

Governance Policy

Poipoi – Kauawhi – Tāuteute – Pūnaha Auaha – Ārahi
Nurture - Include - Engage - Innovate - Lead

What guides us:

Living Te Tiriti o Waitangi
Ensuring ākonga are at the centre of everything we do
Delivering high-quality, future-focused teaching and learning

KAIMAHI CODE OF CONDUCT

Date of approval	: 13/02/2025
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Sponsor	: Deputy Chief Executive Systems and Support
Owner	: Manager Human Resources
Who are these procedures for	: All kaimahi

Outcome statement

1. The Te Aho o Te Kura Pounamu (Te Kura) Board of Trustees (Board) is committed to fostering a professional, respectful, and collaborative environment that supports the success and wellbeing of all ākonga. This policy establishes the ethical standards and responsibilities that all Kaimahi are expected to uphold in their roles.

Te Tiriti o Waitangi

2. At Te Kura, we recognise our responsibility to provide high-quality, future-focused teaching and learning for ākonga across Aotearoa New Zealand and beyond. Our ability to do so is founded on Te Tiriti o Waitangi and the legislation that upholds this.
3. We are committed to working in partnership with ākonga, whānau, hapū, iwi, and hāpori to support their learning aspirations. This includes incorporating mātauranga Māori and upholding the principles of ako in ways that are meaningful within their contexts.
4. We will actively protect Māori rights to self-determination in education, including their taonga such as language, knowledge, and data. We affirm the right of Māori to shape their educational journeys and be fully engaged in decisions that affect them.
5. Our mahi is guided by a commitment to ensuring ākonga thrive, celebrating their identity, wellbeing, and future aspirations.
6. We honour Te Tiriti o Waitangi by providing ongoing opportunities for Kaimahi to deepen their understanding and strengthen their capability to uphold these responsibilities in their practice.

Cultural inclusivity

7. Te Kura is dedicated to creating a culturally inclusive environment where all kaimahi, ākonga, and whānau feel respected, valued, and safe. We prioritise cultural safety and responsiveness in everything we do.
8. All kaimahi are expected to demonstrate through their actions and conduct a commitment to supporting inclusive and equitable outcomes for people from all cultural backgrounds.

Scope

9. This policy applies to all Kaimahi, as defined. It serves as a guide to the expected behaviours and responsibilities that align with the values and objectives of Te Kura.
10. Kaiako must also adhere to the [code of conduct for teachers](#) issued by the Teaching Council¹, and any code of conduct for the education service issued by the Secretary for Education².
11. All Kaimahi must have regard to the [minimum standards of integrity and conduct](#) set by the Public Service Commissioner³.

Accountabilities and responsibilities

12. All Kaimahi are expected to act in the best interests of ākongā, Te Kura, Community, and the public. They must uphold the values of Te Kura, demonstrating honesty, integrity, and ethical conduct.
13. Kaimahi are responsible for complying with all relevant legislation, Te Kura policies, employment agreements, and any professional standards.

Delegations

14. All financial and employment decisions must be made in accordance with the [Financial and Human Resources Delegations Governance Policy](#).

Definitions

15. In this Policy, unless the context requires otherwise:

Term	Definition
Kaimahi	Staff member, including permanent, fixed-term, temporary, and seconded employees, as well as volunteers and contractors engaged by Te Kura, regardless of whether they work full-time, part-time, or casually.
Community	Kaimahi, parents and caregivers, whānau, iwi, hapū, and their communities.
Frequently used terms, including Te Reo Māori, can be found here .	

Policy statements

16. Kaimahi are entrusted with the responsibility of acting in the best interests of ākongā, Te Kura Community, and the public. This requires consistently upholding the highest standards of integrity, professionalism, and ethical conduct in everything we do.
17. Our actions are guided by the core values that underpin all aspects of our mahi. They define who we are and what we stand for, shaping both individual behaviours and the collective culture of our school.

Ō mātou uara ki Te Kura | Our Te Kura values

18. Te Kura's guiding principles have remained constant throughout its history, placing ākongā at the centre of our mahi. As we continue to care for others and act with integrity, we honour the contributions of those who came before us and ensure a positive future for those who follow.

¹ In accordance with [section 485 of the Education and Training Act 2020](#).

² In accordance with [section 598 of the Education and Training Act 2020](#).

³ In accordance with [section 17 of the Public Service Act 2020](#).

19. The [uara \(values\)](#) that guide our conduct are:

Manaaki | How we show up

20. We uplift and support the mana of ourselves and others by showing respect, generosity, and care.

Whanaungatanga | How we team

21. We foster and akiaki (encourage) a sense of belonging through the relationships we build, our shared experiences and teamwork, and work together as a whānau.

Tika | How we practise

22. We act with fairness, honesty, and integrity guiding our actions ensuring we do what is just and appropriate.

Expectations of Kaimahi

23. Kaimahi are expected to foster a culture of open, honest, and respectful communication. In carrying out their duties, Kaimahi must demonstrate fairness by treating everyone with respect, acting professionally, and ensuring services are accessible and effective.

24. Impartiality is required, as Kaimahi must, except where allowed by law, respect the authority of the government, and perform their duties without personal bias.

25. Kaimahi are responsible for acting lawfully, using resources of Te Kura wisely, and handling information with care – refer to [[Information Management and Security Governance Policy](#)] and [Privacy Governance Policy](#).

26. Trustworthiness is central to all roles; Kaimahi must act honestly and avoid conflicts of interest. All conflicts of interest, whether actual, potential, or perceived, must be disclosed and managed in accordance with the [Conflict of Interest Governance Policy](#).

27. Kaimahi must not misuse their position for personal gain and should decline any gifts or benefits that may influence their decision-making. Kaimahi must avoid activities that could damage the reputation of Te Kura or the public sector.

Compliance

28. Te Kura acknowledges that most Kaimahi consistently meet or exceed expected standards of conduct and performance. However, there may be instances where the conduct or performance of Kaimahi falls short of these standards. In such cases, Te Kura may consider the actions, omissions, or behaviour, of the Kaimahi as potential performance issue, misconduct, or serious misconduct. It is possible that in some circumstances, issues may be managed as a conduct and performance issue.

Conduct expectations

29. Whether conduct amounts to misconduct or serious misconduct depends upon the nature and/or perceived gravity of the behaviour and the relevant circumstances.

30. Te Kura has set the following expectations about conduct, and what constitutes misconduct or serious misconduct. The list below is not exhaustive, and only provides examples of the types of actions and behaviour that would constitute misconduct or serious misconduct.

Misconduct

31. Inappropriate or unacceptable behaviour that breaches workplace standards, rules, or policies but does not irreparably damage the trust and confidence necessary for the employment relationship, including:

- a. Absenteeism including presentism and repeated lateness.
- b. Failure to follow reasonable and lawful instructions.
- c. Inappropriate language.
- d. Minor breaches of employment agreement.
- e. Misuse of Te Kura resources.

Serious misconduct

32. Involves more serious breaches of conduct that significantly undermine or damage the trust and confidence in the employment relationship, including:
- a. Behaviour that endangers the health and safety of yourself or others.
 - b. Bringing Te Kura into disrepute.
 - c. Dishonesty.
 - d. Fraud.
 - e. Privacy breach.
 - f. Theft of Te Kura property or others property.
 - g. Use of illegal drugs at work.
 - h. Violence of any kind including harassment, bullying, sexual harassment, racial harassment, discrimination.

Procedures

33. If a breach of conduct occurs, Human Resources must be consulted to determine the appropriate course of action. The process will depend on the severity of the alleged breach and may involve an informal process, a formal process, or a tikanga Māori process.
34. Details of these processes can be found in the relevant employment agreement, through the Te Kura complaints process or by contacting Human Resources.

Monitoring and performance

35. The Hātepe Owner will report to the Risk & Assurance Committee in accordance with the annual assurance plan.

Related documents and information

36. The following information supports the interpretation of this Policy:

Policy documents

- a. [Conflict of Interest Governance Policy](#)
- b. [Creating Positive Workplaces and Preventing Unacceptable Behaviours Hātepe Kaimahi]
- c. [Financial and Human Resources Delegations Governance Policy](#)
- d. [Policy Framework Governance Policy](#)
- e. [Protected Disclosure Hātepe Kaimahi](#)
- f. [Privacy Governance Policy](#)
- g. [Te Tiriti o Waitangi Governance Policy](#)

Guidance

- h. [Code of Conduct for Teachers](#) (Teaching Council of Aotearoa New Zealand)
- i. [Standards of Integrity and Conduct](#) (Te Kawa Mataaho – Public Service Commission)
- j. [Standards of Integrity and Conduct te reo Māori](#) (Te Kawa Mataaho – Public Service Commission)

Legislation

- k. [Crown Entities Act 2004](#)
- l. [Education and Training Act 2020](#)
- m. [Education \(School Boards\) Regulations 2020](#)
- n. [Employment Relations Act 2000](#)
- o. [Human Rights Act 1993](#)
- p. [Privacy Act 2020](#)
- q. [Public Records Act 2005](#).

Approved by Nicola Ngarewa, Chairperson, Te Aho o Te Kura Pounamu Board of Trustees