



Code of Conduct for Funded Partners

Introduction

This Code of Conduct for Funded Partners has been developed to ensure that those organisations receiving funding from Water Safety New Zealand (WSNZ) for drowning prevention initiatives act in way consistent with WSNZ's obligations to its funders.

Background

In December 2019 the Board Water Safety New Zealand (WSNZ) agreed that as a matter of best practice WSNZ should require its funded partners to adhere to a Code of Conduct.

Codes of conduct are explicit statements of the expected standards of ethical conduct that apply to individuals of a group – e.g. employees, members, stakeholders or funding recipients.

As part of one of its funding arrangements with Accident Compensation Corporation (ACC) WSNZ has to comply with the Standards of Integrity and Conduct issued by the State Services. In addition, WSNZ is also required to ensure that all individuals engaged in relation to this ACC agreement for the delivery of Services also comply with these obligations. This means those who WSNZ contracts to deliver these specific initiatives using funds provided by ACC are required to comply with WSNZ's contractual obligations to ACC. It was therefore considered that the Standards of Integrity and Conduct issued by the State Services should be used as the basis for the WSNZ's Code of Conduct for Funded Partners.

However, some of these standards are not relevant to our funding relationships, are already covered in other parts of the funding contract or are not something we could realistically ask of a non-government provider (eg work to improve the performance and efficiency of their organisation, maintain the political neutrality required to enable us to work with current and future governments).

WSNZ has reviewed the State Sector's Standards of Integrity and Conduct issued by the State Services Commission and is of the view that not all these standards are wholly applicable to those providing services on behalf of WSNZ. Below are the Standards that will apply to those receiving funding from WSNZ.

WSNZ Code of Conduct for Funded Partners

If you receive initiative funding from WSNZ we expect you to:

Treat everyone fairly and with respect

- Treating people fairly means that you do not show any favouritism, bias or self-interest in delivering your initiative. This includes avoiding any perceived unfairness that could arise from having any personal interest in the delivery of WSNZ-funded initiatives.
- Treating everyone with respect means being courteous, and by:
 - protecting the privacy of people receiving services;
 - respecting the cultural background of people receiving services and not discriminating against anyone;
 - having proper regard for the safety of others and avoiding behaviour that may endanger or cause distress; and
 - valuing equality and diversity by understanding our differences.

Be professional and responsive

- Being professional requires you to act with integrity, be committed to your organisational responsibilities and to be aware of the performance standards expected of your contract with WSNZ (including meeting agreed timeframes and service parameters).
- It is important that you are always aware both of maintaining good relationships with those receiving funded services and ensuring clear information is provided to them and WSNZ.

Act lawfully and objectively

- This means you must act within the letter and spirit of the law when providing WSNZ-funded initiatives, including responding objectively when you become aware of any unlawful activities in your organisation.
- It is important you show an objective and balanced approach to your contractual responsibilities to WSNZ, including the maintenance of accurate and complete records.
- You are obliged to comply with the standards set out in this code of conduct and help your organisation take action if these standards are breached.

Treat information with care and use it only for proper purposes

- Privacy principles must always govern the handling of personal information associated with WSNZ-funded initiatives. The proper management of information is central to ensuring that personal privacy rights are preserved.
- It is a breach of trust for information generated by WSNZ-funded work to be disclosed or used in any way, unless you have permission to do so.

Avoid any activities that may harm the reputation of WSNZ and its funders

- As a general principle, you must always be careful that your actions do not compromise your organisation, WSNZ and/or its funders in the eyes of the public. Some activities, including unlawful behaviour or incidents involving a breach of trust, are likely to bring your organisation into disrepute.
- As WSNZ allocates funding provided by Government, philanthropic organisations and corporate sponsors, we have a legitimate interest in whether any of our funded activities are likely to negatively affect our relationships with our funders.
- All WSNZ-funded organisations have a duty to use the resources provided efficiently, and be able to account publicly for what end allocated funds are being used.