be honest, fair and impartial when you perform your duties. This means that:

- You should not show bias to an individual student. Everyone should be treated fairly
- You should consult with your employer before taking up other paid employment where that other paid employment could conflict with the performance of your duties of Social Socks Charitable Trust
- You should not share any resources/information about the programme without prior approval from the Director/Manager

Gifts and Rewards

You may not seek any form of reward (including gifts, favours, prizes or fees) for performing your duties as a member of staff. Gifts or rewards can be seen as bribes or inducements that put you under an obligation to someone other than Social Socks Charitable Trust. While it is acceptable to receive a gift of a low value, if you are offered any form of reward or gift valued at \$50.00 or more, you should inform your employer who will decide the appropriate response.

Security/Confidentiality

You are expected to maintain the highest standards of confidentiality and security in the workplace.

This means that you are not to:

- use the boards' computer systems in any way that may corrupt or disrupt their normal function;
- access, or attempt to access, machines or networks by unauthorised means – for example unauthorised use of dial-in modems;
- use information related to the boards' systems for anything other than authorised purposes;
- bring into the workplace via the email or Internet system, or by any other means, any material that is pornographic, or that may be viewed as racist or sexist;



- give your computer password/security card to any other members of staff without good and justifiable reason;
- leave a record of your password anywhere obvious so that someone else may see it.

Ownership of Information

Social Socks Charitable Trust owns all data stored on computer systems. Management has the right to access and view this information at any time.

The network is being continually monitored and staff found using the system inappropriately may face disciplinary action.

Data Storage on Computer Systems and Servers

Only business information can be stored on computer systems. You are not permitted to store any personal data on the computer system, including documents, spreadsheets, databases, games and jokes.

Computer Software

Only software authorised by the board can be loaded onto Social Socks computer systems. Any software loaded onto any Social Socks equipment must have a valid licence with proof of ownership. No software owned by the board may be copied and used on another PC or taken home and loaded onto a personal device, as this contravenes software licensing laws.

Use of the Email System

The email system is for Social Socks purposes and must not be misused. While it is acceptable to send or receive business messages from outside the school, users should be aware that this information might not be secure. This needs to be considered before you send email. Personal information, such as documents, spreadsheets, databases, games, jokes and other non-business-specific email must not be circulated via the email system.

Retention of Data

Social Socks Charitable Trust is required to retain information in accordance with the Archives Act 1957. This means that you cannot delete business-critical data from the computer system without permission.

Official Information

The disclosure or release of official information is subject to the *Official Information Act 1982*. Information related to Social Socks Charitable Trust, its suppliers or the users of its services is to be treated at all times as confidential to the board and is to be used by employees for official purposes only.

Staff members of Social Socks are also subject to the provisions of the *Privacy Act 1993*. The main object of this Act is to promote and protect personal information and it seeks to give individuals some measure of control over personal information about themselves.



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Release of Official Information

Official information must only be released by authorised employees, and only in accordance with the procedures as stated in the Official Information Act. Board instructions about the release of official information must also be followed.

It is not to be released to the media or the public without the proper authorisation. For example, staff may not remove or copy school documents or records for external use without approval from the Director or Manager.

It should never be used for personal motives.

Public Comment

Staff members should not respond to requests from the media for comment on matters relating to Social Socks. Only authorised staff members should respond to media requests for comment on such matters. If the media makes an approach to you, inform the Director so they can respond to the media request.

Disciplinary Action:

- Please view Social Socks Personnel and Complaints Policy and Procedure or refer to Independent Contract.

SIGNED by or on behalf of the *Recipient*:

Signature

Full Name of Signatory

Title

SIGNED by or on behalf of the *Social Socks*

Signature

Full Name of Signatory

Title