

## Code of Conduct

<b>Applicable to</b>	All Patrollers
<b>Linked to</b>	Conflict of Interest Policy Confidentiality Policy Drug and Alcohol Policy



### Rationale

A code of conduct is a key tool for **supporting positive behaviour and preventing inappropriate behaviour and misconduct**. Any form of inappropriate behaviour is incompatible with Community Patrols of New Zealand's (CPNZ's) values.

This Code of Conduct and associated policies describe the minimum standards of behaviour expected of all volunteers and anybody engaged by CPNZ.

### Responsibility

This Code of Conduct applies to all people employed by and volunteering with and for CPNZ, and must be adhered to at all times.

Each person is expected to uphold the organisation's values of professionalism, aroha, trust, respect, openness, leadership and service.

Each person will be given a copy of this Code of Conduct, and must confirm they have read, understood and agree to uphold the following expected standards of behaviour and practice.

### Expected Behaviour:

1. As a person engaged with CPNZ, I commit myself to:
  - a. Observing all national laws and updating the Patrol Leadership Committee should any aspects of my record with the Police change, including criminal behaviour and driving offences.
  - b. Ensuring that my personal and professional conduct is, and is seen to be, of the highest standard and in keeping with CPNZ's values and mission.
  - c. Performing my duties in a manner that avoids possible conflicts of interest with the work or reputation of CPNZ and at all times will act professionally to maintain the good name of the Community Patrol and CPNZ.
  - d. Using information, assets and resources to which I have access in a responsible manner and account for all money and property in accordance with the appropriate policy and procedural requirements, including maintaining the confidentiality of all information received as a Patroller.
  - e. Maintaining an appropriate standard of language, behaviour and presentation, wearing the uniform and personal protective clothing while on duty.
  - f. Refraining from any form of bullying, harassment, discrimination, abuse, intimidation or exploitation.
  - g. Not abusing my position as a CPNZ Patroller for personal gain by requesting, soliciting or accepting any payment, gift, service or favour.

- h. Not Patrolling under the influence of alcohol or drugs (with the exception of prescribed drugs for health reasons) or illegal substances.

### **Expected Patroller Practice:**

2. As a person patrolling, I commit myself to:

- a. Not supplying false information at the time of joining the Community Patrol, or understanding that I will be liable to instant dismissal from the Patrol.
- b. Undertaking regular training as required by CPNZ and the Patrol, including completing the required CPNZ training modules by the end of my 'probation period'.
- c. Completing at least one patrol related activity per roster cycle, unless given leave by the Patrol Leader.
- d. Not consuming alcohol or taking drugs (unless required by prescription) within eight hours prior to commencing a patrol, or whilst on patrol.
- e. Wearing the prescribed uniform of CPNZ, understanding that when I end my membership of a CPNZ Patrol for any reason, I must return all uniform items and ID, including any uniform that was wholly or partially paid for by myself.
- f. If driving a vehicle during a patrol, ensuring that the vehicle used on patrol is roadworthy and has a current Warrant of Fitness, Registration and at minimum, current third-party insurance cover. I will not drive a vehicle unless I have a current Driver's Licence for the class of vehicle concerned and will, at all times during the patrol, be able to drive it in accordance with any conditions of my licence. I will obey all traffic laws and regulations.
- g. Ensuring that each patrol that I am part of has a minimum of two patrollers, one of whom is an 'experienced' patroller (as determined by the Community Patrol). I will not carry out a patrol on my own.
- h. Uplifting all equipment and any associated information at the start of my patrol and 'logging on' with the Police Communications Centre. As a safety measure I will not patrol until we have logged on. At the end of my rostered patrol, I will return all equipment to the place designated by the Community Patrol and 'log off' with the Police Communications Centre.
- i. Completing a Patrol Report with date, crew details, mileage, and start and finish times. During the patrol, I will make a record of all incidents, times and locations as required by the Community Patrol.
- j. Not putting myself, or other patrollers' personal property, or the Community Patrol's property at risk, only carrying out observing and reporting unless otherwise requested by Police or required as part of a patrol project. At no time will I put the safety of myself or others at risk.

### **Definitions**

**Inappropriate behaviour** may range from mild to grossly inappropriate, and includes, but is not limited to:

- Failing to abide CPNZ policies;
- Blatantly disregarding health and safety policies and procedures;
- Deliberately failing to declare a conflict of interest;
- Misusing confidential information;
- Undertaking any paid or volunteer work for CPNZ while under the influence of drugs or alcohol and therefore preventing the proper and/or safe performance of duties;

- Unauthorised use or possession of CPNZ or Patrol property – or of the property of a third party - while acting or claiming to act on behalf of CPNZ, and serious negligence or deliberate misuse of CPNZ or Patrol property;
- Abuse (including sexual abuse and abuse of power);
- Bullying (see below);
- Verbal, physical or sexual harassment or assault (see below);
- Exploitation (including sexual exploitation) (see below);
- Any actions that harm children or place them at risk of harm;
- Behaving in a manner that constitutes discrimination or harassment towards a group of persons on the basis of race, ethnicity, gender, gender identity, sexuality, age or disability;
- Behaving in a culturally insensitive manner;
- Behaving in a manner which leads to, or could potentially lead to, health or security problems for the individual concerned and/or for other people;
- Theft;
- Falsifying documents;
- Any attempt to commit fraud or to accept or solicit a bribe;
- Any act or omission that brings, or could potentially bring, CPNZ into disrepute; • Behaving in a disruptive manner;
- Being abusive or using obscene or threatening language to another person; • Being physically or verbally violent against any person.

*This list is not exhaustive.*

**Abuse** and misuse of power or authority can take various forms, including:

- Bullying or harassing behaviour;
- Requesting Patrollers to do personal errands or favours;
- Pressuring Patrollers to distort facts or break rules;
- Interfering with the ability of another person to carry out their role work effectively (i.e., by impeding access to information or resources).

**Bullying** includes, but is not restricted to:

- Threats, intimidation, stand-over tactics and coercion;
- Verbally abusive or degrading language or gestures;
- Shouting, yelling or screaming at someone in an aggressive way, to be distinguished from shouting or yelling for action or support in an emergency situation; • Constant humiliation, ridicule and belittling remarks.

*This list is not exhaustive.*

**Exploitation** includes, but is not restricted to using one's position of authority, influence or control over resources, to pressure, force or manipulate someone to do something against their will, including for sexual purposes or other benefit, including, but not limited to, profiting monetarily, socially or politically.

**Harassment** is any act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material, if the action or conduct is unwelcomed to the recipient and could reasonably be regarded as offensive, humiliating or intimidating.

**Sexual harassment** is unwelcomed or offensive sexual behaviour that is repeated or is significant enough to have a harmful effect on an individual. Unwelcome means behaviour that is not solicited or invited and is regarded by the person as undesirable or offensive at the time. Examples of sexual harassment include, but are not restricted to:

- unwelcome comments about a person's sex life or relationships;

- unwelcome comments about a person’s sexual orientation or gender identity; • deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history;
- threatening to disclose, or disclosing, a person’s sexuality or gender identity to others without consent;
- sexual advances or requests for sexual favours;
- inappropriate invasion of a person’s personal space;
- uninvited touching, hugging or kissing, or other forms of physical contact; • persistent and unwelcome personal contact;
- displays of sexually offensive material; and
- sexual assault.

*This list is not exhaustive.*

If I do not participate in a patrol-related activity for 3 months and have not sought leave from the Community Patrol, I understand that my membership will be reviewed.

I will report any incident, concern or suspicion regarding any breaches of this Code.

I have read carefully and understood the CPNZ Code of Conduct and its associated policies and agree to abide by their requirements, and commit to upholding the standards of conduct required to support CPNZ’s values.

I understand that failure to comply with the Code of Conduct or its associated policies will be investigated and given full and impartial consideration, and may result in disciplinary action up to and including dismissal and, where applicable, may also result in civil or criminal proceedings against me.

As a condition of acceptance as a Patroller of the \_\_\_\_\_ Community Patrol, I agree to abide by the Community Patrols of New Zealand Code of Conduct and to uphold the standards of behaviour and patrolling practice.

Name:

Signed:

Date:

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Witnessed:

Date:

Policy Status: Current (2021)	Next Review: 2022
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