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## Conduct Policy

### Human Resources Policy

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#### 1 Purpose

The purpose of this policy is to establish the principles in relation to expected standards of behaviour at Victoria University of Wellington (VUW) and to outline the processes for resolving disputes, complaints and ongoing poor performance.

#### 2 Organisational Scope

This is a University-wide policy. It applies to the following persons:

- (a) all employees of VUW;
- (b) staff of the VUW Foundation;
- (c) staff of Victoria Link Limited;
- (d) VUW Council members (excluding student representatives who are covered by the Student Conduct Statute);
- (e) independent contractors to VUW;
- (f) adjunct and visiting staff;
- (g) visiting scholars and interns;
- (h) emeritus professors; and
- (i) any other persons providing services to VUW.

#### 3 Definitions

For the purposes of this policy, unless otherwise stated, the following definitions shall apply:

Manager:	Any employee of VUW with management responsibilities, including Heads of School, Central Service Unit Managers, Directors, and members of the Senior Management Team, who have the authority to investigate complaints brought under this policy.
Members of the University Community:	Includes all employees and students of VUW, staff of the VUW Foundation and Victoria Link Limited, Council Members, Independent Contractors to VUW, adjunct and visiting staff, visiting scholars and interns, emeritus professors, and any other persons providing services to the University.

## 4 Policy

### 4.1 Principles

- (a) VUW employees and other persons covered by this policy (as listed in clause 2 above) are expected to act in ways that are consistent with the role and guiding values of the University;
- (b) They are expected to act in a collegial manner and to regulate their own conduct so as not to impede or prejudice the work and activities of members of the university community;
- (c) Members of the university community are entitled to work, learn, study and participate in the social aspects of the University's life in an environment of safety and respect;
- (d) It is expected that all persons covered by this policy will act with integrity and in a professional manner, and demonstrate respect for others; and
- (e) Those with seniority or authority have a particular responsibility to ensure that these standards are upheld and that a sensitivity to unequal degrees of power is displayed.

### 4.2 Alleged Misconduct

Alleged misconduct under this Policy will be dealt with in accordance with the procedure outlined in clause 4.3 which will conform with the principles of natural justice. Examples of misconduct/serious misconduct can be found at:

[https://intranet.victoria.ac.nz/hr/Perform\\_Dev/Manag\\_perform.aspx](https://intranet.victoria.ac.nz/hr/Perform_Dev/Manag_perform.aspx)

### 4.3 Procedure

#### 4.3.1 Informal Process

Where appropriate, the University encourages the use of informal methods for resolving alleged misconduct under the policy. For advice on whether an informal process is appropriate, the Facilitator and Disputes Advisor may be contacted in confidence.

Advice may be sought from Human Resources about any aspect of informally resolving a matter. Specific resource people that may be called upon to assist with informal resolutions include the Facilitator and Disputes Advisor, the VUWSA Education Co-ordinators, Union Representatives and Associate Deans.

The Guidelines on the Informal Process can be found at:

[https://intranet.victoria.ac.nz/hr/Perform\\_Dev/A\\_Resources%20and%20policies/Informal%20Process.pdf](https://intranet.victoria.ac.nz/hr/Perform_Dev/A_Resources%20and%20policies/Informal%20Process.pdf).

#### 4.3.2 Formal Process

A formal process under the policy is where a complaint of alleged misconduct is formally investigated, and a determination is made by a Manager.

Following a determination under a formal process, the complainant will be advised as to whether or not their allegation/s of misconduct has been established.

For employees of the University, the Guidelines on the Formal Process can be found at:

[http://intranet.vuw.ac.nz/hr/Perform\\_Dev/A\\_Resources%20and%20policies/Formal%20Process.pdf](http://intranet.vuw.ac.nz/hr/Perform_Dev/A_Resources%20and%20policies/Formal%20Process.pdf).

For all other persons covered by this policy, the procedure will be determined according to the particular relationship between the individual concerned and the University (e.g. contractor, adjunct, etc), and the circumstances of the situation.

#### 4.3.3 Tikanga Māori Process

The spirit of tikanga is to seek resolution to alleged misconduct under the Policy in a manner that encourages a facilitated open exchange of views with a view to seeking consensus and acceptance from all parties as to the resolution.

The Guidelines on the Tikanga Māori Process can be found at:

[http://intranet.vuw.ac.nz/hr/Perform\\_Dev/A\\_Resources\\_and\\_policies/Tikanga\\_Maori\\_Process.pdf](http://intranet.vuw.ac.nz/hr/Perform_Dev/A_Resources_and_policies/Tikanga_Maori_Process.pdf).

#### 4.4 Protected Disclosures

Employees are protected under the [Protected Disclosures Act 2000](#), and no disciplinary action will be taken against any employee who, honestly and in good faith, uses the provisions of that Act, or abides by University policy approved in accordance with that Act.

### 5 Legislative Compliance

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

[Employment Relations Act \(ERA\) 2000](#)

[Human Rights Act 1993](#)

[Protected Disclosures Act 2000](#)

### 6 References

[Disclosure of Serious Wrongdoing Procedure](#)

[Student Conduct Statute](#)

University Employment Agreements

[Victoria University of Wellington Charter](#)

Previous Version: [archived\\_ConductPolicy\\_20090513.pdf](#)

### 7 Appendices

None

### 8 Approval Agency

Vice Chancellor

### 9 Approval Dates

This policy was originally approved on: 10 December 2000

This version was approved on: 31 October 2006

This version takes effect from: 1 January 2007

This policy will be reviewed by: 31 December 2009

**10 Policy Sponsor**

Director, Human Resources

**11 Contact Persons**

The following persons may be approached on a routine basis in relation to this policy:

Employment Relations Consultant

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