

# ARCHERY NEW ZEALAND CODE OF CONDUCT AND CONFLICT OF INTEREST

## 1. INTRODUCTION

- a. *The members and stakeholders of Archery New Zealand have a right to expect the activities of the Society to be conducted with efficiency, fairness, impartiality and integrity. Being a member of Archery New Zealand carries with it an obligation related to the common interest of archery. It requires standards of behaviour from members that promote and maintain both ArcheryNZ Board confidence and trust in the activities of the Association, and also that of our members and funders.*
- b. *Although no one set of rules can answer all ethical questions, a code of conduct provides members with an ethical framework for their future decisions, actions and behaviour. In this regard, it explains the principles covering appropriate conduct in a variety of contexts and outlines the minimum standard of behaviour expected of members of Archery New Zealand.*

## 2. POLICY

- a. *Stakeholders of Archery New Zealand are entitled to expect our activities to be conducted with efficiency, economy, fairness, impartiality and integrity. To meet this expectation, all members need to apply the following principles when carrying out their role.*

### **General principles**

- a. **Respect for people**
  - i. *Members are to treat their colleagues and members of the public fairly and consistently, in a non-discriminatory manner with proper regard for their rights and obligations. In this regard, they should perform their roles in a professional and a responsible manner.*
  - ii. *They should also ensure that their decisions and actions are reasonable, fair and appropriate to the circumstances, based on a consideration of all the relevant facts, and supported by adequate documentation where appropriate.*
- b. **Integrity and Organisation interest**
  - i. *Members are to promote confidence in the integrity of ArcheryNZ, always act in the interests of ArcheryNZ and not in their private interest when representing the Association. Members should protect the reputation of ArcheryNZ. They should not engage in activities in or outside of their role in Archery New Zealand which could bring the Association into disrepute.*

### **Guide to ethical decision making**

- c. *To assist in fostering a climate of ethical awareness, conduct and decision-making in Archery New Zealand, members should consider, either by themselves or in consultation with others such as their peers or their club, the following five points:*
  - i. *Is the decision or conduct lawful?*
  - ii. *Is the decision or conduct consistent with ArcheryNZ's strategic objectives and code of conduct?*
  - iii. *What will the outcomes be for the members, colleagues, ArcheryNZ, and other parties?*

- iv. *Do these outcomes raise a conflict of interest or lead to private gain at the Association's expense?*
- v. *Can the decision or conduct be justified in terms of ArcheryNZ's interest and would it withstand Board, member, community or funder scrutiny?*

### **Conflicts of interest**

- d. *Conflicts of interest exist when it is likely that a member could be influenced, or could be perceived to be influenced, by another person. Conflicts of interest that lead to biased decision-making may constitute "something which may jeopardise the credibility of the rest of the members" and therefore could be grounds for the expulsion of the individual member in accordance with the expulsion policy of Archery New Zealand.*
- e. *Some related interests that may give rise to a conflict of interest include:*
  - i. *personal beliefs or attitudes that influence the impartiality of advice given, or service provided;*
  - ii. *personal relationships with the people ArcheryNZ is dealing with that go beyond the level of a professional working relationship and which has not been declared;*
  - iii. *employment that compromises the integrity of the member; and*
  - iv. *engaging in activities or making adverse comments that relate to ArcheryNZ's work.*
- f. *An individual member may often be the only person aware of the potential for conflict. It is therefore their responsibility to avoid any financial or other interest that could compromise the impartial performance of their role, and disclose any potential or actual conflicts of interest to the Board.*
- g. *If members are uncertain whether a conflict exists, they should declare that interest, discuss the related interest matter with the Board, and attempt to resolve any conflicts of interest that may exist.*
- h. *To resolve any conflicts of interest that occur, or could occur, a range of options is available depending on the significance of the conflict. These options include:*
  - i. *recording the details of the disclosure and taking no further action because the potential for conflict is minimal or can be eliminated by disclosure;*
  - ii. *the member relinquishing the personal interest; and*
  - iii. *the member ceasing to participate in an activity or role where the conflict arises.*
- i. *Disputes over alleged conflicts of interests should be resolved through independent neutral mediation*

### **Discrimination and harassment**

- j. *Members must not harass or discriminate against their fellow members, or members of the public on the grounds of:*
  - i. *Gender*
  - ii. *Sex, which includes pregnancy and childbirth*
  - iii. *Marital status*
  - iv. *Religious belief*
  - v. *Ethical belief*
  - vi. *Colour*
  - vii. *Race*
  - viii. *Ethnic or national origins*

- ix. *Disability*
  - x. *Age*
  - xi. *Political opinion*
  - xii. *Employment status*
  - xiii. *Family status*
  - xiv. *Sexual orientation*
- k. *Members should be aware that Discrimination and or Harassment is not only a breach of ArcheryNZ's Code of Conduct, it is also against the law and will not be tolerated in any form. For this reason any proven instance of Discrimination and/or Harassment will result in disciplinary action which may include the expulsion of the perpetrator and the subject will be advised to also report the matter to the Human Rights Commission.*
- l. *Where a member of ArcheryNZ or a member of the public believes that they have been the target of Discrimination and/or Harassment they should make a formal complaint to the Board at the earliest convenience using the ArcheryNZ Complaints procedure.*

**Fairness and equity**

- m. *Matters being considered by the Board should be dealt with consistently, promptly and fairly. This involves dealing with matters in accordance with approved procedures, in a non-discriminatory manner, and in conformity with the principles of natural justice, and the values of Archery New Zealand.*
- n. *When using any discretionary powers, the Board should ensure that they take all relevant facts into consideration, have regard to the particular merits of each case, and not take irrelevant matters or circumstances into consideration.*

**Public comment on the work of Archery New Zealand**

- o. *Public comment by members includes public speaking engagements, comments on radio and television or in letters to newspapers, and expressing views in books, journals, the social media and/or other forms of notices if it is expected that the comments will spread to the community at large.*
- p. *Members, as individual members of a community, have the right to make public comment and enter into public debate on political and social issues. However, there are some circumstances in which this is inappropriate. For example, situations when the public comment, although made in a private capacity, may appear to be an official comment on behalf of Archery New Zealand. In such circumstances, members should preface their remarks with a comment that "they are made in a private capacity" or "do not represent the official view of Archery New Zealand".*
- q. *Members should follow the procedures established by Archery New Zealand for making public comment on the work of Archery New Zealand. As a general rule, they can disclose official information that is normally given to members of the public seeking that information, but should only disclose other official information or documents when:*
- i. *it is part of their Archery New Zealand role;*
  - ii. *when proper authority has been given;*
  - iii. *required to, or authorised, do so by law; or*
  - iv. *when called to give evidence in court.*
- r. *In these cases, comments made by members should be confined to factual information and should not, as far as possible, express an opinion on Archery New Zealand policy or*

*practice unless required to do so by the circumstances of the particular situation (for example, when asked to do so in court).*

### **3. RESPONSIBILITY**

*3.1 Individual members are responsible for ensuring that they comply with both the letter and intent of this policy, and refrain from engaging in any activities or behaviours which could be seen to be, Harassment, Discrimination or a conflict of interest between that activity and their role in Archery New Zealand.*

*3.2 The Board will be responsible for the administration of this policy.*

### **4. REFERENCES**

*4.1 Human Rights Act 1993.*