

eCampus NZ Staff Professional Responsibilities and Required Behaviour

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Staff Professional Responsibilities and Required Behaviour [notice on website]

Staff participating in the eCampus NZ, a division of The Open Polytechnic of New Zealand Limited (trading as eCampus NZ) community will perform their duties honestly, conscientiously, reasonably and in good faith at all times. They will have regard and respect for the welfare of their colleagues and learners, and for the interests of eCampus NZ.

All staff are required to:

- obey the law
- comply with the requirements and spirit of eCampus NZ goals, policies and procedures
- be competent and efficient in the performance of their work
- continuously develop their knowledge and skills relevant to their role and area of expertise
- maintain professional staff/learner relationship
- treat learners, members of the public and other staff with respect, impartiality, courtesy and sensitivity
- act with integrity at all times
- maintain a co-operative and collaborative approach to working relationships
- refrain from behaviour that is bullying or intimidating
- refrain from conduct (such as the use of intoxicants, drugs or other substances) that might impair work performance
- not discriminate against any person because of their gender, marital status, religious or ethical beliefs, ethnic or national origins, disability, age, political opinion, employment status, family status, or sexual orientation
- take care to maintain the confidentiality, accuracy and privacy of official eCampus NZ documentation to which they have access
- not copy, disclose or use any information acquired in the course of work with eCampus NZ other than for the purposes of carrying out eCampus NZ work except with the written consent of eCampus NZ managers
- respect the privacy of individuals and comply with the Privacy Act when dealing with personal information
- ensure there is no actual or perceived conflict between their personal interests (including those of their immediate family) and their eCampus NZ duties and responsibilities
- not bring eCampus NZ into disrepute
- incur no liability on the part of eCampus NZ without proper authorisation
- ensure all eCampus NZ resources or funds are not used for anything other than authorised purposes
- use all eCampus NZ resources in a careful manner, reducing waste and making improvements where possible
- have due regard for the safety of others in the use of eCampus NZ resources

eCampus NZ takes this statement seriously. Infringement may be reported to your employing Institution to be dealt with under the relevant policy