

# Our Code of Conduct

WE ARE DOING THE RIGHT THING,  
FOSTERING A SENSE OF BELONGING,  
STRIVING TO DO OUR BEST





# STAPLES EDUCATION FOUNDATION

SEF are committed to making a positive difference in the lives of our people. We have developed a unique foundation that connects us together on an educational journey to achieving personal growth through sharing and discovery.

Our purpose is to support and enable our students to achieve a tertiary qualification, get a job and give back to society.

United together, as members of SEF, we all agree to behave in ways that make our community safe, inclusive, and equitable for all. For us, it is about building mutual trust and confidence, and delivering exceptional experiences for our people to continue to grow.

Our Code of Conduct helps us make the right decisions and do the right thing for everyone. SEF's purpose is supported by a set of core values that inform our behaviour and help us to create unique experiences for each other.

## FOR US THIS MEANS THAT:

### **We do the right thing:**

#### **TRUST AND OPENNESS**

We show respect, we are honest, we care and support each other, acting with kindness.

### **We foster a sense of belonging:**

#### **SHARED VISION**

We commit to making the SEF community a place in which everyone feels they belong. We have a clear focus on shared goals. We understand the vision and objectives of SEF.

### **We strive to be our best:**

#### **THINK HARD, WORK HARD, WORK SMART**

We are courageous, we challenge and empower ourselves and others to work hard and smart. We act responsibly and take ownership of our actions.



# LIVING OUR SEF CODE

## How do I use our Code?

Our Code of Conduct is designed to be easy to follow.

However, there may be times when you're not clear if you are following it. If in doubt, ask yourself:

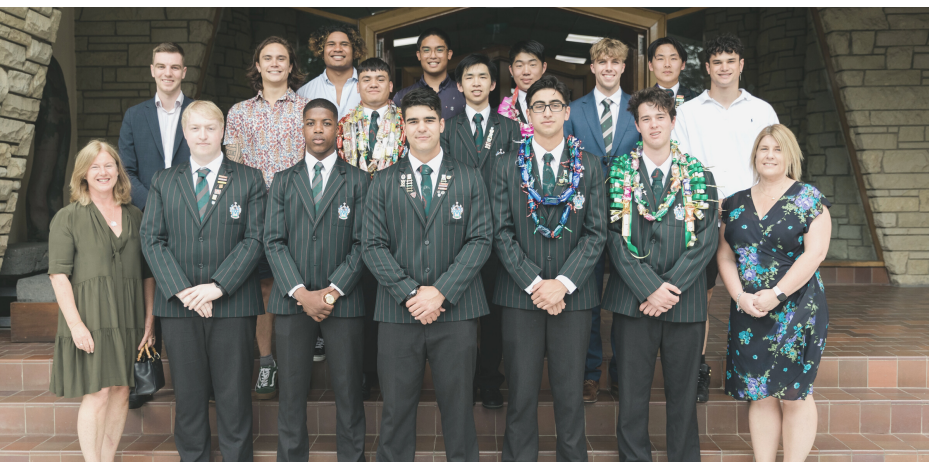
- Might this break a law or a policy — is this legal?
- Is what I'm doing adhering to SEF policies, standards, guidelines, and procedures?
- Does this feel like the right thing to do?
- Will this potentially cause harm to anyone?
- Would the SEF community say I am acting fairly, ethically, and with integrity?
- Would my family and friends be proud if I shared with them what I was doing?
- In the long term, is this likely to be a positive outcome for SEF and its whanau?

## WHO DOES THE CODE APPLY TO?

Our Code applies to all employees, contractors, students, mentors, buddies, and trustees within SEF. Our Code applies whenever you represent SEF. It also applies to behaviour which might cause damage to our reputation.

## WHAT HAPPENS IF I BREACH OR IGNORE OUR CODE?

We are all expected to follow our Code and if you don't, you will face consequences up to and including formal warning and termination of your scholarship/role within our SEF community.



# We do the right thing

## TRUST AND OPENNESS

*We are committed to always doing the right thing, by conducting ourselves honestly and fairly in all situations.*

### We are fair

We always act in good faith and in the best interests of our SEF community.

#### **We do this by:**

- Acting ethically and being inclusive to everyone. We will respect the culture, diversity, and individuality of our people. There is to be no discrimination based on age, gender, ethnic or socioeconomic background, creed, disability, or sexual orientation.

### We are honest and transparent

We never behave in a way that's dishonest, illegal, fraudulent, unethical, and we comply with disclosure obligations imposed by law.

#### **We do this by:**

- Never offering, accepting, soliciting, or paying a bribe or facilitation payment.
- Never using confidential information.
- Ensuring all information is conveyed in a clear, timely, balanced and in a transparent manner.
- Ensuring the use of confidential, or privileged information is only used for work purposes.
- Managing conflicts of interest.

### We follow the rules

We comply with all relevant industry codes of practice and carry out our work in accordance with SEF's internal policies, and procedures.

#### **We do this by:**

- Completing all required workshops relevant to our roles to ensure we understand guidelines and procedures that apply to us and the roles we do.
- Accepting that managing risk is everyone's responsibility. SEF will support all community members to manage those risks.
- Ensuring our work is always done diligently and with care, being personally fit to always perform duties, unimpaired by drugs, alcohol, or other substances.
- Respecting the privacy (physical and emotional) and protecting the security of any confidential, privileged or personal information we deal with.
- Following the laws of practice around the protection and disclosure of information.



# We foster a sense of belonging

## SHARED VISION

### We care

We care about the wellbeing of our people and everyone we interact with. SEF is committed to building the physical, emotional, social and spiritual wellness and resilience of our community. We share a vision of goals and the SEF objectives.

### **We do this by:**

- Training our people to be able to recognise and assist people when they have problems or are vulnerable.
- Taking reasonable care for our own safety, physical and mental wellbeing, and that of others.
- Encouraging our people to be caring and active members of the community, and to build for the future. Are the choices we make good ones?

### **That means we:**

- Consider our community when we make decisions.
- Partner with all our communities to build inclusiveness.
- Act in a way that does not adversely impact SEF's reputation.

### We are genuine and inclusive

We are genuine, we care, and we value diversity, inclusiveness, and equal opportunity for all.

### **We do this by:**

- Treating our people with respect and dignity in every interaction. Being polite and respectful to everyone we interact with (including online), regardless of their views. We encourage and support others.
- Respecting everyone's human rights and treating everyone fairly and without unlawful discrimination.
- Never harassing, bullying, or discriminating against other individuals.
- Never using electronic communication in a way that might offend, discriminate against, or harass our community.
- Keeping people informed and up to date.



# We strive to be our best

## THINK HARD, WORK HARD, WORK SMART

### Be courageous.

When it's needed most and take ownership of our actions. We embrace thinking objectively and challenging the status quo when improvements can be made for our people.

#### **We do this by:**

- Making it easy for our community to find appropriate solutions to meet their needs.
- Acknowledging we will not always get it right and have a tolerance for failures or disappointments. Learning from our mistakes and taking prompt action to resolve them.
- Always seeking better ways to do things, regular reviewing of our programme to ensure we add value to our people and to create brilliant outcomes for our communities.

### We speak up.

We make it easy and safe for our people to raise concerns as soon as they notice something is not right or could be improved.

#### **We do this by:**

- Being transparent when things go wrong and encouraging an open dialogue about important issues even when they are hard.
- Immediately reporting any dishonest, illegal, or unethical behaviour — even if it's just a suspicion.
- Encouraging our community to raise concerns.
- Providing all our people with access to coaching and counselling services.

### We own it.

We are committed to keeping our goals as the focus of our programme.

#### **We do this by:**

- Taking reasonable steps to ensure that everyone connected with SEF follows the principles and requirements of our Code of Conduct.
- Supporting our people to do the right thing in any situation.

