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MAHI TAHI TRUST

CODE OF CONDUCT FOR EMPLOYEES

Employees of the Mahi Tahi Trust are expected to meet the highest standards of personal conduct in accepting Tikanga Maori as a model for living in community. In achieving this they must:

1. Carry out all the duties assigned to them loyally,

conscientiously, and honestly. In particular. they must:

* be in a fit and sober state at the beginning of and throughout each spell of duty;
* not absent themselves from their assigned duty without authority;
* not be late for any assigned duty without just cause;
* not leave their' assigned post for duty without appropriate authority;
* not do anything which may affect or cast doubt on their ability to perform their assigned duties in line with their job description;
* treat as cionfidential all information to which they are exposed as part of their duties.

2. Be courteous, reasonable and fair in their dealings with all prison staff, inmates, colleagues and members of the public, irrespective of race, religion, gender, disability, sexual orientation or any other factors. In particular, they must:

* show respect to the prison staff and obey their directions at all times;
* do nothing to challenge the position or authority of prison staff;
* do nothing to place at risk the safety and security of themselves, staff, inmates, their friends and families or any other person;
* report immediately to prison staff any incident which places safety and security at risk, or any behaviour which breaches the discipline of a prison;
* take particular care to ensure their dealings with inmates, their friends and their relatives, or with any at risk people.or former inmates, their friends and relatives, are not open to abuse, misinterpretation or exploitation on either side.



3. Maintain close and open communication with Mahi Tahi management and executive. In particular, they must:

* notify the appropriate person if ,they receive a police caution or are charged with any offence;
* report to the appropriate person any case of harassment from prison staff, inmates, their families or friends, colleagues or any other persons;
* report to the appropriate person any corrupt or unethical behaviour observed by them.

4. Behave at all times in ways which reflect credit not discredit on Mahi Tahi Trust. In particular, they must:

* behave with discretion in matters of public and political controversy;
* not make use of their official position to further their private interests;
* not discuss any issue with the news media without the authority of Mahi Tahi management;
* not accept any gift or favour of such a nature which.might imply an obligation to the giver.



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**MAHI TAM TRUST**

**EMPLOYEE CODE OF CONDUCT**

Employees of Mahi Tahi Trust are expected to meet the highest standards of personal conduct in accepting Tikanga Maori as a pro,soGiat model for living. IA In achieving this they must:

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* Carry out all duties loyally, conscientiously and honestly;
* Be courteous, reasonable and fair in their dealings with all prison staff, inmates, colleagues and members of the public, irrespective of race, religion, gender, disability, sexual orientation or any other factors;
* Exercise particular care to ensure their dealings with inmates, their friends and relatives, and their dealings with any at risk people or former inmates, their friends and relatives, are not open to abuse, misinterpretation or exploitation on either side;
* Show respect to the prison staff, obey their directions at all times, ensure that they do nothing to challenge the position of the staff, and do nothing to place at risk the safety and security of themselves, staff, inmates, their friends and families or any other person;
* Report immediately to prison staff any incident which places safety and security at risk, or any behaviour by any person which breaches the discipline of a prison;
* Not make use of their official position to further their private interests;
* Not bring discredit to the Trust in respect of their conduct either on or off duty;
* Not do anything which may affect or cast doubt about their ability to perform their official duties in line with their job description;
* Inform the Executive Chairman if they receive a Police caution or if charged with any offence;
* Protect all information which they are exposed to as part of their duties and which is of a confidential nature;
* Behave with discretion in matters of public and political controversy;
* Not accept any gift or favour of such a nature which might imply an obligation to the giver;
* Report to the Executive Chairman any corrupt or unethical behaviour observed by them;
* Be in a fit and sober state at the commencement of duty, and throughout the full course of that duty;
* Not be absent from their assigned duty without authority, or late for any assigned duty without just cause;
* Not to leave their assigned post for duty without appropriate authority;
* Not discuss any issue with the media without the authority of the Executive Chairinan;
* Report to the Executive Chairman any case of harassment from prison staff, inmates, their friends or families, any colleague or any other person.

All employees need to be aware that the following violations of behaviour, which contradict the values of Tikanga Maori as a pro-social model for living, may also result in immediate dismissal from their position.

* Offering violence, fighting or assault of any person;
* Extreme insubordination;
* Partaking of alcohol, drugs or any substance which impairs perception or awareness and which inhibits normal human responses at work, and reporting for work in a similarly impaired way;
* A conviction for any offence;
* Malicious harassment of fellow employees, prison staff, inmates, their friends or families, or of any member of the public.
* Refusal to submit to searches or drug and alcohol detection testing;
* Refusing to obey and instructions of prison staff or committing or ignoring any act or incident which might adversely affect the safety or security of the employee, colleagues, prison staff, inmates, their friends and families or of any member of the public;
* Failure to inform the Executive Chairman immediately they are charged with any offence and failure to take all reasonable steps to do so if arrested;
* Falsification of records or non disclosure of relevant information;
* Willful damage of Trust equipment/property or of any equipment/property that Trust staff might be using or responsible for;
* Any serious breach of a safety regulation;
* Any action which might bring the activities of Mahi Tahi Trust into disrepute;
* Unauthorised absence from work or failure to report for work at an agreed time and location;
* Any other act or acts which by their nature or impact severely limit the employee's ability to perform essential elements of their job.