

Corporate Policies and Procedures Manual
Section 2: Human Resources

First Produced:	30/11/01	Authorisation:	Management Team
Current Version:	30/11/01	Queries:	HR Director (P Gibson)
Past Revisions:	See notes below		
Review Cycle:	3 years		
Applies From:	Immediately		

Code of Professional Practice

This policy replaces the policy entitled “Staff Rights & Responsibilities” (see Section 8 Notes, below).

Purpose

The purpose of this Code of Practice is to promote high ethical standards, foster understanding of what is expected from all staff, and provide a foundation for staff appraisal, promotion and continuous improvement.

1 Application

This policy applies to all CPIT staff, including managers and the Chief Executive. It relates primarily to APNZ Quality Standards 1.1, 1.2, 4.1, 4.2 and 7.1.

2 Policy Statement

CPIT management will act honestly and with regard for the welfare and interests of staff, students and its wider communities. Staff will act honestly, conscientiously, reasonably and, at all times, in good faith. They will have regard for the welfare of their colleagues and students, for the interests of CPIT as their employing body and for their responsibilities as employees.

3 Definitions

Good faith: As defined in the Employment Relations Act, 2000 (refer “HR Management” policy).

4 Procedures

- 4.1 The Code of Professional Practice defines the expected standards of behaviour for CPIT staff.
- 5.2 Non-compliance will be dealt with under the “Complaints Involving CPIT Staff”, “Harassment Complaint Procedure” or other relevant policy.

5 Attachments/Further Documentation

- 5.1 Attachment
 - Code of Professional Practice (excerpt from Staff Profile booklet)
- 5.2 Further Documentation
 - Staff Profile for a Learning Organisation (available from Human Resources Division)

6 Related Policies

- Student Rights & Responsibilities
- Human Resource Management
- Complaints Involving CPIT Staff
- Harassment Complaint Procedure

7 Further Notes

- 7.1 The Staff Rights & Responsibilities policy was first produced on 11/9/95 and revised on 31/10/97. It was authorized by Management Team, with a review cycle of two years. The last revision was in 1997.
- 7.2 A different approach was taken with the development of this code of practice; therefore, this document is considered to be a new policy.

CODE OF PROFESSIONAL PRACTICE

CPIT is a learning institution. We exist to provide quality learning opportunities for our students. This is at the heart of all our activities and directs our planning, processes and policies.

The purpose of this Code of Practice is to

- promote high ethical standards
- foster understanding of what is expected from all staff, and
- provide a foundation for staff appraisal, promotion and continuous improvement.

Our Charter sets out our overall vision, mission and values, which create the environment and culture in which staff and students work together to meet our goals.

Vision: *to be the preferred tertiary education provider for the range of programmes offered, to be an exemplary organisation and to demonstrate leadership within the tertiary sector.*

Mission: *to provide continuing education in a wide range of applied, vocational and professional studies to postgraduate level.*

Goals: *Within an over-arching goals of 'student focussed', CPIT's broad goals include flexible delivery, work relevance, international education, sustained viability, productive alliances and managed quality.*

Responsibilities & Expected Behaviour of the Employer (Council and Chief Executive) and Other Managers

CPIT management will act honestly, conscientiously, reasonably and in good faith at all times. Management will have regard for the welfare of staff and students and the interests of CPIT and its communities.

Management will make its best efforts within available resourcing to:

- provide a safe working environment
- comply with legislative, industrial and administrative requirements
- recognise our obligations under CPIT's agreement with Ngai Tahu, as embodied in the partnership
- manage diversity and respect cultural differences
- provide an environment conducive to the professional development and effectiveness of staff
- encourage activities and opportunities that enhance job satisfaction
- recognise the need for staff to balance their personal and professional lives
- manage within the framework provided by CPIT's formal policies and procedures, with particular reference to equal opportunity and health & safety practices
- supply the resources necessary for staff to carry out their duties to the expected standard and within their conditions of employment
- uphold the right of staff and students to academic freedom as defined in the Education Act 1989.
- ensure that staff fully understand, when appointed to CPIT, their obligations and requirements under this Code of Practice and as outlined in the CPIT employee profile.

Responsibilities and Expected Behaviour of Employees (including the Chief Executive and other managers)

Staff will act honestly, conscientiously, reasonably and in good faith at all times. They will have regard for the welfare of their colleagues and students, for the interests of CPIT as their employing body and for their responsibilities as employees.

All staff are expected to

- continuously develop their knowledge and skills relevant to their area of expertise
- exercise their best professional and ethical judgement; make decisions based on appropriate, relevant information, without bias
- treat students, members of the public and other staff with respect, impartiality, courtesy and sensitivity
- maintain professional staff/student relations and act with integrity fitting to their role
- maintain a co-operative and collaborative approach to working relationships
- take care to maintain the confidentiality, accuracy and privacy of official CPIT documentation to which they have access
- use all CPIT resources in a careful manner, reducing waste and making improvements where possible
- meet their obligations in regard to the CPIT employee profile
- act within the requirements and spirit of CPIT goals, policies and procedures, with particular reference to policies that provide a framework for acceptable behaviour (eg harassment prevention, involvement in outside activities)
- ensure there is no actual or perceived conflict between their personal interests (including those of their immediate family) and their CPIT duties and responsibilities
not solicit or accept gifts or benefits that might, directly or indirectly, compromise or influence them in their position at CPIT (eg gifts or hospitality offered as an inducement to purchase)
- ensure CPIT resources are not used for private purposes unless formal permission has been granted.

Breaches of this Code of Practice

On the whole, staff at CPIT perform well, act professionally and overcome minor problems without the need for formal procedures. Where difficulties do arise, CPIT's policies and procedures related to handling complaints will be used.

Failing to meet the obligations under this Code of Professional Practice may involve misconduct. In this instance, a staff member's manager will intervene, following the relevant policy and procedures. For example, where a satisfactory standard of performance is not achieved, this could be dealt with through the probation or appraisal procedure. Where there is a complaint of harassment, this would be handled through the Harassment Prevention Policy. Other serious and/or repeated contravention of the obligations set out in this Code would be managed via the Complaints Policy.

All CPIT policies are summarised in the *User Friendly Guide*, distributed to all staff each year. Full details are contained in the Policies & Procedures Manuals, available both in hard copy and electronically on InfoWeb (under 'Official Information'). A contact person is named for each policy so that staff know where they can go if they have questions or need advice.