

# CODE OF CONDUCT AND ETHICS

## Code of Conduct and Ethics

Rally New Zealand's reputation is determined to a large degree by perceptions of the conduct and performance of its staff and volunteers. We represent the organisation whenever we deal with competitors, sponsors and the wider public, and in the course of our work are entrusted with both property and information. Our standing as a motorsport organisation is dependent on us following internationally established ethical principles in sport. It is therefore important that we maintain the highest standards of conduct and professionalism in all aspects of our work. The terminology used in this document has been deliberately chosen to reflect that while our organisation is composed primarily of volunteers that our standing as an organisation is determined by applying a high level of professionalism in our sport.

Each of us is responsible for our own behaviour and the decisions we make. This Code is intended to inform and guide us on the standards of conduct, decision making and ethical behaviour that are important at Rally New Zealand.

The code is relevant at any time and place, including:

- (a) At all RNZ events or other events (social events etc)
- (b) While travelling to/from event venues
- (c) At all other times at which Representatives are wearing RNZ branded apparel, whether compulsory or by choice
- (d) While communicating on social media resources (Facebook, Twitter)

## Acting with Honesty and Integrity

Acting with honesty and integrity in all that we do is of fundamental importance to our reputation, both as individuals and as an organisation. When we act as officials / volunteers it is essential that our competitors and the wider public have complete trust in us.

### **Examples of how we demonstrate our honesty and integrity include:**

- Respecting and promoting truthfulness in all our activities.
- Representing our professional training, competence and achievements honestly.
- Providing accurate, honest and complete information as we go about our duties.
- Not using Rally New Zealand property or information for our own benefit.
- Not tolerating dishonest behaviour by our colleagues.
- As volunteers and staff, understanding that misrepresentation and falsification of competition results are incompatible with the ethical principles of our sport.

## Consistently Demonstrating our Professionalism

Professionalism is conduct that fosters and preserves our reputations as individuals and the reputation of Rally New Zealand. It combines the highest standards of integrity and ethical conduct with the pursuit of excellence in all aspects of our work.

### **Examples of how we demonstrate our professionalism include:**

- Performing to the best of our ability and being committed to high quality work performed in a safe manner.
- Not acting in any way that harms the reputation of Rally New Zealand or MotorSport New Zealand or which unfairly harms the reputation or career prospects of other staff, volunteers, competitors or sponsors.
- Maintaining and striving to improve the knowledge, skills and behaviours that are required in our work.
- Complying with the standards and ethics of our sport and with nationally and internationally accepted rules and professional standards.
- Understanding the limitations of our knowledge and competence and not carrying out any work or providing advice in areas where we are not competent.
- Supporting the teams within which we work and accepting our responsibilities as team members.
- Supporting those changes in our responsibilities, processes, approaches and behaviours which are necessary for Rally New Zealand's continued success.
- Treating our colleagues, competitors, sponsors, media and others with whom we deal, with respect and dignity.
- Behaving in ways which show respect for the cultures and belief systems of our colleagues, competitors and spectators.
- Not tolerating harassment, bullying, unlawful discrimination, offensive language or other unacceptable behaviours.
- Respecting our commitment to diversity and equal opportunity.
- Not carrying out our duties for Rally New Zealand if our performance is adversely affected by alcohol, drugs or other substances in line with MotorSport New Zealand regulations.
- Not posting to social media during the event. Use of social media tools should never interfere with your primary duties on event. Staff and volunteers wishing to post event-related content to social media can only do so after the conclusion of the event. All posts must be transparent, ethical and accurate.

### **Our Board and heads of department have particular responsibilities that include:**

- Treating staff and volunteers with respect for their professionalism and concern for their well-being, and providing them with a safe, congenial working environment.
- Clearly and reasonably defining their performance expectations for their team members and regularly advising them on their progress as appropriate.
- Supporting the training of their team members.
- Showing leadership and setting an example for all volunteers.
- Taking responsibility for the actions and decisions of staff under their control.
- Ensuring succession planning is in place for all key volunteer roles across the organisation

### **Our staff and volunteers have particular responsibilities that include:**

- Treating each other with respect
- Supporting each other to get the job done
- Taking responsibility for their actions and decisions

## Being Socially Responsible

As a sporting organisation we are committed to acting with a strong sense of social responsibility in all that we do. We treat the environment and the communities within which we operate with respect.

### Examples of how we uphold our commitment include:

- Understanding and anticipating the environmental consequences of our work. Motorsport NZ, as our governing body, monitors the advances being made by the broader motorsport industry to reduce emissions. Where possible such new technologies are adopted by the sport.
- Considering the broader impact of our decisions and actions on our colleagues, spectators and the community.
- Promoting and following practices that enhance the public interest and further their knowledge of motorsport.

## Respecting and Acting Within the Law

Breaking the law can have serious consequences for Rally New Zealand and the individual concerned. Apart from the penalties that may be imposed, our reputation and standing will be damaged if we are found to have acted outside the laws and regulations of New Zealand. We are committed to acting out of respect for the law and not simply because we must comply.

### Examples of how we demonstrate our commitment to this principle include:

- Complying with Rally New Zealand's internal policies and procedures – thereby minimising risk to both ourselves and Rally New Zealand.
- Not acting outside our authority.
- Not using Rally New Zealand's property or services (or knowingly making them available) for illegal activities.
- Notifying your head of department or a Board member of any breach of the law by a colleague in the course of carrying out their duties
- Taking particular care in those areas of our work where we are potentially most at risk, such as health & safety.

## What Do You Do If You Believe Someone is Breaching the Code?

- We each have a responsibility to report breaches of the Code of Conduct.
- If you are unsure if an action is a breach you should discuss the matter with a head of department, or a Board member.
- If you personally feel threatened, compromised or disadvantaged as a result of a breach of this Code you should immediately raise the issue with a head of department, or a Board member.

## What should I do if I have breached the Code?

Seek advice appropriate to the situation (e.g. legal) and then let your head of department know at the earliest opportunity – your honesty will be taken into account.

## How does Rally New Zealand deal with breaches of the Code?

Breaches will be investigated fairly and impartially and, if proven, may result in disciplinary action including termination of participation in Rally New Zealand activities.