

## Code of Conduct Policy

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<b>Business Owner:</b>	Executive Director, People, Culture & Wellbeing
<b>Approval Authority</b>	Vice-Chancellor

### 1. PURPOSE

The Code of Conduct serves as an overarching policy document which defines and clarifies the expected standards of behaviour at Lincoln University.

### 2. SCOPE

The Code of Conduct is a University-wide policy which applies to the following persons:

- every employee of the University, including casual staff;
- independent contractors to the University;
- adjunct and visiting staff;
- any other persons providing services to the University.

### 3. STANDARDS OF CONDUCT

3.1 All members of the University community are entitled to work, learn, study and participate in all aspects of the University's life in an environment of safety and respect. In line with this, every University staff member and other persons covered by this policy will:

- Act in ways that are consistent with the role and guiding values of the University (the University's purpose, vision and values are attached as Appendix 1).
- Act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the University and the welfare of colleagues and students.
- Act in a collegial and respectful manner and demonstrate sensitivity to the diversity of the University community (refer to the [Equal Opportunity in Employment Policy](#)).
- Regulate their own conduct so the work and activities of other members of the University Community are not impeded or prejudiced.
- Act in ways that are consistent with the University's commitment to the Treaty of Waitangi.
- Act with integrity and in a professional manner.
- Not behave in a way that may bring Lincoln University into disrepute.
- Carry out their duties competently and in accordance with all University policies and procedures.

- When holding a position of seniority or authority, act in ways which ensure these standards are upheld and which demonstrate sensitivity to unequal degrees of power.
- Maintain and develop knowledge and understanding of their area of expertise and/or professional field.
- Exercise their best professional and ethical judgment, making decisions without bias and using the information available to them.
- Treat students, members of the public and other staff members with respect, impartiality, courtesy and sensitivity.
- Maintain a cooperative and collaborative approach to working relationships.
- Perform their duties diligently and conscientiously and comply with all lawful and reasonable instructions.
- Respect the confidentiality of confidential information entrusted to them in the course of employment.
- Ensure efficient and effective use of University resources, making improvements wherever possible and reducing waste (refer to the [Sustainability Policy](#)).
- Ensure that their participation in non-University activities does not conflict significantly with their employment with the University.

3.2 The traditional and statutory responsibilities of University staff include acting as the critics and conscience of society. In pursuit of these objectives and in the context of academic freedom, it is accepted that academic staff may sometimes act as critics of prevailing ideas and modes of thought.

#### 4. PROTECTED DISCLOSURES

The University has a [Protected Disclosures Policy](#) to ensure compliance with the provisions of the Protected Disclosures (“Whistleblowers) Act 2000. This policy will be adhered to should any staff member make a genuine disclosure of serious wrongdoing.

#### 5. CONFLICTS OF INTEREST

- 5.1 It is the responsibility of every person covered by this policy to declare any potential conflicts between their personal interests and their University duties and responsibilities and to endeavour as much as is reasonably possible to prevent conflicts of interest arising (refer to [Conflict of Interest Policy and Procedure](#)).
- 5.2 It is the responsibility of the manager to ensure that any potential, declared conflict of interest is recorded and managed appropriately.
- 5.3 Potential conflicts of interest may involve financial and non-financial issues, and are assessed in terms of the likelihood that staff members and other relevant persons, possessing a particular interest could be improperly influenced, or might appear to be improperly influenced, in the performance of their duties.

## 6. ACCEPTANCE OF GIFTS AND BENEFITS

- 6.1 Staff members must not solicit gifts or benefits of significant value, nor accept gifts or benefits either for themselves or for another person, which might in any way, either directly or indirectly, compromise or influence them in their official capacity. The line between token gifts of appreciation and those that might compromise the recipient is often not easily defined but as a general standard a gift should not be accepted (whatever the nature or value) where it could be seen by others as an inducement or a reward that might place Lincoln University under an obligation. Please refer to the [Gifts Policy](#) for the University's policy regarding the giving or receiving of gifts.

## 7. USE AND SECURITY OF OFFICIAL INFORMATION AND CONFIDENTIAL INFORMATION

All staff and other persons covered by this policy should:

- 7.1 Take care to maintain the integrity, confidentiality and privacy of official University documentation and information to which they have access.
- 7.2 Hold all confidential information in confidence and use best endeavours to prevent the disclosure of any confidential information.
- 7.3 Access information, including that on information systems and files, only for the purposes for which authorisation has been given; staff members must not allow any other unauthorised person access.
- 7.4 Ensure that all security measures required, both physical and electronic are adhered to and that reasonable actions are taken to ensure that systems used are not compromised by third parties. Usernames and passwords are the responsibility of the staff member and should not be shared with anyone either inside or outside the University (refer to the [IT Security Policy](#) and the [Electronic Communication Security Policy](#)).

## 8. USE OF OFFICIAL FACILITIES AND EQUIPMENT

- 8.1 Staff members and other persons covered by this policy must use University resources in a careful manner.
- 8.2 University resources may not be used to further personal interests, political or religious causes or be used for activities that are illegal, involve obscene language or images or the distribution of copyright material.
- 8.3 The policies relating to the use of University equipment apply not only to its use on campus but where equipment is used away from the office and outside of normal working hours.

## 9. BREACHES OF THE CODE OF CONDUCT (STAFF MEMBERS)

- 9.1 The University's experience is that the majority of staff members maintain standards of conduct and work performance that exceed the above standards of conduct.
- 9.2 On occasion, the University may have cause to believe that a staff member has fallen below the standards of conduct.
- 9.3 Where a potential breach occurs, the University may regard the staff member's actions, omissions or behaviour as alleged misconduct or serious misconduct. Relevant circumstances and the nature and/or perceived gravity of the alleged breach will be taken into account when the appropriate process to follow is being considered. Further guidance to staff in the form of examples of misconduct/serious misconduct are listed in the [Disciplinary Policy and Procedure](#).

## 10. LEGISLATIVE COMPLIANCE

The University is required to manage its policy documentation within a legislative framework. The applicable legislation is:

- Education Act 1989
- Employment Relations Act (ERA) 2000
- Harassment Act 1997
- Human Rights Act 1993
- Protected Disclosures Act 2000
- Health & Safety at Work Act 2015
- Privacy Act 1993

## 11. RELATED PROCEDURES/DOCUMENTS

- Lincoln University Collective and Individual Employment Agreements
- Sensitive Expenditure Policy
- Gifts Policy
- Management of Performance Shortfalls Procedure
- Bullying, Harassment & Discrimination Policy, Procedure and Guidelines
- Equal Employment in Employment Policy
- Student Discipline Regulations
- Disciplinary Policy and Procedure

## 12. RESPONSIBILITY AND DELEGATION

The Vice-Chancellor, as Employer, has ultimate accountability for the promulgation of standards of behaviour within the University and the resolution of breaches.

## Lincoln University - our vision, purpose and values

<b>Vision</b>	To be a globally ranked, top five land-based University, unlocking the power of the land, to enhance lives and grow the future
<b>Purpose</b>	Lincoln University exists to facilitate world-class research and education and grow the knowledge of our students, and help shape a world that benefits from a greater understanding of the relationship between land, the food and ecosystems
<b>Core Values</b>	Informed and shaped by staff input and aligned to our Māori Strategy, our four core values give meaning to our purpose and help guide our interactions with one another, our students and all our stakeholders

### Students at our core



#### Students are our reason for being

We do this by:

- Putting the 'student experience' at the centre of all that we do
- Providing excellent and inspirational learning, teaching and research
- Providing an environment that helps ensure our students' academic and personal success
- Empowering and supporting students to make the right decisions.

### Leadership



#### Taking responsibility as a leader at all levels

We do this by:

- Being decisive and transparent; making and communicating decisions promptly and clearly
- Developing collegial relationships based on tolerance, diversity and fair treatment of others
- Taking personal responsibility for growing oneself as a leader
- Recognising, understanding and managing our own emotions, and demonstrating empathy towards others.

### Innovation



#### Encouragement through collaboration and partnerships

We do this by:

- Building and nurturing existing relationships, and creating new ones
- Developing synergies that provide opportunities we cannot provide on our own
- Being open, flexible and adaptive
- Staying relevant.

### Integrity



#### Doing the right thing in a reliable way

We do this by:

- Doing what we say, when we say we will do it
- Being honest, open and transparent
- Striving to make the right decision, not the easy one
- Communicating respectfully: being inclusive, open, honest and constructive.

