

Employee Code of Conduct

Introduction

Rotorua Lakes Council is committed to the vision of 'creating a positive tomorrow', and we are committed to building a high performing culture based on the core values of being *innovative, helpful, respectful, engaging, inspiring and bicultural*. Our values guide us in how we work together and make decisions.

The Code of Conduct further supports the organisational values, by setting out the standards of behaviour and obligations of all RDC employees. This avoids misunderstanding, ensures fair treatment, and provides for a productive, safe and pleasant working environment.

Our Organisational Values

Inspiring We take pride in what we do and how we make a positive difference in our community.

Helpful We're always approachable, supportive and go the extra mile.

Innovative We're empowered to be solutions-focused and always look for continuous improvement.

Respectful We treat every person as we would like to be treated.

Engaging We communicate and work together to achieve the best outcome.

Bicultural Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences

Should behavior not be aligned with the above values, or is a breach of employment law, the following outlines the consequences:

Behaviours that may result in disciplinary action

The following types of behaviours may be considered to constitute Misconduct or Serious Misconduct. **These lists are for guidance only and are not exhaustive.** Each situation will be considered according to its individual facts and will be fully and fairly investigated.

Misconduct

Behaviour or performance which constitutes misconduct, and for which you may receive warnings for in accordance with the procedure below, includes, but is not limited to:

- Failure to report any accident to your Supervisor or Manager within 24 hours. If an accident occurs during the weekend or on a public holiday, it shall be reported to your Supervisor or Manager on the first working day.
- Failure to report to your Supervisor any fire which has occurred or any use of fire protection equipment.
- Failure to follow standard procedures.
- Poor performance or negligent, careless or incompetent performance of duties.

- Absence from duty or place or work during work hours without authority.
- Unacceptable levels of absenteeism or poor timekeeping.
- Unacceptable and/or disruptive behaviour at the place of work.
- Failing to report by telephone to your Supervisor (within fifteen minutes of the start of the shift) if you are unable to commence work at the usual time (unless this has been previously agreed).
- Misusing or damaging tools or equipment, or defacing Council property.
- Wasting time or materials or using RDC resources without obtaining prior approval.
- Undertaking secondary employment without approval
- Failure to declare a reasonably foreseeable conflict of interest
- Being convicted of any offence which brings into question your suitability for employment with RDC.

Misconduct Process

FIRST OFFENCE **VERBAL WARNING** (this will be recorded and stand for a specified period)

SECOND OFFENCE **WRITTEN WARNING** (which outlines the consequences including possible dismissal in the event of a repeat of this offence or for any further offences)

THIRD OFFENCE **DISMISSAL**

Serious Misconduct

Serious Misconduct is conduct which seriously damages the credibility or integrity of RDC or the employment relationship. Serious misconduct includes but is not limited to:

- Failure to observe safety rules; or acting in an irresponsible way which affects the safety and/or results in injury to self, another employee, contractor, visitor or customer; or failure to report any hazard, unsafe equipment that may cause injury to a customer, contractor, visitor or employee.
- Being in possession of drugs (except those prescribed by a qualified health practitioner for a genuine medical reason), consuming drugs, or selling and receiving drugs while on Council premises, in a Council vehicle or on Council business.
- Bringing intoxicating liquor onto Council premises, into Council vehicles or onto the job; and consuming this in the workplace without Management consent.
- Consuming intoxicating liquor during work hours without Management consent.
- Reporting for work when affected by alcohol or drugs to the extent that you are unable (in the opinion of the employer), to perform your duties properly.

- Physical violence or bullying (either overt or implied), or threatening behaviour against another person at work, a customer, contractor, visitor, or the general public.
- Harassing, discriminating, victimizing, or supporting others who harass, discriminate, or victimise colleagues, contractors, visitors, customers, or the general public.
- Unauthorised possession of, or bringing firearms or offensive weapons onto Council property; including Council vehicles or on the job.
- Irresponsible use of fire protection or safety equipment.
- Being absent for five consecutive working days without reporting to your manager/supervisor.
- Refusal to follow reasonable work instructions, refusal to perform work assigned or walking off the job except where working conditions are deemed to be unsafe.
- Sleeping during working hours.
- Gambling on the premises without Management consent.
- Deliberately damaging Council property, or acting in such a way as to adversely affect quality or safety.
- Unauthorised possession or theft of Council property.
- Possession of another employee's personal property without that person's consent.
- Using Council vehicles for unauthorised private use or unauthorised travel and /or being in breach of the Council Vehicle Policy.
- Inappropriate use of electronic communication technology such as Mobile phones, Internet, e-mail, software or hardware applications, and/or being in breach of the Council Acceptable Use Policy.
- Using abusive language causing offence to another employee, customer, visitor or contractor whilst on duty.
- Posting of offensive notices anywhere on the premises, or the displaying, or distribution of obscene material via the Internet WWW/Internet E-Mail.
- Accessing and using Council information for use other than legitimate work purposes.
- Any dishonest, false, or misleading statements made by you, and/or conduct or omissions which may result in loss to the Council, its employees or others dealing with or through the Council, can include but is not limited to:
 - Making statements or behaving in a manner that has the potential to, or brings the organisation into disrepute.

- Supplying false or misleading information when applying for employment, or at any other time during your employment.
- Falsification of Council documents or time sheets.
- Failure to comply with Council’s cash handling procedures.
- Any serious breach of, or failure to comply with Council policies, procedures and guidelines.
- Unauthorised disclosure of confidential Council information.
- **Unacceptable payments** - Accepting bribes, kickbacks, inducements or other illegal payments of any kind to obtain business, or favourable treatment or for any other purpose and/or using Council funds for personal benefit.

- Such other serious misconduct as the Council considers warrants dismissal.
- Repeated Misconduct.

Serious Misconduct Process

Behaviour which constitutes **serious misconduct** may result in immediate termination of employment without notice and compensation, after a full and fair investigation.

I have read and understood the above Code of Conduct.

Signed: Date:

Name: