



# EDUCATOR CODE OF CONDUCT

<b>Owner</b>	Board	<b>Approval date</b>	24/02/2022
<b>Approved by</b>	Board	<b>Review date</b>	24/02/2023

## 1. Purpose

The Generation Vote Trust of Aotearoa (the Trust) aims to teach and promote high quality, non-partisan civics education in secondary schools and community groups. This code of conduct is for volunteers within regional branches and reflects the aims and principles of the Trust.

The purpose of this code of conduct is to inform volunteers of the Trust's required behavioural standards. Educators are responsible for ensuring they act with honesty, respect, and professionalism in the performance of their role with the Trust.

## 2. Definitions

- 2.1. *Branch Executive* is the managing committee of a Branch Committee, consisting of Branch Executive Members
- 2.2. *Educator* is a Member who wishes to teach with the Trust and is committed to being trained in the programme or has been trained in the programme
- 2.3. *Member* is a person who has signed up to be part of the Trust
- 2.4. *Trust* is the Generation Vote Trust of Aotearoa

## 3. Educators are to have regard to the Trust's principles

- 3.1. Respecting and implementing the dual heritage of the partners of Te Tiriti o Waitangi (the Treaty of Waitangi);
- 3.2. Working cooperatively with other organisations or individuals who promote civics education;
- 3.3. Respecting diversity in all forms;



- 3.4. Maintaining the highest standards of professionalism and integrity;
- 3.5. Ensuring accountability, transparency and openness of the Trust; and
- 3.6. Ensuring the Trust operates in a politically non-partisan manner.

#### **4. Behavioural standards**

When representing the Trust, educators will:

##### **4.1. Operate in a non-partisan manner by:**

- 4.1.1. Observing political neutrality when teaching; adhering to workshop outlines and scripts and presenting non-biased information;
- 4.1.2. Never presenting personal or biased opinions as fact, or teaching biased views regarding political figures, parties, ideologies, or decisions;
- 4.1.3. Not actively promoting any political party while acting in your capacity as an educator with the Trust; and
- 4.1.4. Advising Branch Executive members where any conflicts of interest arise, including disclosing any potential conflicts of interest or affiliation with New Zealand political parties or political groups.

##### **4.2. Behave in a manner appropriate to a school environment by:**

- 4.2.1. Conducting your behaviour in a manner that is reasonable and appropriate to a school environment, including abiding by relevant school or community group policies and New Zealand laws;
- 4.2.2. Not communicating with students outside of an official capacity (meaning outside teaching sessions or the authorised use of official email or social media of the Trust), during or after the Trust's programme; and
- 4.2.3. Never engaging in physical contact with students at any time.

##### **4.3. Behave respectfully and courteously towards people at all times by:**

- 4.3.1. Acting in a manner that is considerate and respectful to all; being honest, fair and considerate in all dealings with others; and
- 4.3.2. Never harassing or discriminating against any person based on ethnicity, gender, age, religion, sexuality, opinions or any other factor.

##### **4.4. Uphold professionalism by:**

- 4.4.1. Arriving at meetings and teaching sessions on time;



- 4.4.2. Advising executive members as soon as possible if you are unable to perform your role;
  - 4.4.3. Maintaining appropriate dress standards when representing the Trust; and
  - 4.4.4. Not being affected by or using illegal, illicit, or inappropriate substances of paraphernalia when representing the Trust, such as alcohol, drugs, or vapes.
- 4.5. Observe appropriate safety procedures by:**
- 4.5.1. Taking appropriate measures to keep yourself and others safe at all times; and
  - 4.5.2. Observing relevant safety procedures of schools and/or community group venues.

## **5. The Trust’s Intellectual Property**

- 5.1. Volunteers are not to use any of the Trust’s material for unauthorised purposes.
- 5.2. Any material that is developed by volunteers and members for the Trust is the property of the Trust.

## **6. Breaches of the Code of Conduct**

- 6.1. Breaches of code of conduct may lead to a warning, a notification of unacceptable behaviour or the immediate end of your services as a volunteer.
- 6.2. Repeated breaches will lead to the end of your services as a volunteer.

**Declaration:** I confirm that I have read and understand the information in this document, and that I agree to follow this Code of Conduct during my time as a member and/or volunteer of the Trust.

Do you have an affiliation with any political party or group as per 4.1.3 and 4.1.4?                      Yes / No

Date    /     /

Name \_\_\_\_\_

Signature \_\_\_\_\_