

# Code of Conduct for members and volunteers of New Zealand Red Cross

## 1 Purpose of this Code

This Code of Conduct describes standards of behaviour that are expected of members and volunteers of New Zealand Red Cross ('Red Cross people').

## 2 Fundamental Responsibilities

(a) Red Cross people 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, at the front of the New Zealand Red Cross Members' Handbook.

(b) Red Cross people work to achieve the **mission of New Zealand Red Cross**.

(c) Red Cross people 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, Red Cross people 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
- enter only 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 other's 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

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

- abide by the regulations on the use of the emblem 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; 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 Spokespeople Policy**

The full policy is available from New Zealand Red Cross offices or website, but key points are:

- Red Cross people 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.
- The National President and/or the Chief Executive 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).
- Red Cross people understand the need for publicity which always includes agreement with the Fundamental Principles of the Red Cross Movement and always reflects positively on New Zealand Red Cross.
- Red Cross people always inform their area managers about any media contact.

## **4 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 2A of the New Zealand Red Cross Members' Handbook.

### **4.1 New Zealand Red Cross Current Employees**

Code of conduct issues relating to current employees 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 current New Zealand Red Cross employees and the 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 employees are welcome to become both members and volunteers of New Zealand Red Cross, however to avoid any conflicts of interest the following provisions apply to any current employee of New Zealand Red Cross:

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

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

If anyone considers that a member or volunteer 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 will be investigated.