



Cook Islands Sports & National Olympic Committee

EMPLOYEE CODE OF CONDUCT POLICY

1. POLICY

All Staff will ensure that there are minimum standards of behaviour and performance so that a harmonious, efficient and safe environment exists in conducting the business of CISNOC.

2. SCOPE

This policy describes Cook Islands Sports & National Olympic Committee policies on misconduct, serious misconduct, conflict of interest, gifts and business offers.

3. PRINCIPLES

- 3.1. Ensure a harmonious and safe work place.
- 3.2. Ensure all staff act in a responsible manner.
- 3.3. Ensure a quality service is provided.

4. MISCONDUCT

Misconduct comprises unacceptable or irresponsible actions or omissions. Each incident must be assessed in its particular context, and the appropriate disciplinary action taken on the basis of that assessment.

4.1. Examples of Misconduct are:

- 4.1.1. Denying all knowledge of fault or damage made to CISNOC property.
- 4.1.2. Making falsehoods made against another.
- 4.1.3. Failing to use safety equipment or abiding by the *Health and Safety Policy* and/or to report any accident or incident in a timely fashion.
- 4.1.4. Failure to submit completed timesheets.
- 4.1.5. Failing to perform duties to an accepted standard.
- 4.1.6. Absenteeism without reason and notification within the time required.
- 4.1.7. Reporting to work in a condition that, in the opinion of the Secretary General / Chief Executive Officer (Secretary General / Chief Executive Officer), the employee would be unable to carry out duties safely and to an acceptable standard.
- 4.1.8. If it is suspected that poor performance is due to drug use, the Secretary General / Chief Executive Officer has the right to request that the employee undertakes a drug test. The employee has the right to refuse a drug test and if this is the case, disciplinary processes may be undertaken.
- 4.1.9. Misuse of company property.
- 4.1.10. Use of obscene or abusive language.
- 4.1.11. Harassment of other staff.
- 4.1.12. Non-compliance with Cook Islands Sports & National Olympic Committee Policies and Procedures.
- 4.1.13. Driving company vehicle in a manner that is likely to endanger staff, others and / or property.
- 4.1.14. Not complying with procedures identified in service manuals, relevant to the employee's position and Position description.

5. SERIOUS MISCONDUCT

Serious misconduct is behaviour, which undermines the contractual relationship between employer and employee, and/or seriously threatens the wellbeing of CISNOC Support Trust, its staff or clients and warrants dismissal.

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5.1. SERIOUS MISCONDUCT EXAMPLES:

- 5.1.1. Refusal or failure to obey any lawful and reasonable instruction.
- 5.1.2. Assault or threatening another person while on company business.
- 5.1.3. Causing injury or endangering staff or the public.
- 5.1.4. Theft of property.
- 5.1.5. Falsifying records.
- 5.1.6. Bringing to work or consuming illegal drugs.
- 5.1.7. Sexual harassment of any staff.
- 5.1.8. Conduct that could seriously damage the reputation of Cook Islands Sports & National Olympic Committee.
- 5.1.9. Conducting a sexual relationship with a client.
- 5.1.10. Professional misconduct.

6. CONFLICT OF INTEREST

- 6.1.1. Employees must avoid activity, interest or relationship with any person or entity outside of Cook Islands Sports & National Olympic Committee, which would create a conflict of interest, like gifts, loans, entertainment.
- 6.1.2. Interests in other businesses, especially competitors.
- 6.1.3. Disclosure of confidential information.

7. GIFTS AND BUSINESS OFFERS

- 7.1.1. An employee must not demand or receive a fee, reward or gratuity other than wages paid by Cook Islands Sports & National Olympic Committee.
- 7.1.2. No employee shall solicit or accept gifts from any member of the public concerned directly or indirectly with Cook Islands Sports & National Olympic Committee.
- 7.1.3. A gift of minor monetary value (\$10 or less) offered spontaneously as a token of a client's appreciation is acceptable.

Other Relevant Documents

Employment Act
Staff Disciplinary Processes

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