

Faith Statement and Code of Conduct

(Kaiwhatu, key leader, weaver, team member, unpaid employee)

He Korowai Whakapono is a Kaupapa Māori Faith-based organisation and charitable trust in Aotearoa (NZ) with core values of Whakapono (Faith), Tūmanako (Hope), Aroha (Love), Kotahitanga (Unity).

In order for us to meet our legal obligations, ensure the best possible standards of service and safeguard the wellness and wellbeing of our people from potential harm - all employees (paid and unpaid) must align to our Faith Statement and the following code of conduct:

Faith Statement

We believe that every person is loved by God as they are and redeemable by grace, through **faith** alone. We believe God's purpose is for every person to know Him, love Him and to be conformed to the image of Jesus His Son.

1. While carrying out my duties I will become aware of information related to whānau, service providers, other team members, staff, donors, funders or other supporters. This information is confidential and is not to be shared with other parties unless specific approval has been given to you by the Director of, He Korowai Whakapono.
2. At all times I will seek to uphold the values of He Korowai Whakapono. In particular, you will act compassionately and non-judgementally in interactions with whānau and come without an agenda other than to care and support.
3. I won't discuss activities of the organisation with the news media. Any enquiry from the news media must be referred to the Director of, He Korowai Whakapono.
4. I won't discuss specific activities of the organisation on social media unless specific approval has been given to you by the Director of, He Korowai Whakapono.
5. For safety reasons, you agree to limit your use of a mobile phone during your voluntary hours with He Korowai Whakapono - especially when responsible for supervising tamariki, (children) at camps and events etc.
6. In the interests of the safety of our whanau - all camps, events and services are smoke, drug and alcohol free. You will not carry or partake in any of these substances while working with our whanau or when representing He Korowai Whakapono.
7. He Korowai Whakapono promotes respectful, clear and timely communication. I must not swear, use offensive language, tones or manners that could be considered to be rude, while representing He Korowai Whakapono. This includes creating and responding to internal communications.
8. I am expected to be punctual at all times and complete all tasks within agreed timeframes and I'm expected to give a reasonable notice period of 2 weeks if/when you are unable to meet commitments.
9. I will not commit He Korowai Whakapono to any activity or expenditure not detailed in my job description, without express permission from the Director of, He Korowai Whakapono.
10. I will attend and complete all relevant/mandatory training to your role.

11. I will maintain and return all property belonging to He Korowai Whakapono that is issued to you, at an appropriate pre-arranged time as per an Asset Agreement (where applicable).
12. I will strive to maintain an attitude of respect, loyalty, patience and demonstrate integrity at all times.

I understand that any deviation from our Faith Statement or violation of this code of conduct may result in the termination of my role at He Korowai Whakapono.

Name

Signature

Date



HE KOROWAI WHAKAPONO