



# Code of Conduct Policy

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<b>Approval Date:</b>	May 2023	<b>Approval Authority:</b>	LUSA Executive
<b>Review Date:</b>	May 2025	<b>Contact Officer:</b>	LUSA President

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## Purpose

1. The Code of Conduct sets out the expectations and ethical standards of the Lincoln University Students' Association (LUSA) employees, Executive Members, volunteers, contractors, affiliated groups and representatives herein after referred to as 'LUSA Associates'.
2. To ensure that working relations are always of a high standard through understanding and adhering to the Code of Conduct.
3. This policy applies to LUSA employees, contractors, Executive Members and volunteers including Student Reps and members of affiliated Clubs.

## Other Reports

4. Persons covered by this policy will at all times act:
  - In a collegial and respectful manner and demonstrate sensitivity to the diversity of the University community.
  - Honestly, conscientiously, reasonably, respectfully and in good faith at all times having regard to their responsibilities, the best interests of LUSA and the welfare of colleagues and students, while complying with all reasonable and lawful instructions.
  - In ways that are aligned with the principles outlined in Te Tiriti O Waitangi, this includes an engaging and meaningful partnership with Te Awhioraki.
5. In addition, individuals will always:
  - Carry out the functions of our organisation and our individual responsibilities, unaffected by our personal beliefs.
  - Avoid any activities that could harm the reputation of LUSA.
  - Never misuse our position for personal gain.
  - Take care of resources that LUSA entrusts to you and not use them for personal gain.
  - Perform your duties.
  - Respect the confidentiality of confidential information entrusted to them in the course of your duties.
6. Will not:
  - Breach the human acts right 1993 and all amendments. This includes but not limited to discrimination against; Race, Gender, Sexuality, Religion, Ability.

## Conflicts of Interest

7. 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.
8. It is the responsibility of the President to ensure that any potential, declared conflict of interest is recorded and managed appropriately. In the case of the President, it is the Vice-President's responsibility.

9. 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.

### **Breaches of the Code of Conduct**

10. Any breach of the Code of Conduct shall be reported to:
- The President, in the case of a LUSA Executive Member or the General Manager; or
  - The Vice-President, in the case of the President; or
  - The General Manager or President, in the case of any other person.
  - Issues arising with Te Awhioraki will be dealt with the Tumuaki Takirua or Tumuaki Tuarua (their nominee).

### **Responsibilities**

11. The General Manager and President must ensure the Code of Conduct is being adhered to and receive disclosures from associates in an unprejudiced manner.

### **Review**

12. This policy should be reviewed biennially by the LUSA Executive in conjunction with the General Manager.
13. The Executive in conjunction with the General Manager may change this policy in the interim.