



Technology Users Association of NZ Inc (TUANZ)

Code of Conduct for Board members and volunteers of TUANZ

1. Introduction

This Code of Conduct (“Code”) is made by the Board under rule 8.3 of the Constitution.

The purpose of this Code is to outline the standards of behaviour expected of Board members, staff and volunteers of TUANZ, including FLINT (“TUANZ People”).

2. Standards of Behaviour

2.1. Act in a fair, honest and proper way

- Respect the rights, dignity and worth of others
- Be fair, considerate and honest in all dealings with others
- Be professional in, and accept responsibility for, their actions
- 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 TUANZ
- Always disclose any potential or actual conflict of interest
- Do not provide comment to any media on behalf of TUANZ without express permission from the Chair
- Always operate within the Constitution, Policies and Procedures of TUANZ.

2.2. Protect information, funds and assets of TUANZ

- Protect information, funds and assets from loss, damage, misuse, waste and theft
- Do not create any liability for TUANZ without Board authorisation
- Respect and maintain confidentiality as appropriate, both during and after concluding your work with TUANZ
- Understand that information, design and intellectual property created for TUANZ remains the property of TUANZ.

3. Current Employees

Code of conduct issues relating to current employees of TUANZ are dealt with in their individual employment agreement and relevant New Zealand statutes and regulations.

4. Breach of the Code of Conduct

If anyone considers that a Board member, or other TUANZ People has breached this Code of Conduct, they should inform the Contact Officer in writing, noting;

4.1. Complaints should be made as soon as practicable

4.2. TUANZ may decide not to investigate a complaint if it is deemed:

4.2.1. The aggrieved party knew about the action that is the subject of the complaint for 12 months or more before the complaint was made; or

4.2.2. The time that has lapsed between the date the action that is the subject of the complaint took place and the date on which the complaint was made is such that investigation of the complaint is no longer practicable; or

4.2.3. The aggrieved party does not want the complaint pursued; or

4.2.4. The subject of the complaint is trivial; or

4.2.5. The complaint is frivolous, vexatious or not made in good faith.

4.3. Notwithstanding 4.2 above, where alleged criminal activity has been reported, the complaint will be referred to the authorities and TUANZ will cooperate with external parties on these matters.

4.4. Where the complaint relates to the Contact Officer, the complaint should be made in writing to the Chair. The Chair will then assume all responsibilities otherwise vested in the Contact Officer.

5. Investigation of Breaches of the Code of Conduct

5.1. Contact Officer

Upon receipt of an alleged breach of the Code of Conduct, the Contact Officer will:

- Record the complaint in the complaints register
- Respond to the complainant to acknowledge receipt
- Establish a subcommittee of the Board to review the complaint.

5.2. Subcommittee

Upon formation, the subcommittee will:

- Review the complaint. Request further evidence and/or information if required to assist with investigation of the alleged breach
- Acting in accordance with the standards of behaviour, make a decision based on the evidence provided as to whether a breach has occurred.
- Where the subcommittee determines that a breach has occurred, based on the seriousness of the breach, the subcommittee will decide on the remedy required to resolve the breach and notify the affected parties

- Where the subcommittee determines that there is no case to answer, the Contact Officer will advise the complainant and no further action will be taken in relation to the allegation.

6. Policy review

This policy will be reviewed after its first year and every second year thereafter.

Reviewed and Authorised by CEO and TUANZ Board

Signed:

A handwritten signature in black ink, appearing to be 'Huang', written in a cursive style.

Date: 13th December 2021