Human Resources  
Policy Templates

**August 2018**

**SPORT NZ HUMAN RESOURCES MANAGEMENT POLICY SUITE**

**Policy Number Policy Topic**

1.1 Health, Safety and Wellness

1.2 Code of Conduct

1.3 Recruitment and Induction

1.4 Remuneration

1.5 Use of Company Resources

1.6 Leave and Holidays

1.7 Performance Appraisals

1.8 Training and Development

1.9 Misconduct and Disciplinary Matters

1.10 Leaving the Organisation

These policy templates and the Employee Handbook template are provided by Sport NZ for use and adaptation by Sports and Recreation sector organisations.

Sector organisation can use and amend some/all of these policies (and the Employee Handbook) to fit their particular circumstances and organisational needs. When using and implementing any of the policies the organisation should take care in ensuring the policy is:

1. Required;
2. Reflective of that organisation’s needs, circumstances and values;
3. A fit with the culture of the organisation; and
4. Complete and accurate.

Organisations are encouraged to use either internal or external expert advice in doing do.

Many of the policies in the Suite were adapted from Sector organisations and are used here with permission. Thanks to Swimming New Zealand, Hockey New Zealand, Sport Northland, Sport Whanganui and Sport Otago for their assistance. Organisations looking to implement new or amend existing policies are encouraged to contact other Sector organisations to benchmark and learn.

# Finally – neither Sport NZ nor any of the source organisations take or accept any responsibility for the use of these policies. Organisations should seek their own independent expert advice when in doubt over policy matters.

**SECTION 1: HUMAN RESOURCES MANAGEMENT**

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| POLICY 1.1: HEALTH, SAFETY AND WELLNESS | |
| **Policy Rationale** | [organisation] is committed to providing a safe and healthy work environment for all our employees, contractors and other **'workers'**, as well as our athletes and visitors. [organisation] is also committed to continuously improving our health, safety and wellness systems. |
| **Policy** | To achieve these commitments [organisation] will work in a collaborative way with our employees and others to address health and safety issues and promote wellness in our workplace. We provide systems to:   * identify and manage workplace hazards; * accurately record, report and manage accidents, injuries, near misses and symptoms of discomfort; * provide appropriate health and safety training according to the level of responsibility held; * assist with, where reasonable, rehabilitation in the event of an injury or illness to return employees to the workplace; * provide, support and promote, where appropriate, wellness initiatives in the workplace; and * identify and implement emergency preparedness and response requirements.   [organisation] will:   * comply with all the requirements and obligations relating to the Health and Safety at Work Act 2015 and any associated regulations, codes of practice and industry guidelines and standards; * comply with the Health and Safety Employee and Volunteer Handbook ('**the Health and Safety Handbook'**); * maintain an organisational level of planning, review and coordination for health, safety and wellness; * take responsibility for ensuring that the [organisation] has information, processes and adequate resourcing for eliminating or minimising risks, responding to hazards and accidents, incidents and near misses, and ensuring compliance with the law; * fulfil all designated health, safety and wellness responsibilities.   [organisation]'s employees are responsible for complying with their obligations under the Health and Safety at Work Act, this policy, the Health and Safety Handbook, and any other procedures and sub-policies that apply to [organisation].  **Reporting and Monitoring**  Board reporting and monitoring of compliance with this policy will be via the following mechanisms:   * monthly reporting of workplace accidents, injuries or near misses to [organisations] Board; * inclusion of risks determined to have a ‘high’ or ‘critical’ risk rating within the monthly Board risks register; * a review of Health and Safety related policy and procedures, at the Risk and Audit Committee on a six-monthly basis; and * inclusion of Health and Safety practices as part of the three-year internal audit programme, frequency based on risk.   **Compliance**  If an employee is found to have not complied with this policy (or any other applicable health and safety requirement), either intentionally or unintentionally, disciplinary or other action appropriate to the seriousness of the non-compliance may be taken. Action may range from verbal or written warning through to dismissal (or in the case of a contractor, termination of the contractor’s contract).  If a serious instance of non-compliance with this policy (or any other applicable health and safety requirement) occurs, the Chairperson of the [organisation] Board) and Chairperson of the Audit, Finance and Risk Committee, must be notified immediately and the necessary action will be taken to eliminate or minimise risk to the [organisation], external organisations and to individuals.  **Day to Day Health and Safety Practices**  All employees should be aware of and comply with the following Health and Safety related rules:   * All [organisation] premises, vehicles and property are Smoke Free * Alcohol may only be consumed on [organisation]’s premises as part of an organised event with the permission of the Chief Executive * Employees using [organisation] vehicles must comply with all relevant traffic laws. * [organisation] has a zero-tolerance policy toward workplace violence, harassment or bullying.   **Resources**  Link to [organisation] Employee handbook  Link to [organisation] Health and Safety Employee and Volunteer Handbook  Link to [organisation] Health and Safety Manual  <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/people-management-toolkit> |
| **Legislative Considerations** | * Health and Safety at Work Act 2015 and applicable Regulations * Employment Relations Act 2000 * Accident Compensation Act 2001 * Smoke Free Environments Act 1997 |
| **Review Protocol** | Policy Owner:  Policy Reviewed By:  Date Reviewed:  Next Review Date:  Revokes Policy Reviewed:  Changes Made (xxx) and Date:  Approved By: |
| **Employment Agreement** | Where there is any inconsistency between this policy and your employment agreement, your employment agreement prevails. |

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| POLICY 1.2: CODE OF CONDUCT | |
| **Policy Rationale** | [organisation] is committed to a workplace that is inclusive and respectful to all – employees, clients, stakeholders and athletes. To help us achieve this, this Policy details our Code of Conduct and expected behaviours. |
| **Policy** | **Conduct**  All employees are expected to treat each other, and those they deal with, in the course of their work, with respect and in a professional manner. [organisation] does not tolerate any forms of harassment, discrimination or abuse including, but not limited to:   * Sexual or racial abuse or harassment; * Verbal or on-line abuse, or bullying or harassment; * Gossip or the spreading of rumours that have the potential to compromise work place relationships; * Undermining the reputation or integrity of colleagues or the organisation; and * Any behavior likely to breach the Human Rights Act 1993.   A non-exhaustive list of examples of what [organisation] deems to be serious misconduct can be found in the Misconduct and Disciplinary Matters Policy.  **Conflict of Interest**  During your employment, you must not undertake any activity or have any interest (e.g. memberships, directorships, shares, or contract) with any person or in any organisation which may constitute a conflict of interest with [organisation]. You must notify your manager immediately upon becoming aware of any potential or actual conflict of interest during your employment. Subject to your Employment Agreement any work undertaken with other organisations must have the prior approval of the Chief Executive to ensure it does not interfere or create a conflict with your main employment with [organisation].    **Confidentiality**  In the course of your employment you may have access to confidential information. Such information is strictly confidential and must not be used or divulged (directly or indirectly) by you, either during or after your employment with [organisation]. A breach of confidentiality is a very serious matter and may be grounds for disciplinary action up to and including dismissal and/or legal action.  **Copyright and Protection of Intellectual Property**  You agree that you are not entitled to any copyright or moral right in or arising from any work you produce during your employment with [organisation]. This includes any program, strategy or system you develop during your employment with [organisation].  Any copyright or merchandising rights in such work shall be the sole and exclusive property of [organisation] in accordance with the Copyright Act 1994.  **Dealing with Media/Giving Interviews**  [organisation] may engage local media to advertise events, achievements and to publicise business relationships – normally with the relevant manager’s prior approval.  All other media contact must have the approval of the Chief Executive prior to material being submitted to the media. Media includes (but is not limited to) print, television, radio and for on-line distribution.  All media requests for interviews and/or comments must be firstly directed to the Chief Executive and/or the designated media liaison person.  **Privacy Relating to the Treatment of Personal Information**  Your personnel records are kept securely by the position. Access to this information can be obtained through your manager. You must ensure that all personal information is protected against unauthorised use, access and disclosure. All employees must comply with the Privacy Act 1993.  **Equal Employment Opportunity (EEO)**  [organisation] aims to be an equal opportunity employer and is committed to promoting equal opportunities regardless of religious belief, age, colour, race, creed, marital status, gender, sexual orientation, political affiliation, ethnic origin, family status or any disability you may have (subject to the exceptions contained in the Human Rights Act 1993).  **Harassment and Bullying**  Harassment and bullying in the workplace will not be tolerated. If any staff member feels they have been subjected to any form of harassment (sexual, racial, political, social, or religious) or bullying, it may be discussed (confidentially) with the Chief Executive, your Manager or another appropriate senior employee. Complaints of harassment or bullying will be taken seriously, and instances of harassment or bullying may lead to dismissal or to other appropriate action being taken in respect of the person conducting such behaviour. Refer to the Employee Handbook for further information and for the harassment or bullying complaint policy and procedure.  **Resources**  Link to [organisation] Employee handbook  <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/people-management-toolkit> |
| **Legislative Considerations** | * Employment Relations Act 2000 * Human Rights Act 1993 * Privacy Act 1993 |
| **Review Protocol** | Policy Owner:  Policy Reviewed By:  Date Reviewed:  Next Review Date:  Revokes Policy Reviewed:  Changes Made (xxx) and Date:  Approved By: |
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| POLICY 1.3: RECRUITMENT AND INDUCTION | |
| **Policy Rationale** | [organisation] seeks to follow a robust and legally compliant recruitment process that ensures high quality appointments are made to all roles. Once appointed [organisation]seeks to offer a quality induction process that allows new employees to feel confident in their roles and to become effective contributors as soon as possible. |
| **Policy** | **Recruitment**  Prior to undertaking any recruitment, the [position]/Chief Executive must approve filling the vacancy. This approval must be in writing and include the remuneration payable for the role.  All roles should have a current Job Description and this should be reviewed prior to any recruitment activity.  All approved vacancies will be advertised internally and, where appropriate, externally.  [organisation] is committed to complying with the Human Rights Act 1993 and to conducting recruitment processes that are fair to all applicants.  Recruitment activity should follow the Sport NZ guidelines which can be accessed via the link in the Resources Section.  Ministry of Justice/Credit Checks will/will not be conducted.  Psychometric Testing will be conducted as appropriate for key roles.  Reference checks must be carried out with at least two references (work related) before any offer of employment is made.  **Sport NZ Funded Recruitment**  Where [organisation]has funding from Sport NZ toward a priority role the Sport NZ process for recruiting these roles must be followed (consult with your Partnership Manager). This includes the use of preferred Recruitment Consultants and Psychometric testing and assessment.  **Recruitment Consultants**  The use of Recruitment Consultants can be an expensive exercise. The Chief Executive must approve each engagement of a Recruitment Consultant unless Sport NZ funding requires such an engagement.  **Induction**  Managers of new employees are responsible for the induction process. The Sport NZ Induction checklist, which can be found in the link below, should be followed with additional induction activities added in as appropriate to the role.  **Resources**  Link to [organisation] Employee handbook  Induction:  <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/people-management-toolkit>  Recruitment:  <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/recruitment--2> |
| **Legislative Considerations** | * Employment Relations Act 2000 * Human Rights Act 1993 * Privacy Act 1993 |
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| POLICY 1.4: REMUNERATION | |
| **Policy Rationale** | Our remuneration policy is one of the mechanisms we use to attract, engage and retain people with the capabilities we need to achieve our strategy. Paying people fairly has a positive impact on their engagement and intention to stay. |
| **Policy** | [organisation]’schosen market is the Not-for-profit / Sport and Recreation Sector / General (select one) Market OR [organisation]has chosen different markets for the following job families:   |  |  | | --- | --- | | **Job Family** | **Remuneration Market** | | Administration & Business Support |  | | Commercial and Events |  | | Community Sport |  | | Corporate Services |  | | Facilities |  | | High Performance Sport |  | | Leadership and Management |  | | Programme Delivery |  | | Recreation Programmes |  |   [organisation]’schosen region is National / Metropolitan / Rest of North Island / South Island (select one).  [organisation]’schosen position in the market is the 25th/40th Percentile / Median / 60th/75th Percentile (select one) of that market.  [organisation]’spay practice is based on Base Salary / Fixed Remuneration / Total Remuneration (select one).  The government’s mandated superannuation scheme e.g. KiwiSaver is (select one) included in the organisation’s pay practice.  [organisation]’ssalary range will be 70-130% / 75-125% / 80-120% / 85-115% of the market position.  [organisation]will obtain market information from at least one remuneration survey provider each year to inform remuneration decisions.  organisation] will establish salary ranges based on job codes / bands / grades / points (select one).  Cars provided as part of the remuneration package will be valued in accordance with the remuneration survey provider’s / other methodology (specify).  Remuneration on appointment to a job will be in the range of 70-80% / 75-90% / 80-95% / 85-95% (select one) of the midpoint for the job depending on the assessment of the candidate’s likely performance made during the selection process.  The Board will approve the remuneration of the Chief Executive and their direct reports.  The Chief Executive will approve the remuneration of all employees within the job families listed in this policy, and make a recommendation to the Board for decisions that fall outside policy.  The remuneration of all employees will be reviewed annually, having regard to the market movement, need to retain people, and the organisation’s ability to pay.  Any changes to individual’s remuneration will be prioritised as follows:   * Comply with Minimum Wage Act requirements * Reward high performers (in accordance with the Performance Appraisal Policy) * Address any pay inequities.   There will be no expectation or entitlement to any increase in remuneration and any change will be at [organisation]’s sole discretion.  All employees will be provided with a remuneration and benefits statement on commencing their employment and following any changes.  **Resources**  Link to [organisation] Employee handbook  <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/people-management-toolkit> |
| **Legislative Considerations** | * Minimum Wage Act 1983 * Wage Protection Act 1983 * KiwiSaver Act 2006 |
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| POLICY 1.5: USE OF COMPANY VEHICLES | |
| **Policy Rationale** | [organisation]’s resources must be managed in a prudent and responsible manner to ensure both [organisation]’s financial sustainability and that we retain the trust and confidence of our funders, members and participants |
| **Policy** | **Vehicles**  Certain roles will be assigned [organisation] owned or operated vehicles. Rules around the use of these vehicles are detailed in the Employee Handbook and the Health and Safety Employee and Volunteer Handbook and Manual. Employees must sign the acknowledgement form relating to these prior to using a company vehicle.  At times employees may be required to use their personal vehicle for company use and [organisation]will reimburse staff for occasional use at the Inland Revenue declared Mileage Rate.  [organisation]’s Health and Safety policies and procedures apply when using [organisation] vehicles on [organisation] business. In addition, users of [organisation] vehicles must be conversant with the current traffic regulations and road code.  [organisation] does not expect employees to drive for excessive amounts of time. Furthermore the Government considers “drivers” should not work more than 13 hours without a 10 hour break.  As a guide, employees are not expected to work more than a 13 hour day including travel time, or when they are fatigued.  **Resources**  Link to [organisation] Employee handbook  Link to [organisation] Health and Safety Employee and Volunteer handbook  <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/people-management-toolkit> |
| **Legislative Considerations** | * Health and Safety at Work Act 2015 * New Zealand Transport Agency Land Transport Rules |
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| POLICY 1.6: LEAVE AND HOLIDAYS | |
| **Policy Rationale** | The aim of [organisation]’s leave and holidays policy is to:   * Encourage all employees to maintain a positive work and life balance by taking their full annual leave entitlement in the year it falls due. * Ensure compliance with the Holidays Act 2003 and other relevant legislation. * Minimise the carrying forward of annual leave and the negative affect this has on the [organisation]’s financial performance.   Assist [organisation] to meet its obligations as a healthy and well workplace. |
| **Policy** | [organisation] will comply with the Holidays Act with regards to all leave entitlements. Additionally, employees should be aware of the following:  **Annual Leave**  Employees are able to anticipate annual leave subject to their manager’s approval.  Employees may be required to take a reasonable portion (up to 2 weeks) of annual leave over the Christmas/New Year period.  If a person resigns and has a negative annual leave balance, the balance owing will be deducted from the employee’s final pay.  An employee may request one week of their annual leave be paid out to them. Approval will be granted on an individual basis. OR [organisation] has a policy of not paying out requests to cash up annual leave.  An employee may apply for unpaid leave if they do not have sufficient annual leave accrued. Approval for unpaid leave is at the discretion of their manager.  **Sick Leave**  When an employee takes sick leave they should phone their manager as early as possible to advise that they will not be at work. Sick leave of three or more days will require a medical certificate to be produced at your cost.  **Bereavement Leave**  Employees should tell their manager as soon as possible when they have a bereavement they want to take leave for. The amount of bereavement leave that the manager approves will depend on the closeness of the association between the employee and the deceased.  **Public Holidays**  Employees may not work on a public holiday unless required to by [organisation].  Requests to transfer Public Holidays in accordance with the Holidays Act will be considered on a case by case basis and may be approved at [organisation]’s discretion.  **Jury Service**  Employees called for jury service should contact their manager. Certain roles may mean that Jury Service can be waived.  [organisation] may, at its discretion, continue to pay an employee’s salary for the time they are on jury service. This will be subject to length of trail, time away etc. If [organisation] does continue to pay an employee’s salary whilst on jury service, the money received from the Department of Courts (excluding travel allowance) should be paid back to [organisation].  **Time in Lieu**  Hours worked outside normal working hours or during weekends may be taken as time in lieu by staff under [position] level if the employee has prior approval from their manager. Time in lieu must be taken within four weeks of accrual. Usually a maximum of two days can be accrued in any one year, however, in exceptional circumstances, at the discretion of managers, additional time may be accrued. Time in lieu is not payable on termination of employment.  **High Performance Staff Only – Special Leave (if applicable)**  Due to extended periods of long hours and weekend work by the Coach, Assistant Coach and Performance Analyst of the Men’s and Women’s International Teams special leave, to those employees only, is granted as follows:   * 1 day of Time Off in Lieu for every seven days worked consecutively without time off during a tournament or event to be taken within 2 weeks of the event ending; * Five days additional annual leave to be taken in the year it falls due or forfeited; and. * Neither of these special leave types has any cash value.   **Resources**  Link to [organisation] Employee handbook  <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/people-management-toolkit> |
| **Legislative Considerations** | * Holidays Act 2003 * Employment Relations Act 2000 |
| **Review Protocol** | Policy Owner:  Policy Reviewed By:  Date Reviewed:  Next Review Date:  Revokes Policy Reviewed:  Changes Made (xxx) and Date:  Approved By: |
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| POLICY 1.7: PERFORMANCE APPRAISALS | |
| **Policy Rationale** | [organisation] is committed to providing all employees with clarity over the purpose and objectives of their role. To achieve this an annual cycle of Performance Appraisals will set objectives, measure them throughout the year, amend them as required, and provide feedback to employees on a regular basis. |
| **Policy** | The aim of the Performance Appraisal cycle is to align employee focus and efforts with our strategic goals, to help employees to achieve their job and career goals, to recognise achievements, to ensure [organisation] strategic and business goals are achieved, and to assist employees to meet performance expectations.  Employees will have the opportunity to participate in planning their work and setting their goals in conjunction with their manager informally on a regular basis and formally during the Performance Appraisal cycle. Managers should provide employees with regular coaching and feedback.  The Performance Appraisal cycle is an opportunity for two-way communication and feedback about employees work and career with [organisation].  **Timings**  The Performance Appraisal cycle will mirror our Financial Year with the following timing:   1. Set Objectives/Review previous year’s performance – Month 1 2. 1/4ly Review – End of Month 3 3. Six monthly Review and adjust/add to objectives (if required) including individual career/personal development focus – Month 6 4. 3/4ly Review – end of month 9. 5. Review current year/set next year’s objectives – Month 12.   **Continual Process**  While the timings above detail the formal expectations of the performance appraisal process discussions between managers and employees on all aspects of performance should be ongoing and continual. [organisation]encourages open and honest discussion regarding performance and believes praise should be given when a job is well done rather than waiting for a formal meeting.  Conversely – where a Manager needs to have a discussion with an employee regarding a performance or behavioural issue this should occur as soon as possible after the Manager becomes aware of the issue. The formal 1/4ly meetings should not contain any surprises.  **Ratings**  As part of the Performance Appraisal cycle, Managers will give employees an overall rating.  Rating categories are: [Adapt for the organisation if/as required]   * Exceeds Expectations * Meets Expectations * Some Improvement Required to Meet Expectations * Significant Improvement Required to Meet Expectations   When an employee does not agree with their rating they may challenge that via the Chief Executive. The Chief Executive will review ratings where this occurs but the final decision on what rating is given is at the sole discretion of the Chief Executive.  **Moderation**  [organisation]will conduct a moderation process to ensure performance ratings are fair and consistent – this will be managed by the Chief Executive and occur in Month 12 of each Financial Year.  **Performance and Remuneration**  [organisation]believes in rewarding high performance. While we do not use a formal formula for calculating this as a general principle those staff who are assessed as ‘high performers’ though the Moderation process will receive higher percentage remuneration increases than other staff. Remuneration increases are not an entitlement and will be given at [organisation]’sdiscretion.  **Self-Managed Career Planning**  We encourage all employees to be self-managing in planning their short and long-term career and professional goals. Employees should feel free to discuss those goals and steps toward achieving them with their Manager – particularly at the start and midpoint of the Performance Appraisal cycle.  **Resources**  Link to [organisation] Employee handbook  <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/people-management-toolkit>  Link to Training and Development Policy. |
| **Legislative Considerations** | * Employment Relations Act 2000 |
| **Review Protocol** | Policy Owner:  Policy Reviewed By:  Date Reviewed:  Next Review Date:  Revokes Policy Reviewed:  Changes Made (xxx) and Date:  Approved By: |
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| POLICY 1.8: TRAINING AND DEVELOPMENT POLICY | |
| **Policy Rationale** | [organisation] is committed to providing all employees with the tools required to undertake their roles to the best of their abilities and to supporting them in their career development. Training and development will play a key role in this and [organisation]’s approach to training and development is detailed in this policy. |
| **Policy** | [organisation] is committed to providing appropriate training and development opportunities to all employees in order to support high performance in their current role and to prepare them for potential future opportunities.  Training and development may be focussed on the specific technical requirements of an employee’s role (such as ‘coaching’), more general ‘business based’ skills (such as the use of software or presentation skills), or developmental needs (such as leadership skills).  Training needs may also be met via formal educational interventions with external providers.  Additionally, mandatory training will be part of [organisation]annual plan. This will include areas such as Health and Safety, Driver Safety, Legal Compliance and other areas identified by Management.  **Types of training and development**  Training will be either ‘on the job’, via informal coaching and instruction or via formal courses and events. Predominantly [organisation] will look to provide opportunities via on the job or coaching methods.  **Planning training and development**  Managers and employees should, as part of the annual Performance Appraisal cycle, discuss and identify training and development needs and possible solutions to those needs. Agreed training and development needs and solutions should be recorded as part of the Performance Appraisal cycle.  On the job and coaching based training should be agreed between the Manager and the employee and arranged by either the Manager or the employee.  **Approving training and development**  Training is to be approved as per [organisation]’sDelegated Authorities policy.  **Formal Educational Opportunities**  Where a formal educational opportunity via an external educational provider (such as a qualification on the National Qualifications Framework via an Institute of Technology or a University qualification) is identified and approved the following may be offered at the discretion of the Chief Executive:   * A contribution toward course fees; * Time off for attendance at lectures or study groups and for exam preparation and attendance; * Support toward the purchase of text books.   **Resources**  Link to [organisation] Employee handbook  <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/people-management-toolkit> |
| **Legislative Considerations** |  |
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| POLICY 1.9: MISCONDUCT AND DISCIPLINARY MATTERS | |
| **Policy Rationale** | Our employment policies and arrangements are designed to create a positive environment in which people can be successful in their job. Like any relationship, all parties need to communicate well to ensure clear understanding of their needs and expectations so that both parties can maintain and enhance the work environment and employment relationship. |
| **Policy** | All employment relationships will be maintained in a way that is consistent with the Employment Relations Act 2000 and the following principles:   * Supports the organisational purpose and ethos * Supportive of individual and organisational accountability * Supportive of individuals and their aspirations * A prudent use of stakeholder funds   It is the responsibility of both parties to maintain a positive relationship. Our Code of Conduct sets out the expectations we have for our employment relationship. Our Job Descriptions set out the Key Result Areas for each job and the values we will demonstrate in delivering the Key Result Areas.  Performance expectations are expressed in the performance agreement negotiated annually between the employee and their Manager during the Performance Appraisal cycle. We will use employment-related legislation and case law to guide us in resolving all employment relationship issues.  Procedures for dealing with issues of performance, misconduct or serious misconduct are detailed in the Employee Handbook and Employment Agreements. Employees will be supported by their manager and the organisation’s Employee Assistance Programme provider) through any such process).  **Serious Misconduct**  Serious Misconduct is conduct that seriously compromises [organisation's] trust and confidence in the employee. Examples of serious misconduct may include, but are not limited to:   1. Any material breach of the terms of the Employment Agreement, Employee Handbook, or any applicable policy 2. Any dishonesty or theft 3. Any situation where you behave in a manner likely to bring you, or [organisation], into disrepute 4. Falsification of [organisation]’s records 5. Wilful damage of [organisation]’s property 6. Any situation where you take unauthorised absence from work 7. Any acts of violence, threatened violence or harassment against another person whilst in the course of duties for [organisation] 8. Being drunk, or under the influence of, or using, illegal substances or drugs whilst on [organisation] business or on any work premises or property 9. Wrongfully disclosing [organisation]’s information 10. The inappropriate use of electronic media, including pcs, internet and emails.   **Resources**  Link to [organisation] Employee handbook  <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/people-management-toolkit> |
| **Legislative Considerations** | * Employment Relations Act 2000 |
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| POLICY 1.10: LEAVING THE ORGANISATION | |
| **Policy Rationale** | [organisation]’s intent is to maintain positive and constructive relationships with all employees – future, present and past. This policy details our mutual obligations when you leave our employment |
| **Policy** | When you leave [organisation]we ask that you:   * return all company property; * hand over all current work to the appropriate people; and * hand over to someone duly authorised all notes of confidential information which you may have acquired during your employment.   **Exit Interviews**  When you leave [organisation]you may be invited to attend an exit interview in your last week. This is a confidential and voluntary interview aimed at helping [organisation]to understand how to improve organisational performance.  **References**  Generally [organisation]does not provide employee references but it does provide a record of service, noting dates of employment and roles undertaken, signed by the Chief Executive.  On occasion, employees may provide references with the prior written approval of their manager. Managers should use their discretion and if in doubt consult the Chief Executive before providing authorisation.  **Resources**  Link to [organisation] Employee handbook  <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/people-management-toolkit> |
| **Legislative Considerations** | * Employment Relations Act 2000 |
| **Review Protocol** | Policy Owner:  Policy Reviewed By:  Date Reviewed:  Next Review Date:  Revokes Policy Reviewed:  Changes Made (xxx) and Date:  Approved By: |
| **Employment Agreement** | Where there is any inconsistency between this policy and your employment agreement, your employment agreement prevails. |