

CODE OF CONDUCT

1. CONDUCT

All persons engaged in full-time, part-time, on contractor roles or working on a voluntary basis by Cycling New Zealand (CNZ) must abide by the CNZ Code of Conduct. All individuals are expected to treat each other, and those they deal with, in the course their involvement with CNZ, with respect and in a professional manner. All individuals must:

- Respect the rights, dignity and worth of all others
- Be fair considerate and honest in all dealings with others
- Be professional in, and accept responsibility for, their actions
- Maintain high personal standards at all times, including those relating to language, temper and punctuality
- Care for and respect all equipment provided to them by CNZ as part of their role
- Comply with all relevant standards, rules, regulations and policies of CNZ and FISA
- Comply with any and all applicable laws
- Be positive role models
- Not be drunk or under the influence of, or using, illegal substances or drugs whilst on CNZ business or on any work premises or property
- Not act in a way that may bring disrepute to CNZ or its members, sponsors, funders or other stakeholders

Cycling NZ does not tolerate any forms of harassment, discrimination, threatening behavior or abuse including, but not limited to:

- Sexual or racial abuse or harassment
- Verbal or on-line abuse, bullying or harassment
- Gossip or the spreading of rumours that have the potential to compromise workplace relationships
- Undermining the reputation or integrity of colleagues or the organization; and
- Any behavior likely to breach the Human Rights Act 1993

It is deemed to be serious misconduct to audio and/ or video any communications without the prior consent of all parties in the conversation.

2. PERSONAL AND FAMILY RELATIONSHIPS

We do not object to employees forming close personal relationships at work, but we do ask that such relationships do not create or appear to create a conflict of interest or unfairly disadvantage others. To avoid this, employees in family or close relationships must not have a direct working relationship in the organisation. If this arises during the course of your career with us please advise the CNZ CEO in writing of such a relationship so this conflict can be addressed. The Cycling NZ CEO

reserves the right to take appropriate action which could result in restrictions on these individuals to ensure the integrity of this Code of Conduct is maintained". More detailed information can be found in the Employee Handbook in the Close Relationships Policy.

3. CHILD AND VULNERABLE ADULT PROTECTION POLICY

Cycling NZ is committed to a safeguarding culture to ensure that everyone has a safe and enjoyable rowing experience. More detailed information on this can be found in the Child and Vulnerable Adult Protection Policy.

4. CONFLICT OF INTEREST

During your involvement with Cycling NZ, you must not undertake any activity or have any interest (e.g. memberships, directorships, shares, or contract) with any person or organisation which may constitute a conflict of interest with Cycling NZ. You must notify the High-Performance Director or the Chief Executive immediately upon becoming aware of any potential or actual conflict of interest during your involvement with Cycling NZ. Subject to your Individual Employment Agreement any work undertaken with other organisation must have the prior approval of the Chief Executive to ensure it does not interfere or create a conflict with Cycling NZ.

5. CONFIDENTIALITY

In the course of your employment you may have access to confidential information. Such information is strictly confidential and must not be used or divulged (directly or indirectly) by you, either during or after your employment with Cycling NZ. A breach of confidentiality is a very serious matter and may be grounds for disciplinary action up to and including dismissal and/ or legal action.

6. COPYRIGHT AND PROTECTED INTELLECTUAL PROPERTY

You agree that you are not entitled to any copyright or moral right in or arising from any work you produce in the course of your employment with Cycling NZ. This includes any programme, strategy or system you develop during your employment with Cycling NZ.

Any copyright or merchandising rights in such work shall be the sole and exclusive property of Cycling NZ in accordance with the Copyright Act 1994.

7. DEALING WITH MEDIA/ GIVING INTERVIEWS

Cycling NZ supports and encourages media contact and the use of social media to promote the sport of rowing in general and the business of Cycling NZ. Cycling NZ seeks to minimise the potential for any negative impact from media contact and the use of social media on the sport of rowing, its participants and its stakeholders.

8. PRIVACY RELATING TO THE TREATMENT OF PERSONAL INFORMATION

Personnel records are kept securely by the Chief Executive. Access to this information can be obtained through the Chief Executive. All individuals must ensure that all personal information is protected against unauthorized use, access and disclosure. All individuals must comply with the Privacy Act 1993.

9. EQUAL EMPLOYMENT OPPORTUNITIES (EEO)

Cycling NZ aims to be an equal opportunities employer and is committed to promoting equal opportunities regardless of religious belief, age, colour, race, creed, marital status, gender, sexual orientation, political affiliation, ethnic origin, family status or disability (subject to the exceptions contained in the Human Rights Act 1993).

10. HARASSEMENT AND BULLYING

Harassment and bullying in the workplace will not be tolerated. If any individual feels they have been subjected to any form of harassment (sexual, racial, political, social or religious) or bullying, it may be discussed (confidentially) with the Chief Executive or the Athlete Advocate Board Member, or another appropriate senior employee.

Complaints of harassment or bullying will be taken seriously, and instances of harassment or bullying may lead to dismissal or other appropriate action taken in respect of the person conducting such behavior.

11. EMPLOYMENT AGREEMENT OR CONTRACT

Where there is any inconsistency between this policy and an individual's employment agreement or contract, the employment agreement or contract prevails.

12. BREACHES OF CODE OF CONDUCT

Any breach of this Code of Conduct, or any part of it, may result in disciplinary action under the individual's employment agreement, contract or other applicable Cycling NZ regulations and policies.

13. MAINTENANCE OF THIS POLICY

Changes to this Policy must be authorized by the Cycling NZ Chief Executive. This policy will be reviewed and amended at least every two years. The Cycling NZ Chief Executive may amend this Policy at any time he/she sees fit.

Policy Owner:	CEO		
Policy Reviewed By:	Diane Britchford		
Date Reviewed:	Jan 2020	Version Number	3
Next Review Date:	Jan 2023		
Approved By:	Jacques Landry		
Signature:			