

Executive Code of Conduct

Category: Executive

Version 2

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Last ratified: October 2021

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1. Purpose

- 1.1. This policy outlines the expectations of the conduct of an Executive Officer.
- 1.2. The policy strives to ensure that Executive Officers uphold the OUSA mission statement that through political action, advocacy, support services, harm reduction, events, recreation, media, and facilities – with a focus on comprehensive engagement and exceptional services – we champion the ultimate student experience.

2. Obligations of an Executive Officer:

- 2.1. An Executive Officer shall:
 - 2.1.1. Uphold OUSA's values of being inclusive, responsible, Engaging, Relevant, Sustainable and mission statement, every student has the ultimate student experience while at the University of Otago;
 - 2.1.2. Work in the best interests of OUSA and its members;
 - 2.1.3. Act in good faith, be transparent and honest;
 - 2.1.4. Not discriminate on protected attributes;
 - 2.1.5. Act in the highest professional manner in interactions with other Executive officers, OUSA employees and stakeholders;
 - 2.1.6. Exercise all due care, diligence, and skill in the performance of their functions and in the exercise of their powers.
- 2.2. In regards to confidentiality an Executive Officer shall:
 - 2.2.1. Protect the confidentiality of commercially sensitive matters;
 - 2.2.2. Protect the confidentiality of employment and personal employee matters;
 - 2.2.3. Recognise that at times, it is appropriate to remain confidential in some instances of discussions and deliberations;
 - 2.2.4. Keep the necessary finances, commercial decision making, and any other sensitive material confidential; and;
 - 2.2.5. Maintain their obligations of confidentially incurred during their term and after.
- 2.3. An Executive Officer is required to disclose interests that may affect the Executive's independence;
 - 2.3.1. These will be in an interest register held by the Secretary of the Association which must be updated throughout the year; and;
 - 2.3.2. Before undertaking any action for OUSA, which may result in a conflict of interest, the Executive Officer must consult with the President or in instances of the President, the Administrative Vice-President and the Finance and Strategy Officer.
- 2.4. An Executive Officer shall bring to the attention of the Executive any breach or potential breach of this code that they become aware of.

3. Serious Misconduct

- 3.1. Serious Misconduct shall follow the procedure outlined in the Executive Discipline Procedure policy.
- 3.2. An Executive Officer may be deemed to be in breach of the Code which includes encouraging any other Executive Officer, any member of OUSA or an employee of OUSA to commit any of the below actions:

- 3.2.1. Harassment including sexual misconduct;
- 3.2.2. Falsification of OUSA work records;
- 3.2.3. Theft, fraud, or unauthorised possession of OUSA property;
- 3.2.4. Unauthorised possession, use or disclosure of company procedures and/or information;
- 3.2.5. Unauthorised possession of any other person's property whilst at work;
- 3.2.6. Creating, sending or downloading information which is objectionable in nature on an OUSA email, device or internet, which may bring the Association into disrepute (including use of email or the internet for such purposes);
- 3.2.7. Being under the influence of non-prescriptive drugs or intoxicated while actively representing OUSA;
- 3.2.8. Convicted of a crime, given diversion or arrested; and;
- 3.2.9. Failure to remain confidential as outlined in clause 2.2.

4. Misconduct

- 4.1. Misconduct such as the following shall follow the procedure outlined in Discipline procedure.
- 4.2. An Executive Officer will be deemed to have committed misconduct if they commit any of the below actions:
 - 4.2.1. Failing to carry out or lack of application to an assigned task;
 - 4.2.2. Misuse or unauthorised use of OUSA property;
 - 4.2.3. Failure to observe safety rules or to notify hazards (or potential hazards) in the OUSA workplace and deliberate acts which adversely affects safety, hygiene or quality;
 - 4.2.4. Inappropriate use of OUSA email; and;
 - 4.2.5. Failure to uphold the obligations of an Executive Officer in the Code of Conduct.