

# Code of Ethics

**Category:** Governance  
**Last Modified:** March 2017  
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**Approved By:** Executive Committee  
**Contact Person:** The President

## Introduction:

The purpose of the Code of Ethics is to provide members of the Advisory Board, Executive Committee, management, and staff with clear expectations of ethical standards for the University of Canterbury Students' Association (**Association**).

## Policy Statement:

The Association and its governing bodies, management, staff, and representatives are committed to conducting the business of the Association ethically and legally.

## Procedures:

### Behaviours

The Association and its governing bodies, management, staff, and representatives shall:

- a) act in good faith and in the best interests of the Association and its members;
- b) act in accordance with the highest standards of honesty, integrity, and fairness;
- c) act with care and diligence and for proper purpose;
- d) expect the same in their relationships with others;
- e) maintain a climate fostering such standards; and
- f) act in a professional manner at all times, particularly with sensitive information

The Code of Ethics is designed to give guidance to and supplement rules that are already in place within the Association.

### Conflicts of Interest

The Association and its governing bodies, management, staff, and representatives shall:

- a) avoid any conflicts of interest wherever possible, including any financial interest contracts awarded by the Association
- b) not hold positions or engage in outside interests that adversely impact the performance of duties or interests of the Association;
- c) avoid any relationship that could compromise the ability to transact business on a professional, impartial, and competitive basis;
- d) not support any political party or organisation other than in a personal capacity;
- e) disclose any circumstances that create or could create a conflict of interest; and
- f) excuse themselves from being involved in an issue in which a conflict of interest arises or could arise.

### Gifts

The Association and its governing bodies, management, staff, and representatives shall not seek or accept from third parties to their own advantage any gifts or favours in any form, except if such gifts or favours are appropriate under the circumstances. All gifts or favours deemed appropriate will be noted on a gift register.

**Opportunities**

The Association and its governing bodies, management, staff, and representatives shall not make improper use or take improper advantage of information or resources gained through positions within the Association

**Reporting**

Any breach of this Code of Ethics shall be reported to:

- a) the President, in the case of a member of the Executive Committee or Advisory Board or the Chief Executive; or
- b) the Finance Officer, in the case of the President; or
- c) the Chief Executive, in the case of any other person.

No person reporting in good faith a suspected breach of the Code of Ethics should be concerned about retaliation.

**Waivers**

No waiver of any provision of this Code of Ethics shall be made unless granted by the Executive.

**Exclusion Clause**

The Association or any members cannot exclude themselves from any liability of breaching the Code of Ethics and they cannot contract out of the Code of the Ethics through an exclusion clause.