

# NMIT KAIMAHI CODE OF CONDUCT

## MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

<b>Section</b>	People and Wellbeing		
<b>Approval Date</b>	18.06.2026	<b>Sponsor</b>	People and Wellbeing Manager
<b>Next Review</b>	01.01.2029	<b>Approved by</b>	SLT

## NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	People and Wellbeing Manager	New

## Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- All employees of NMIT, including contracted staff and secondees providing services for NMIT; and those on fixed term contracts (may be collectively referred to as kaimahi in this policy)
- All governors of NMIT including members and advisors of NMIT Council and governance committees or boards (collectively referred to as governors in this policy).

The Code of Conduct applies to what you do while at work and to what you do outside of working hours where your actions may bring NMIT into disrepute or may damage the trust and confidence NMIT has in you.

## Te Pūtaki | Purpose

The purpose of this policy is to establish expectations of kaimahi behaviour and professional boundaries, including legal requirements which are binding on all kaimahi.

## Ngā Mātāpono | Principles

### NMIT as a Good Employer

NMIT commits to meeting its ethical, moral and legal obligations to be a good employer and to providing kaimahi with support, guidance, resources and opportunities to maintain high standards in all that they do.

### Our Values

NMIT values guide our behaviour as an organisation and establish a foundation for how we all work as part of the NMIT community. Kaimahi have an individual and collective responsibility to behave in ways that uphold our values and maintain integrity and quality in everything we do.

### Students at the Centre of what we do

NMIT puts learners at the centre of our mahi and has a strong focus on equity of access, learning experience and outcomes. NMIT commits to developing and growing a strong, professional team of kaimahi to ensure the wellbeing, safety and quality learning experience of ākonga enrolled at NMIT.

## **Personal Responsibility and Accountability**

NMIT expects all kaimahi to take personal responsibility for ensuring that they conduct themselves with integrity and respect, and that they act in NMIT's best interests and in accordance with the law.

Kaimahi are expected to be accountable for their actions, decisions and performance. This includes carrying out their duties diligently, communicating openly and honestly, seeking support where required, and actively contributing to the achievement of organisational objectives.

Kaimahi are expected to participate constructively in performance and development processes and work collaboratively to improve individual, team and organisational performance.

## **Respectful and Inclusive Environment**

NMIT is committed to providing a safe, inclusive and respectful environment for all kaimahi, learners and members of the wider community.

Kaimahi are expected to contribute positively to workplace culture and must not engage in bullying, harassment, discrimination, sexual harassment, victimisation or other inappropriate behaviour.

We encourage and support all kaimahi to hold themselves and their peers accountable to the highest standards of behaviour.

# **Kaupapa Here | Policy Statements**

## **Additional Expectations of NMIT Leaders**

Leaders play a critical role in modelling the standards set out in this Code and fostering a positive workplace culture.

In addition to the expectations applying to all kaimahi, leaders are expected to:

1. Demonstrate integrity, professionalism and accountability in their conduct and decision-making
2. Foster a positive, safe, inclusive and respectful workplace culture.
3. Set clear expectations and provide regular feedback, guidance and support to kaimahi.
4. Address conduct and performance concerns promptly, fairly and consistently.
5. Encourage staff to raise concerns and support them to do so without fear of retaliation.
6. Ensure decisions are fair, transparent and able to withstand appropriate scrutiny.
7. Promote compliance with NMIT policies, procedures and values.

## **Expectations of NMIT kaimahi**

NMIT kaimahi are expected to:

1. Deal with NMIT openly and in good faith and act with integrity.
2. Honestly and diligently carry out the responsibilities of your role and any related responsibilities to a high professional standard.
3. Act in a manner that supports NMIT's commitment to Te Tiriti o Waitangi, including demonstrating cultural responsiveness, respecting te ao Māori, and contributing to culturally safe and inclusive learning and working environments.
4. Be accountable for your work, actions and decisions and be able to explain and justify them where required
5. Communicate openly, honestly and in a timely manner, particularly where issues arise that may affect the delivery of work, commitments or organisational outcomes.
6. Raise concerns, risks or competing priorities as early as reasonably possible so that appropriate support or alternative arrangements can be considered.
7. Be absent from the workplace only with proper authorisation.

8. Act at all times in a way that promotes and protects NMIT's business, reputation and relationships.
9. Disclose any situation which has the potential to impact on NMIT's business, reputation and relationships, including any conflict of interest, convictions, criminal charges (actual or pending), bankruptcy or other related matters.
10. Disclose any loss of licence, or suspension or other restriction which may be placed on your licence (if you drive in the course of performing your duties).
11. Refrain from allowing personal interests, relationships or beliefs to adversely affect the conduct of your work.
12. Treat colleagues and others fairly and with respect and seek to resolve any conflicts early.
13. Respect equity and diversity and value people's cultural backgrounds.
14. Maintain standards of behaviour, language and dress that are appropriate to the workplace and uphold the professional image of the NMIT.
15. Take all reasonable precautions while at work to ensure your own safety and the safety of others.
16. Be fit for work and free from impairment or influence of drugs (illegal, prescription and/or nonprescription), or alcohol while carrying out the responsibilities of your role.
17. Refrain from consuming or possessing illegal drugs or unauthorised alcohol at your place of work.
18. Use NMIT resources efficiently, effectively and economically for authorised purposes only, and account correctly and accurately for all transactions.
19. Kaimahi must protect confidential and personal information, comply with privacy and security requirements, and only access or use information for authorised purposes.
20. Comply with reasonable requests and directions from NMIT.
21. Be familiar with and comply with all NMIT policies and procedures (which may be amended from time to time).
22. Act within your delegated authority.
23. Kaimahi must not engage in bullying, harassment, discrimination or sexual harassment.
24. Maintain all qualifications, registrations, practising certificates and professional competencies required for the performance of your duties and comply with any applicable professional standards, codes of ethics or codes of conduct governing your profession.
25. Kaimahi must ensure their social media and public communications do not harm NMIT's reputation, breach confidentiality, or imply unauthorised representation of NMIT.
26. Seek clarification if you are unsure what is expected of you.

## **Breaches of the Code**

If you are aware of a breach or possible breach of this Code of Conduct by someone else, you have a responsibility to raise this with your manager. If you feel you cannot approach your manager about a particular issue, you should discuss your concern with another manager, or the People and Wellbeing Manager.

In some cases, a breach of this Code of Conduct may also be a serious wrongdoing under the [Protected Disclosures \(Protection of Whistleblowers\) Act 2022](#). In such cases you can report the incident or action and receive the protections of the Act in accordance with the [NMIT Protected Disclosures Policy](#).

If we find the standards set out in this Code of Conduct are not met, this will be considered a breach of this Code of Conduct and may constitute misconduct or serious misconduct. Any breaches of this Code of Conduct may result in disciplinary action in accordance with the [NMIT Kaimahi Misconduct Policy](#).

When assessing whether conduct may constitute a breach of this Code, NMIT may consider whether the behaviour demonstrates a failure to act with integrity, professionalism, accountability, respect, diligence or good faith, or whether it undermines trust and confidence in the employment relationship.

## Pūrongo me te Whakapūmau | Reporting and Assurance

Regular reports will be submitted to Council and/or a committee of Council:	
Submitted by	People and Wellbeing Manager
Submitted to	Council
What must be reported	Serious or systemic conduct matters, policy breaches, trends and compliance risks
Reporting cadence	Monthly
Is immediate escalation required for material events?	Yes

## Ngā Haepapa | Responsibilities

Role	Responsibilities
All kaimahi	Uphold the standards and expectations set out in the NMIT Kaimahi Code of Conduct.

## Ngā Tikanga | Definitions

Term	Definition
Conflict of Interest	A situation where personal interests could improperly influence work-related decisions or actions
Serious Misconduct	Behaviour that constitutes a fundamental breach of trust and confidence in the employment relationship and may justify disciplinary action up to and including dismissal.
Misconduct	Behaviour that breaches expected standards of conduct and may result in disciplinary action.
Accountability	Being responsible for actions, decisions, conduct and performance, and being prepared to explain and answer for them.
Integrity	Acting honestly, ethically and professionally, and consistently demonstrating behaviours that maintain trust and confidence in NMIT, its people and its stakeholders.
Learner / Ākonga-Centred Conduct	Conduct that supports the wellbeing, safety, learning experience and success of ākonga, and reflects NMIT's commitment to placing learners at the centre of its work.

## Ngā Hononga ki Tuhinga kē | Links to other documents

### NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

[NMIT Protected Disclosures Policy](#)

[NMIT Kaimahi Misconduct Policy](#)

### NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Protected Disclosures Procedure

NMIT Kaimahi Misconduct Procedure

### TURE WHAI TAKE | RELEVANT LEGISLATION

[Protected Disclosures \(Protection of Whistleblowers\) Act 2022](#)