

Irirangi Te Motu
NZ On Air



Code of Conduct

Approved 20 November 2024



Purpose

This **Code of Conduct** outlines the expectations NZ On Air has of those that work for us and those we fund and engage with.

In line with our values of manaakitanga, kaitiakitanga and māia, we aim to uphold the mana of everyone who engages with and through Irirangi Te Motu | NZ On Air. That means we expect people to behave in accordance with all relevant legislation and regulations but more importantly that every individual is treated respectfully.

This Code of Conduct sets expectations of behaviour that sit alongside contractual obligations contained within our employment and funding agreements, all applicable NZ On Air policies, relevant legislation and industry standards.

1. Staff and Board Member expectations

- 1.1 Our staff are required to act in accordance with our values and with relevant legislation (see appendix).
- 1.2 Our board members must also comply with their obligations under relevant legislation. (see appendix).
- 1.3 The Code of Conduct applies whenever we are acting on behalf of NZ On Air or doing something that is connected to or supported by NZ On Air, whether that be in the NZ On Air office, working from home, attending external meetings, or events, including work related social events.
- 1.4 NZ On Air is committed to providing a safe, respectful and inclusive work environment acting in accordance with NZ On Air's Health and Safety Policy.
- 1.5 We expect staff and board members to operate within the law at all times and behave in a manner that is respectful, free from discrimination, racism, harassment, bullying and victimisation and fully comply with NZ On Air's policies and procedures in relation to harassment and bullying. Those reporting such behaviours are protected by the provisions of our Prevention of Discrimination, Harassment, Bullying and Victimisation Policy.
- 1.6 We expect no staff member will act in a way that brings NZ On Air into disrepute or breaches our employment agreements and procedures.
- 1.7 We expect staff to always work within the defined processes set up by NZ On Air and to ensure they act in ways that are fair, ethical and unbiased. We will be mindful of possible conflicts of interest and disclose and manage these in the appropriate way.
- 1.8 As a Crown Entity we pride ourselves on transparency and inclusivity and regularly engage with stakeholders and members of the public. We expect those interactions to be respectful and free from discrimination, racism, harassment, bullying and victimisation.

- 1.9 We expect that our staff will not be subject to interactions that expose them to racism, bullying and harassment or offensive and insulting language. We reserve the right to terminate communication or not respond to correspondence of this nature.

2. Funding Stakeholders

- 2.1 Receiving taxpayer funding comes with expectations that you will act responsibly and lawfully in accordance with both your contractual obligations and relevant legislation and industry guidelines. (See appendix)
- 2.2 This Code of Conduct sits alongside NZ On Air's funding contracts which set out our expectations and remedies for breaches. All those accepting funding should read their funding contracts thoroughly to fully understand their obligations.
- 2.3 As with our expectations for NZ On Air staff we expect those we work with to act with integrity and respect for others.
- 2.4 We value the relationships we have with our funding applicants and recipients. We expect interactions with our staff are respectful and free from discrimination, racism, harassment, bullying and victimisation.

3. Breaches of this Code of Conduct

- 3.1 This Code of Conduct provides an overview of our commitment to interactions with respect and integrity.
- 3.2 Any breach of this Code of Conduct should be reported to the Complaints Officer through our complaints procedure.
- 3.3 Any alleged breach of this Code of Conduct will be considered on its merits, including reviewing the reasons for the breach and individual circumstances.
- 3.4 Behaviour or actions that are found to be in breach of this Code of Conduct may result in action being taken against those responsible. In the case of employees this may include disciplinary action which may include dismissal. In other circumstances other appropriate action may be taken for example the pausing, withdrawal or repayment of NZ On Air funding or exclusion from funded projects.
- 3.5 Our complaints process outlines the areas of complaint we are able to accept and how to lay a complaint.

Appendix

Relevant legislation and standards – NZ On Air staff

- [Te Kawa Mataaho Public Services Commission Standards of Integrity & Conduct](#),
- [The Public Service Act 2020](#),
- [Privacy Act 2020](#)
- [The Official Information Act 1982](#)

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Relevant legislation and code – NZ On Air Board

- [Crown Entities Act 2004](#)
- [Code of Conduct for Crown Entity Board Members](#)

Relevant legislation – funded stakeholders

- [Employment Relations Act 2000](#)
- [Health and Safety at Work Act 2015](#)
- [Harassment Act 1997](#)
- [Human Rights Act 1993](#)
- [Broadcasting Act 1989](#)(Broadcasting Standards)
- [Crown Entities Act 2004](#)NZ Screen Sector Health and Safety Guidelines
- [Child Safety Guidelines published by ScreenSafe](#)
- [Screen Industry Workers Act 2022](#)
- [NZ On Air Music Safe Spaces Agreement](#)
- [YouTube Community Guidelines & Policies](#)
- [Supplier Code of Conduct – NZ Govt](#)

