

## **Appendix 3D Code of Conduct for members of New Zealand Red Cross**

This Code can be amended or replaced at a meeting of the New Zealand Red Cross National Council. This Code of Conduct cannot be revoked without replacement.

### **1. Purpose of this Code**

This Code of Conduct describes standards of behaviour that are expected of members of New Zealand Red Cross. This Code of Conduct is to be used in conjunction with other New Zealand Red Cross documents, including the Constitution, New Zealand Red Cross Members' Handbook and all policies.

### **2. Fundamental Responsibilities**

- (a) New Zealand Red Cross members conscientiously act in accordance with the seven Fundamental Principles of the International Red Cross and Red Crescent Movement, and promote them whenever appropriate in their daily lives. The Fundamental Principles are Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. They are described in detail in the New Zealand Red Cross Constitution, and at the front of the New Zealand Red Cross Members' Handbook.
- (b) New Zealand Red Cross members work to achieve the mission of New Zealand Red Cross.
- (c) Members should reflect the Values of New Zealand Red Cross (People, Integrity, Diversity, Leadership, and Innovation).
- (d) New Zealand Red Cross members make themselves available in an emergency according to their skills and abilities, as agreed with New Zealand Red Cross.

### **3. Standards of behaviour**

When representing New Zealand Red Cross members will:

#### **3.1 Act in a fair, honest and proper way**

- Be honest and fair in all their dealings
- Behave in a way that maintains and builds the reputation of New Zealand Red Cross
- Be mindful of the need to protect the environment
- Make decisions impartially and accept responsibility for decisions made
- Respect and follow New Zealand Red Cross decisions and policy directions
- Only enter into transactions and make promises on behalf of New Zealand Red Cross that New Zealand Red Cross is able to honour
- Do voluntary work for New Zealand Red Cross without desire for personal gain
- Model excellent work behaviours by not using illegal drugs, or suffering from the effects of alcohol while at work.

#### **3.2 Create and maintain good relationships with each other and with the public**

- Behave politely, sensitively and respectfully
- Value differences and behave in culturally appropriate ways
- Avoid behaviour that could be considered as harassment, exploitation, or discrimination
- Recognise and respect others' roles, contributions, experience and skills

- Recognise and respect different opinions, and support the right of all points of view to be heard
- Be supportive of all work done in the name of New Zealand Red Cross
- Comply with all legal requirements affecting the workplace.

### **3.3 Protect information, funds and assets of New Zealand Red Cross**

- Abide by the regulations on the use of the emblem, report and prevent its misuse
- Protect information, funds and assets from loss, damage, misuse, waste and theft
- Use information, funds and assets for New Zealand Red Cross business and not for personal gain
- Respect and maintain confidentiality as appropriate, both during membership and after retiring as a member
- Understand that information, design and intellectual property created for New Zealand Red Cross remains the property of New Zealand Red Cross.

### **3.4 Follow the Media Policy**

The full policy is available from New Zealand Red Cross offices or intranet, but key points are: New Zealand Red Cross members may talk to local community media and comment on local New Zealand Red Cross activities that they are directly associated with, and are encouraged to share and publicise local events through these avenues. Local community media means free community newspapers and local non-networked radio and TV stations. Before contacting or talking with local media, members may contact the Communications team at Red Cross House, Wellington for any additional information and to ensure a coordinated approach, accuracy and consistency of Red Cross messages.

- The National President and/or the Secretary General are the only officers who nominate other people to talk to regional, national or international media (this includes all media not defined under local media above).
- New Zealand Red Cross members understand the need for publicity which always includes agreement with the Fundamental Principles of the Red Cross Red Crescent Movement and always reflects positively on New Zealand Red Cross.
- New Zealand Red Cross members collaborate with their manager about any media contact.

All Red Cross people need to remember that what they say about New Zealand Red Cross online can affect the reputation of the organisation and the wider Movement, whether on their personal social media profiles, in any social media group (closed or open), or on official New Zealand Red Cross social media pages and groups. Note that posting on a personal Facebook or social media page may not necessarily be private, as content can be shared by friends and therefore made public.

### **3.5 Disclose any potential or actual conflict of interest**

Any member seeking election or appointment to, or holding office in New Zealand Red Cross must tell their area council or the National Board about any interests they have that may conflict with their responsibility to New Zealand Red Cross (refer Constitution 2.9.1). A conflict of interest occurs when an individual's interests interfere, appear to interfere or have the potential to interfere, with the interests of New Zealand Red Cross. Further guidance is in Appendix 3A of the New Zealand Red Cross Members' Handbook.

## **4. New Zealand Red Cross Serving Staff**

Code of Conduct issues relating to serving staff of New Zealand Red Cross are dealt with in their individual employment agreement and relevant New Zealand statutes and regulations.

It is prudent, however, to avoid any actual or potential conflict of interest issues between serving New Zealand Red Cross staff and the New Zealand Red Cross membership, and in particular any actual or potential conflicts of interest between the roles of management and governance of the organisation.

New Zealand Red Cross staff are welcome to become members and to volunteer in New Zealand Red Cross activities. However, to avoid any conflicts of interest the following provisions apply to any serving staff member of New Zealand Red Cross:

1. No serving New Zealand Red Cross staff member may be nominated or elected to any office of a branch, area council, or the National Board.
2. New Zealand Red Cross staff may be members of a group or a branch (but not an officer), or individual members.

## **5. Breach of the Code of Conduct**

If anyone considers that a member of New Zealand Red Cross has breached this Code of Conduct, they should inform their area council or the National Vice President in writing. A breach is considered to be misconduct and the New Zealand Red Cross Members' Handbook outlines how misconduct or grievance will be investigated.

Examples of misconduct or grievance include

- Negligence or carelessness in the performance of duty
- Failure to work in a safe manner
- Impairment in performance of duties due to the consumption of alcohol, or other drugs or substances
- Failure to comply with a lawful instruction
- Failure to declare a reasonably foreseeable conflict of interest
- Wilful misuse, mistreatment, or otherwise not taking care of New Zealand Red Cross property
- Behaving in a manner that causes unreasonable distress (including causing distress by direct means) to other members, staff or members of the public
- Using abusive, offensive or threatening language
- Criminal behaviour
- Theft, fraud, misuse, or unauthorised use of New Zealand Red Cross funds, resources, information or property
- Physical abuse, violence, bullying, harassment or material abuse
- Possession (including sending or receiving) of pornographic, offensive or other inappropriate material
- Acting in a way that brings New Zealand Red Cross into disrepute
- Sale or unauthorised release of information held by New Zealand Red Cross
- Deliberately giving false or misleading information to New Zealand Red Cross or external parties.

This list is not exhaustive, and other matters may constitute misconduct or grievance according to the circumstance.