

Policy: Standards of Integrity and Conduct

POL-337

Issue Date	October 2019	Approved by	DCE Corporate
Owner	Manager People Team	Author	Manager People Support Services

1. Purpose

This policy outlines expected standards of professional behaviour contributing and supporting Kāinga Ora - Homes and Communities to build and maintain the trust and confidence of all stakeholders including Kāinga Ora employees, customers and the communities we serve.

The purpose of this policy is to set out Kāinga Ora's requirements to act as a good employer and together with employees, contractors and others to act in good faith and to ensure that:

Kāinga Ora will:

- Provide equal employment opportunities recognising our obligations under the Treaty of Waitangi
- Comply with our employment obligations
- Provide a safe and healthy working environment
- Meet our employment obligations to provide a fair and reasonable employer
- Apply fair and impartial recruitment, selection, appointment, performance and salary review processes;
- Provide appropriate conflict and dispute resolution and disciplinary processes as required by legislation.
- Address complaints or unacceptable conduct, behaviour and or performance with procedural fairness.

Kāinga Ora employees will:

- Maintain appropriate professional standards of behaviour and conduct
- Act with integrity, honesty and openly in all matters
- Be committed to performance

- Comply and meet the requirements of Kāinga Ora employment agreements, employment legislation, policies, guidelines, standards and guidelines
- Communicate and behave in a supportive and constructive way towards others.

This policy should be read in conjunction with the State Services Commission: Standards of Integrity and Conduct.

2. Scope

This policy and any related guidelines apply to all Kāinga Ora employees (including permanent, casual and fixed term employees), contractors, consultants, secondees, cadets, apprentices and interns. It must be read in conjunction with the relevant legislation, regulations, standards and guidelines.

3. Help

Should you require help or information about this policy please contact the People Partnership Team or your People leader for assistance.

4. Policy statements

This policy is based on the premise that Kāinga Ora employees will behave with integrity, fairness, impartiality and empathy towards one another, customers and the wider community and that they will perform their duties efficiently, professionally and conscientiously.

Any alleged breach of Kāinga Ora policies or guidelines by Kāinga Ora employees may be subject to investigation and disciplinary guidelines and processes.

This policy is developed around the following guiding principles:

Kāinga Ora is a Crown Entity and the relationship between the Government, Board and management of the organisation needs to be effective and understood by all Kāinga Ora employees.

The Chief Executive holds responsibility for employing, leading, and managing Kāinga Ora employees and must make sure that responsibilities, duties and powers delegated to them and others in the Kāinga Ora are properly performed and exercised.

The Kāinga Ora has substantial legal authority. It collects and spends public money and must conduct its business in an open, transparent, and democratically accountable manner. There is a high expectation of professional behaviour and accountability, both in the eyes of the law and the public.

The Chief Executive, managers and Kāinga Ora employees are guided in their work practices, behaviour and conduct by the Kāinga Ora's vision, goals and values.

5. Key accountabilities and responsibilities

Role	Description of responsibility
Chief Executive	<ul style="list-style-type: none"> Approval of this policy and associated guidelines.
Deputy Chief Executives and Heads	<ul style="list-style-type: none"> Ensuring Kāinga Ora meets its obligations under this policy. Embedding this policy in their business groups. Ensuring their business groups are compliant with this policy.
Policy owner – People Team	<ul style="list-style-type: none"> Reviewing the policy and recommending appropriate changes. Compliance information and monitoring regarding the performance of this policy. Promoting awareness of this policy. Providing advice on remuneration.
People Leaders	<ul style="list-style-type: none"> People managing teams.
People Partners	<ul style="list-style-type: none"> People team’s business partners holding business unit portfolios.
All employees	<ul style="list-style-type: none"> Kāinga Ora salaried and waged employees. Reading, understanding and complying with this policy and its related policies and guidelines.

6. Definition of terms

The following definitions apply when interpreting this policy:

Term	Definition
Act in good faith	is a mutual obligation set out in the Employment Relations Act 2000 that underpins all employment relationships.
Good Employer	is an obligation set out in the Crown Entities Act 2004. It requires Kāinga Ora to operate a personnel policy that provides for the fair and proper treatment of our people in all aspects of their employment.

7. Related policies, guidelines, legislation, and documents

Related Kāinga Ora policies, guidelines and agreements:

- I-145 Acceptable Use of ICT
- H-122 Conflicts of Interest
- H-109 Standards of Integrity and Conduct Guidelines
- H-121 Protected disclosures Policy and Guideline
- H-227 People Management Delegations
- HS-101 Health, Safety and Security management system
- R-105 Records retention and disposal
- Individual and collective employment agreements
- T- 241 Tenancy Management
- Creating Safe Workplaces Policy and Guideline

Relevant legislation, regulations, standards and guidelines:

- Kāinga Ora Values
- Crown Entities Act 2004
- Clean Slate Act 2004
- Employment Relations Act 2000
- Equal Pay Act 1972
- Harassment Act 1997
- Harmful Digital Communications Act 2015
- Health Safety and Employment Act 1992
- Human Rights Act 1993
- Kāinga Ora – Homes and Communities Act 2019
- Official Information Act 1982
- Paid Leave and Employment Protection Act 1987
- Privacy Act 1993
- Protected Disclosures Act 2000
- State Services Commission Standards of Integrity and Conduct
- State Sector Act 1988
- Wages Protection Act 1983
- WorkSafe Preventing Bullying in the Workplace Guide

8. Measures of the success of the policy

Meet legislative and compliance obligations.

9. Compliance management process and reporting

H-227 People Management Delegations are applied.

The People Team will oversee the general compliance with this policy. Monitoring of compliance will occur through regular reporting against organisational goals and objectives.

10. Training and communication

This policy will be available on the Kāinga Ora intranet and promoted across the organisation. Subsequent amendments or substantive changes to the policy will be supported by a communication plan.

11. Consultation in developing or reviewing this policy

All internal policies adopted at the establishment of Kāinga Ora were developed from source agencies. Where relevant, policies from one agency were merged into another, using the most recently updated policy as the template. Kāinga Ora establishment policies were reviewed by subject matter experts in source agencies. It is envisaged that establishment policies will be reviewed by relevant policy owners within the first year from Kāinga Ora becoming operational on 1 October 2019.

12. Document control

Date	Reviewed/Modified by	Comments/Descriptions of changes
October 2019	People Partnership Team	Update for Kāinga Ora

Details of previous versions of policies and guidelines will be stored in Kāinga Ora's document management system (Objective).