

 school of business <small>INNOVATION AND ENTERPRISE</small>	Business Manual Form	
	No: 01.05.	Rev: 1
	Staff Code of Conduct	
THIS DOCUMENT SUPERSEDES XXX. ALL REFERENCES TO SUPERSEDED DOCUMENTS MUST NOW BE READ AS THIS DOCUMENT NUMBER.		

Ref Document:	01.03. Communications Protocol Procedure
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Staff Code of Conduct

Purpose:

To establish clear expectations for professionalism, confidentiality, and ethical behaviour across all roles within School of Business Limited.

Code:

All staff must adhere to the following standards:

- Maintain professionalism in all interactions with learners, colleagues, and external stakeholders
- Uphold confidentiality of learner records, communications, and personal information
- Use approved communication channels and templates for learner-facing messaging
- Avoid conflicts of interest and disclose any potential bias or dual relationships
- Model cultural safety, inclusivity, and respect in all settings
- Comply with NZQA, Code of Practice, and internal governance protocols
- Report misconduct, breaches, or concerns through the designated escalation pathway

Breaches of this Code may result in disciplinary action, up to and including termination of contract or employment.