



NEW PLYMOUTH SPORTFISHING & UNDERWATER CLUB (INC.)

P.O. Box 97
NEW PLYMOUTH 4340
PH 06 758 3901
Email : npsuc@xtra.co.nz

Code of Conduct Policy

This code of conduct policy applies to all NPSUC members, volunteers and persons participating/connected to NPSUC activities.

This code outlines your rights and responsibilities, whatever your role or ability, and you should encourage others to follow it, and recognise you have a duty of care to all NPSUC members.

Members, volunteers and visitors

Your responsibilities:

- Agree to abide by the Code of Conduct.
- Follow the Club Policies and Procedures.
- Learn and understand the rules of any competitions that you participate in.
- Respect decisions made by others.
- Never use violence or bad language.
- Use the appropriate rules and guidelines to resolve disputes and disagreements.
- Conduct yourself in a sportsman-like manner and treat all others at the club with respect.
- Act in the best interests of the Club at all times
- Take part in your sport with honesty and without cheating
- Comply with competition and behaviour requirements.
- Understand and abide by the rules set by NPSUC, NZSFC/IGFA as appropriate.
- Understand the investigation/complaints process and follow the proper procedure if you feel unjustly treated.
- Ensure all bills are paid on time.
- Respect NPSUC committee members, volunteers and staff and their roles within the club.
- Use the Club VHF channel in a polite and proper manner.
- Ensure that the Club is informed regarding medical conditions or other relevant issues.
- Be free of drugs and other performance enhancing substances within the guidelines of the Drug Free Sport New Zealand.

If you have any questions, difficulties or do not understand the above responsibilities, ask your fellow members, committee, weighmaster or staff for help.

COMMITTEE

Committee members must undertake the following responsibilities to best lead and manage NPSUC to the best of their ability for the benefit of all club members.

Your responsibilities:

- Agree to abide by the Code of Conduct.
- Carry out your required duties for NPSUC, understanding that the Club's function, performance and reputation is paramount.
- Be professional, fair, considerate and honest with others.
- Resolve conflicts fairly and promptly through established procedures.
- Follow NPSUC's policies and procedures.
- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings.
- Set up, maintain and revise rules when needed in the best interests of NPSUC; these rules must be communicated to the relevant members.
- Ensure effective communication with members through recognised means e.g. email, web posting, social media etc.
- Keep confidential any sensitive information which you are made aware of through your role.
- Abide by the Protection of Young People Policy

STAFF

Paid staff must undertake the following responsibilities to the best of their ability for the benefit of all club members and visitors.

Your responsibilities:

- Agree to abide by the Code of Conduct.
- Act in the best interests of the Club at all times. This includes acting as a Club representative at all times.
- Carry out your required duties for NPSUC, understanding that the Club function, performance and reputation is paramount.
- Follow the Club Policies and Procedures
- Maintain a smart and respectable appearance including clothing, hygiene and general appearance while involved in any Club role.
- Undertake your role as part of a 'One team' approach.
- Support other staff through positive actions.
- Only undertake activities related to club business while on shift at the Club. This includes not soliciting members, visitors and other stakeholders for any other cause including personal or other organisational promotion, or cause (without the approval of the Club President).
- Ensure the health, safety and wellbeing of yourself and others related to the Club.
- Be polite, courteous, professional, fair, considerate and honest with others. This includes not speaking ill of or gossiping inappropriately related to others such as Club members, staff, volunteers and Committee members.
- Resolve conflicts fairly and promptly through established procedures.
- Keep confidential any sensitive information which you are made aware of through your role.
- Abide by the Protection of Young People Policy

Signed  Date 15 Sept 2021
Club President Ian Steele



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Customer Service Policy

The New Plymouth Sportfishing and Underwater Club has a commitment to
Excellent Customer Service

The Staff will:

- Abide by the Club's Code of Conduct requirements for staff.
- Greet all members in a positive and polite manner.
- Ensure bar service is quick and efficient.
- Food / Kitchen service that meets all appropriate food hygiene requirements
- Provide food and beverage that represents appropriate quality for our Club
- Ensure that the signing of all visitors/guests is explained carefully and positively. Where appropriate, a member of the Executive or Committee should be introduced to a visitor e.g. a person from a visiting club, or local dignitary.
- Always promote the club in a positive manner.
- Support other staff members in a positive manner including when related to interactions with Customers.
- When dealing with a potential hirer of the venue, ensure the experience is positive and welcoming.

The Club Executive will

- Commit to providing, via club staff, excellent and consistent service to all members, visitors, guests and potential hirers of the venue.
- Ensure all staff understand the required commitment to customer service.
- Ensure that this policy forms part of all employment agreements.
- Where necessary, additional training will be provided for staff.
- As identified, greet, and make welcome any visitors from affiliated clubs, local dignitaries, or other special visitors.

The committee will

- Ensure the standards of customer service are maintained and reviewed.

Signed

Date 15 Sept 2021

Club President Ian Steele



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Drug and Alcohol Policy

NPSUC is committed to ensuring a safe and healthy environment. The use and possession of illegal drugs, the misuse of legal drugs (e.g., prescription, synthetic drugs and ‘party pills’) or other substances, and the misuse of alcohol in the workplace can be a serious threat to the health and safety of our staff. As part of our commitment, NPSUC recognise this threat and have zero tolerance towards it.

This policy is to be read in conjunction with other Club Policies, specifically including Host Responsibility.

To achieve this commitment NPSUC will:

- Promote a workplace free of drug and alcohol misuse by providing education and sharing information with employees, stakeholders and volunteers.
- Provide guidance and information to individuals to help them know what action to take if they are concerned about drug and alcohol misuse, and to assist in recognition of misuse indicators.
- Provide assistance with drug and/or alcohol rehabilitation to people where it is deemed appropriate.

We require that:

- All NPSUC employees shall comply with this drug and alcohol policy. This may include requirements for pre-employment, random, site screening, reasonable cause or post incident drug and alcohol testing.
- No employee shall report to work or conduct work for NPSUC if their performance could be adversely affected by drugs (legal or illegal) or alcohol impairment.
- No employee may use, manufacture, possess, sell, trade, or distribute any illegal drugs on any NPSUC operated site.

Alcohol impairment

For clarity, impairment of alcohol will be judged using the same threshold used for driving in New Zealand. Currently (May 2021) this is:

The alcohol limit for persons aged 20 years and over is 250 micrograms (mcg) of alcohol per litre of breath and the blood alcohol limit is 50 milligrams (mg) per 100 millilitres (ml) of blood. If you are under 20, the alcohol limit for is zero.

If you are over these limits, you are impaired and not fit for work.

Alcohol in the workplace

Staff, while working in the Kitchen or Bar are not to drink Alcohol in the workplace while on shift. This includes paid and unpaid breaks. Once staff have ceased work for the respective day Alcohol may be consumed onsite as a Customer following the Club Policies and Procedures including Host Responsibility.

Definitions

The terms 'Everyone', 'Persons' and 'People' and similar words include (but not limited to) the Club Committee, Members, Visitors, Participants, Sponsors, Staff, suppliers and service providers.

The Club Constitution provides definition of specific roles including the President, Vice President, Secretary, Treasurer, Club Captain, Head Weighmaster, Dive Delegate, the Executive and Committee.

Signed  Date 15 Sept 2021
Club President **Ian Steele**



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Emergency Procedures Policy

This code of conduct policy applies to all NPSUC members, volunteers and persons participating/connected to NPSUC activities and is related to emergency procedures.

This code mainly relates to the building and premises, and includes fire and earthquake.

Fire

If you discover a fire activate the nearest fire alarm, telephone the fire service immediately and warn others. When warned of a fire leave the building immediately by your nearest and safest exit – there are many. Do not linger in rooms or passageways, and do not run. There is a designated Fire Warden who will ensure that all people have left the building and will advise you when it is safe to return to the building. Do not return to the building until “all clear” is given.

Earthquake

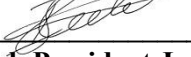
If there is an earthquake move away from windows and glass and take shelter under solid furniture. Watch for falling plaster, glass, light fittings and other overhead objects. Be ready to avoid furniture that may slip or fall. Only leave the building if instructed by a warden.

Medical or marine emergency

Where a medical emergency occurs at the Club, the focus is to seek assistance and management from relevant authorities as soon as possible, specifically to call 111 by telephone and follow their guidance.

Theft, break-in or robbery

Where an emergency occurs at the Club related to theft, break-in or robbery, the focus is to prioritise the wellbeing of all persons present. This means that any request for goods or money made by persons shall be complied with, and assistance and management from relevant authorities as soon as possible but without compromising personal wellbeing, specifically to call 111 by telephone when it is safe to do so and follow their guidance.

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Prevention of Harassment and Bullying Policy and Procedure

1. OBJECTIVE

The Club is committed to creating and maintaining an environment in which everyone, including employees, can work together in an atmosphere free from all forms of discrimination, exploitation, intimidation and conduct that can be considered harassing, coercive, or disruptive. The Club will not tolerate harassment or bullying by any person, be they an employee or a person who has contact with our Club.

The Club has zero tolerance for all harassment or bullying.

It is the intention of the Club to take whatever action may be needed to prevent, correct, and if necessary, discipline behaviour which violates this policy.

2. RESPONSIBILITY

Club Executive

- Lead by example and build a respectful work environment
- Encourage people to talk through issues which may be considered bullying or harassment (where appropriate)
- Treat any complaint seriously and act promptly to get it resolved

Everyone

- Treat others with respect
- Behave in ways that contribute to a safe and positive environment including the workplace
- Be understanding of people's differences
- Report any behaviour which they generally consider to be a breach of this policy

3. DEFINITIONS

The terms 'Everyone', 'Persons' and 'People' and similar words include (but not limited to) the Club Committee, Members, Visitors, Participants, Sponsors, Staff, suppliers and service providers.

The Club Constitution provides definition of specific roles including the President, Vice President, Secretary, Treasurer, Club Captain, Head Weighmaster, Dive Delegate, the Executive and Committee.

3.1. Bullying

Bullying is repeated and unreasonable behaviour which is directed at a person or group that creates risk to their health and safety and/or has a detrimental effect on that person or group.

- Repeated behaviour is persistent and can involve a range of actions over time
- Unreasonable behaviour is behaviour that a reasonable person in the same circumstances would consider to be victimising, humiliating, intimidating, or threatening

Generally, bullying will be intentional, with the aim of gaining power and dominance over another person and/or causing fear and distress to that person. However, bullying can also be unintentional, where although the perpetrator's actions are not intended to cause fear or distress, they have (and it is reasonable to expect that they could have) this effect.

Examples of bullying can include:

- Put downs, belittling comments, persistent criticism
- Public humiliation, teasing and taunting
- Intimidation e.g. misuse of power, threats of violence or against job security
- Exclusion, isolating or ignoring
- Verbal abuse, shouting or yelling
- Behaviour that happens face to face, by email or text message, online or by other social media channels

Bullying is not:

- One-off or occasional instances of forgetfulness, rudeness, or tactlessness
- Setting high performance standards
- Constructive feedback and genuine peer review
- A reasonable request from your manager
- Undertaking a disciplinary process in line with the Club's policies
- A single incident of unreasonable behaviour, but incidents should be addressed to avoid escalation

3.2. Harassment

Harassment is where one person directs behaviour at a person including watching, loitering, following, or accosting them, interfering with their property or acting in ways that causes them to fear for their safety. To be considered harassment, the behaviour must either be repeated, or of such a significant nature that it is humiliating, offensive or intimidating to a person and creates a risk to their health and safety and/or has a detrimental effect on their health and wellbeing.

Generally, harassment will be intentional, but it can also be unintentional, where although the perpetrator's actions are not intended to cause humiliation, offense or intimidation, they have (and it is reasonable to expect that they could have) this effect.

Examples of harassment can include:

- Persistent following, watching, loitering near, or accosting a person
- Giving offensive material to a person, or leaving it where it will be found by, given to, or brought to their attention
- Perpetrating and circulating persistent and malicious gossip about a person
- Interfering with an other's personal property

Harassment (including sexual and racial harassment) is not:

- Behaviour based on mutual attraction, including the development of relationships
- Occasional and appropriate compliments on a person's appearance
- Appropriate performance management and feedback

3.3. Sexual Harassment

Sexual harassment is language, visual material or physical behaviour of a sexual nature which is unwelcome or offensive to a person, and which is either repeated or so significant that it has a detrimental effect on things such as the person's health and wellbeing, job performance or job satisfaction.

Examples of sexual harassment can include:

- Unwelcome sexual advances or physical contact
- Sexually oriented remarks or abuse
- Offensive gestures or comments
- Promise of preferential treatment or threat of detrimental treatment in return for sex
- Use of pictures/posters/videos of a sexual nature
- Persistent and unwelcome social invitations, phone calls or emails at the Club or home

Sexual harassment also occurs if a person directly or indirectly asks a person for sexual intercourse, sexual contact, or another form of sexual activity, and their request contains an implied or overt promise of preferential or detrimental treatment, or an implied or overt threat about their present or future employment status.

3.4. Racial Harassment

Racial harassment is unwelcome language, visual material or physical behaviour that directly or indirectly expresses hostility against, brings into contempt, or ridicules, a person on the grounds of their race, colour, ethnicity or national origin, which is offensive or hurtful to the person and which is either repeated or so significant that it has a detrimental effect on that person's employment, job performance or job satisfaction.

Examples of racial harassment can include:

- Jokes, remarks, insults, songs, innuendos or direct comments about cultural differences, ethnic origin or race
- Name-calling or deliberately mispronouncing names
- Making fun of the way people dress, speak or look relating to their ethnic origin
- Offensive material
- Threatening behaviour based on cultural differences, ethnic origin, or race

4. DETAILED PROCEDURE

4.1. What should you do?

The Club will support anyone who has a genuine complaint of bullying or harassment. If a complaint is made, we will act promptly, investigate the matter fully, and treat the matter seriously and in confidence. Where bullying or harassment is found to have occurred, this may lead to disciplinary action being taken against the person (or people) complained about.

Anyone making a complaint of bullying or harassment will be protected from any retaliation, victimisation or discrimination from either the person (or people) they are complaining about, or anyone else at the Club.

Engaging in this kind of behaviour against a person complaining of bullying or harassment may also lead to disciplinary action. However, if a dishonest or malicious false complaint is made, then disciplinary action may be taken against the complainant.

If you feel that you have experienced any form of bullying or harassment it is important that you raise your concerns as soon as possible after the behaviour of concern occurs.

There are several ways you can deal with this.

Informally:

- If you feel comfortable to do so, speak directly to the person whose behaviour is causing the problem:
 - Focus on their behaviour – don't make it personal.
 - Be as specific as possible and give examples of the behaviour that is causing you concern.
 - Explain why the behaviour is unwelcome and ask for it to stop. Often the person may not know their behaviour is causing distress and will stop immediately once told.
 - Be firm and confident - not aggressive or confrontational.
- Talk to someone you trust about your concerns. This can also help give you an objective viewpoint on the behaviour you have experienced.
- Speak to the Club Executive. If appropriate, they may facilitate an informal meeting with you and the person whose behaviour is of concern to discuss the issue and agree a way forward.
- For employees, if the person whose behaviour is causing you concern is your manager, you should discuss your concerns with the Club President.

Formally:

- If you have tried to resolve the bullying or harassment informally and it has failed to stop, or if you feel the matter requires urgent escalation, you should make a formal complaint to the Club President. A formal complaint should be made in writing. This can be done with assistance from a trusted person.
- Upon receipt of a formal complaint, a meeting will be arranged by the Club President to discuss your concerns and agree the next steps, which may include a full investigation into the allegations.
- If a full investigation is conducted, the details of the complaint will be provided to the alleged bully/harasser and they will be given the opportunity to respond to the allegations. A full investigation may include an independent and suitably qualified HR expert to undertake the investigation.
- All issues raised will be taken seriously and will be handled confidentially, as far as possible, and in a timely way.

4.2. What to do if you receive a complaint?

Explain the process contained within this procedure and provide them a copy of it.

Report the complaint to the Club President or another member of the Club Executive if this is not appropriate.

4.3. What happens after a complaint is made?

The steps as outlined in the Investigation and Disciplinary Procedure are followed.

The Club has zero tolerance for harassment and bullying. At all times the Club will support the person who has made the complaint.

4.4. Confidentiality

All complaints will be treated with utmost confidentiality, and if possible, anonymity of the complainant will be maintained.

Signed  Date 15 Sept 2021
Club President Ian Steele



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Host Responsibility Policy

The Committee and Employees of the Club have a responsibility to provide an environment that is not only comfortable and welcoming, but also an environment where alcohol is served responsibly.

Food	Food is available from the kitchen during the opening hours of the bar. Options include full meals, along with suitable food options such as Hot Pie, Pizza and Chip options outside the regular kitchen hours.
Non - alcoholic Drinks	Tea and Coffee are available from Bar along with a range of Soft Drinks and Fruit Juice at all times. Complimentary chilled water is always also available.
Low - alcohol Drinks	A range of Low or Reduced Alcohol drinks are available at the Bar at all times
Transport	A Phone is available at all times. The bar staff will assist by calling Taxi's on request. Taxi Numbers are displayed by the public telephone.
Minor's	Staff are required to insist on identification from anyone who they suspect is a minor. Acceptable ID is a New Zealand Photo Drivers' License, a Passport or HANZ 18+ Card (within 10 years of issue) and Kiwi Access Card. No other ID is acceptable. Service will be refused if ID cannot be produced
Alcohol Promotions	The Club will not engage in any in-house promotion of alcohol that will encourage people to drink more alcohol. All promotions will meet the Industry Code of Practice on alcohol promotions. The Committee and Staff endorse and promote the 'Moderate drinking is smart drinking' message.
Intoxicated persons	The Club will not allow members, visitors or guests to become intoxicated. To prevent this, the bar staff will monitor all patrons and if necessary slow down service, offer food and non-alcoholic drinks to any person they suspect is becoming intoxicated. Intoxicated persons are not permitted into the premises at any time and will be refused service and asked to leave should they enter the premises. Anyone becoming disorderly or quarrelsome will be asked to leave. The Manager on duty and staff have the committee's support if they have the need to refuse service to any patron at any time.
Staff Training	The Committee fully supports on-going training of Bar Staff. The Bar Staff will be paid for attending any off-site training and be required to attend an annual refresher. In addition staff will be reminded of their responsibilities as part of their ongoing training and communication,
Committee	This Host Responsibility Document is subject to ongoing review by the Club's Committee and reflects the Clubs commitment to providing a safe and welcome environment for its members and guests. This document was endorsed by the Committee in June 2021.

Signed  Date 15 Sept 2021
Club President Ian Steele



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Internet, Email and IT Policy

SUMMARY

This policy sets out guidelines for acceptable use of the Internet, email and IT equipment (computer hardware and software) by people at NPSUC.

The primary purpose for which access to the Internet, email and IT equipment is provided by NPSUC to its people is to assist them in carrying out their duties.

People may also use the Internet, email and IT equipment provided by NPSUC for reasonable private purposes, which are consistent with this Acceptable Use Policy.

Staff may not use the Internet and/or email access provided by NPSUC in such a way as to interfere with their duties (including employment), cause offence to any party or to expose NPSUC to cost or risk of liability. This policy may be amended and altered from time to time.

WHAT IS ACCEPTABLE USE

Internet and email access and IT equipment is provided for Club related purposes. However, subject to the balance of this policy, people may use the Internet access provided by NPSUC in their own (unpaid) time (e.g. during lunch time or breaks) for:

- Sending and receiving personal email messages, provided that email messages are sent with a NPSUC email address in the From: or Reply-To: header do not contain content that is deemed to be offensive or detrimental to NPSUC's reputation. This includes, but is not limited to, the use of vulgar or harassing language/images, sharing confidential NPSUC information, and the like;
- Using instant messaging software for personal purposes;
- Accessing the internet for personal purposes including accessing social networking websites (such as Facebook) and personal email accounts, and;
- Utilizing any other Internet service or protocol for personal purposes after obtaining permission to do so from NPSUC;

Provided in each case that the personal use does not;

- constitute unacceptable use as defined below;
- incur cost for NPSUC, and;
- Interfere with the duties of the person or those of his or her colleagues.

WHAT IS NOT ACCEPTABLE USE

Except in the course of a person's duties or with the express permission of NPSUC, the Internet, email access and IT equipment provided by the Club may not be used for:

- Personal commercial purposes.
- Sending unsolicited bulk email.
- Disseminating confidential information of NPSUC or our members, sponsors or other stakeholders.
- Any illegal purpose.
- Accessing and downloading pornographic or sexually explicit sites.
- Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof.
- Disseminating personal contact information of officers, members, sponsors, employees or other stakeholder of NPSUC without their consent.
- Knowingly causing any other person to view content, which could render the club liable pursuant to equal opportunity or sex discrimination legislation at the suit of that person.
- Knowingly downloading or requesting software or media files or data streams that the person has reason to believe will use a greater amount of network bandwidth than is appropriate.
- Posting defamatory, abusive or offensive comments about NPSUC, any of NPSUC's stakeholders or staff of NPSUC on any website, blog or social networking site (such as Facebook).
- Using NPSUC's internet connection to download programs, music, video files or any other material from the internet on to personal devices.
- No personal external devices (such as external hard drives and USB flash drives) may be plugged into NPSUC Ltd's network or any PC on that network unless approved by the Club Executive.

MONITORING OF USE OF INTERNET, EMAIL AND IT EQUIPMENT

NPSUC keeps and may monitor logs of Internet and email usage, which may reveal information such as which Internet servers (including World Wide Web sites) have been accessed by people, and the email addresses of those with whom they have communicated. NPSUC will not, however, engage in real-time surveillance of Internet usage, will not monitor the content of email messages sent or received by its people unless a copy of such message is sent or forwarded to the Club by its recipient or sender in the ordinary way, and will not disclose any of the logged, or otherwise collected, information to a third party except under compulsion of law. NPSUC will however undertake periodic internal audits.

NPSUC equipment is to be kept fit for purpose; in the event, a piece of IT equipment becomes inoperable, lost/stolen or otherwise unfit for the task this must be raised with the Club Executive.

In addition to the Club Executive, it is the responsibility of all those that use NPSUC equipment to ensure the safety of NPSUC equipment and assets including intellectual property.

CONSEQUENCES OF UNACCEPTABLE USE

Responsibility for use of the Internet and/or email and/or IT Equipment that does not comply with this policy lies with the person so using it, and such employee must indemnify NPSUC for any direct loss and reasonably foreseeable consequential losses suffered by the Club by reason of the breach of policy. This means that NPSUC may seek to recover costs from any staff member who is proven to have caused the losses involved.

NPSUC will review any alleged breach of this Policy on an individual basis.

If the alleged breach is of a serious nature which breaches a person's duty of fidelity to the Club (for example, emailing confidential information of the club to another party), the person shall be given an opportunity to be

heard in relation to the alleged breach and if it is admitted or clearly established to the satisfaction of the club the breach may be treated as grounds for a finding of serious misconduct and possible instant dismissal.

Otherwise, an alleged breach shall be dealt with as follows:

- Initially, the person shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be asked to desist from or where applicable to remedy the breach.
- If the breach is not desisted from or remedied, NPSUC may either withdraw the person's access to the Internet or provide a first warning to the person, to which the employee shall have an opportunity to respond.
- If the infringing conduct continues the person may be given a second and a third warning, to each of which he or she shall have an opportunity to respond.
- If a breach is committed after the third warning, disciplinary action will result, and in the case of an employee, the employee may be instantly dismissed.

Definitions

The terms 'Everyone', 'Persons' and 'People' and similar words include (but not limited to) the Club Committee, Members, Visitors, Participants, Sponsors, Staff, suppliers and service providers.

The Club Constitution provides definition of specific roles including the President, Vice President, Secretary, Treasurer, Club Captain, Head Weighmaster, Dive Delegate, the Executive and Committee.

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Investigation and discipline Procedure

OBJECTIVE

The objective of the Disciplinary Procedure is to ensure that all disciplinary actions, including employee dismissals are justified and are carried out in a fair and legally correct manner.

This procedure applies to all persons associated to the Club including Members and Employees.

RESPONSIBILITY

The Club President has the ultimate responsibility for assisting in ensuring that all processes and requirements are carried out in a fair and reasonable manner in accordance with conditions of employment specified in the relevant acts. Where the matter is related to paid employment the Club President is the decision maker, unless delegated by the Club President on a 'case by case' basis.

DETAILED PROCEDURE

General Principles

When taking disciplinary action of any kind the following principles are to be observed:

- Promptness
- Impartiality
- Consistency
- Fairness

Disciplinary action must be taken as soon as practicable after the event which warrants the action.

Disciplinary procedures must be applied in an equitable and fair manner to all people.

The aim of disciplinary action is to improve the situation and prevent recurrence of unsatisfactory actions or behaviours.

Grounds for Disciplinary Action

The need for disciplinary action may arise from any number of situations. The following list summarises the primary grounds for disciplinary action (but is not an exclusive list):

- Incompetence or poor performance
- Impaired performance through health related reasons
- Misconduct
- Serious Misconduct
- Privacy breach
- Internet, email and social media behaviour
- Criminal charges and offences against the law
- Abandonment of employment

Disciplinary Interviews and Investigation

When disciplinary action is being considered, a careful investigation must be made. The investigation must include:

- Collection and recording of witness accounts (if available)
- Verification of records and facts (if possible)
- Advice from a suitably qualified professional (only when it is relevant to the matter being investigated)

No disciplinary action, including verbal or written warnings, is to be decided upon, or taken, before the relevant facts have been evaluated.

The person to be interviewed is to be given:

- Prior warning of the nature and subject of the allegations being investigated and the type of disciplinary action that could result
- The opportunity to be accompanied at the interview by a representative/support person of their choice
- The opportunity to explain, or deny, the allegation
- Prompt written advice of the result of the investigation

The person conducting a disciplinary interview must be accompanied by another person so that details of the interview and outcome can be corroborated later. The person conducting the interview may be an appointed independent HR professional, appointed by the Club. The decision making remains with the Club President (for paid staff, unless delegated) and Club Committee for other matters.

Written records outlining a summary of the disciplinary interview(s), including the outcome, must be made and kept in the person's Personal File

Forms of Disciplinary Action

The forms of disciplinary action which may be taken are:

- Verbal warning
- Written warning
- Dismissal (employees) and disciplinary outcomes (all others)

Any disciplinary action must be formally advised to the person in writing.

At each stage of the disciplinary process, a record must be kept. This record is to be placed on the persons Personal File and include:

- Copies of warnings and/or correspondence (e.g. Disciplinary letters, etc.)
- Meeting details (who was present; the matter discussed; any input received from third parties; etc.)

Verbal Warnings

Verbal warnings are usually the first level of disciplinary action.

A verbal warning should not normally be the first indication to a person of shortcomings in performance or behaviour.

The objective of a verbal warning is to correct the behaviour or performance of the person and avert more serious disciplinary action in the future.

Verbal warnings must clearly state the grounds for concern and the likely consequences of non-improvement. Any person who is in receipt of a verbal warning, may if they wish, respond in writing and/or in person, and have a copy or record, of the response placed in their Personal File.

Written Warnings

Written warnings are usually the second level of disciplinary action.

Depending upon the “degree of misconduct” it may be appropriate to issue written warnings in two stages (i.e. A first written warning and then a final written warning).

In other more serious circumstances, a single final warning will suffice.

Written warnings must contain, as a minimum, details of:

- The interview (i.e. Date and names of those present)
- The unsatisfactory conduct or behaviour
- Reference to any previous relevant verbal/written warnings
- Any explanations offered
- Any agreement made to rectify the problem
- The type of warning given and its duration
- Consequences of failure to improve (a final warning must state that dismissal will result from behaviour which causes a further level of disciplinary action to be taken)

A copy of the written warning must be given to the person, and a further copy signed by the person acknowledging receipt is to be placed in the Personal File.

A person who is in receipt of a written warning, may if they wish, respond in writing and/or in person, and have a copy or record of the response placed in their Personal File.

Dismissal (Employees)

An individual's employment may be terminated by:

- Notice of termination – giving notice in accordance with the employees employment agreement
- Summary Dismissal – immediate cessation, without notice.

No employee will be dismissed without previous warnings, except in cases of serious misconduct, or abandonment of employment.

Dismissal resulting from abandonment of employment may only be made after reasonable attempts to contact the employee have failed.

The employee must be advised in writing (to their last known address) that they are deemed to have “abandoned their employment”.

Disciplinary outcomes

For individuals and organisations that are not direct employees, the Club Committee shall decide relevant disciplinary outcome which may include Suspension as described in the Club Constitution.

Definitions

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The Club Constitution provides definition of specific roles including the President, Vice President, Secretary, Treasurer, Club Captain, Head Weighmaster, Dive Delegate, the Executive and Committee.

Signed  Date 15 Sept 2021
Club President Ian Steele



NEW PLYMOUTH SPORTFISHING & UNDERWATER CLUB (INC.)

P.O. Box 97
NEW PLYMOUTH 4340
PH 06 758 3901
Email : npsuc@xtra.co.nz

Media Policy

SUMMARY

This policy applies to engagement with the media through all forms of communication that are, or are likely to be, reported or published in the public arena, including print media, broadcast media and online.

The purpose of this policy is to set out principles and procedures with respect to engagement with the media by People associated with the Club.

Responsibility for the management of Club's relationship with the media rests with the Club Executive.

ENGAGEMENT WITH THE MEDIA

The following applies:

- People who engage with the media for any reason that may be linked with (or perceived to be linked with) the Club must make it clear that their opinions and comments are their own and not on behalf of Club.
- Only the Club Executive may communicate with the media on behalf of Club.
- People, including Staff, must report any approach from the media to a member of the Club Executive so that any consequent media enquiries or outcomes are managed and monitored in a timely and constructive manner.
- People, including Staff, who become aware of a matter that has the potential to become public and have a significant impact on Club's reputation must notify the Club President as soon as practicable.
- Any request by a media photographer or film crew to use the Clubrooms or surrounding land, or while out on any site for photography or filming purposes must be referred to the Club Executive who will ensure the completion of an appropriate permission request before photography or filming is undertaken.
- Only the Club Executive may speak to or release information to the media about an emergency situation.
- In their dealings with the media, people must act in the best interests of the Club at all times.
- Confidential information must not be disclosed to the media in any circumstances; requests for information that may be confidential, or otherwise quote the Official Information Act 1982 or the Privacy Act 2020, must be referred to a member of the Club Executive, who will deal with them as appropriate.

- Any person requested by the media to confirm whether a person is, or has been, employed at Club, must refer the request to the Club Executive, who will deal with it as appropriate.

RESPONSIBILITY FOR MONITORING COMPLIANCE

- People who are aware of any actual or potential breaches of this policy may report them to the Club Executive who will deal with them as appropriate.
- The Club Committee are responsible for monitoring compliance with this policy and reporting any breaches to the Club President.
- Breaches of this policy may result in disciplinary action.

Definitions

The terms 'Everyone', 'Persons' and 'People' and similar words include (but not limited to) the Club Committee, Members, Visitors, Participants, Sponsors, Staff, suppliers and service providers.

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Privacy Policy

NPSUC complies with the New Zealand Privacy Act 2020 (the Act) when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

This policy sets out how we will collect, use, disclose and protect your personal information.

What Information Do We Collect?

We gather various information about our current and potential Members and Stakeholders (including Sponsors and Venue Hirers). This information includes the following personal information;

- Name, age and Gender
- Contact information including email, VHF Callsign details and phone number
- Vehicle/boat information including information relating to safety equipment
- Address
- Interactions with us
- Billing or purchase information
- Information related to you preferences, including if you own a boat, dive or fish

Where Do We Collect Your Personal Information From?

- By you to us for the purpose of enquiring about or receiving our products and services including events, membership, venue hire and Sponsorship;
- To us by you through any other method, including when signing up as a member or through your correspondence and discussions with us; and
- Third parties where we reasonably believe you have authorised this, or where we reasonably believe the information is publicly available.

How Will We Use Your Personal Information?

We will use your personal information:

- To provide communication and marketing including Club News, Activities and events at the club
- To provide information to you on your membership.
- To verify your identity
- For events including competitions and member draws
- To provide services and products to you
- To improve the services and products that we provide to you
- To bill you and to collect money, including authorising and processing credit card transactions

- To respond to communications from you, including a complaint
- For other purposes from time to time as they arise including health and safety matters
- To conduct research and statistical analysis (on an anonymised basis)
- To protect and/or enforce our legal rights and interests, including defending any claim
- For any other purpose authorised by you or the Act.

Email, Newsletters and Other Notices

We may send emails throughout the enquiry process or related to the products, services and events you receive from us as well as other newsletter emails you elect to receive. In addition, we may send out promotional material to you promoting products, events and services we think that may be relevant to you. It is our policy to immediately remove any person from any mailing list upon the person's request.

App and Website Information

When you use our App or website, we may collect information about how you interact with us including;

- Your browser's internet address;
- Your IP address;
- The date and time of your visit;
- Your electronic device;
- The pages you have visited on our website (Cookies may be used)

This information is used to:

- Verify your identity when accessing our services;
- Learn about your preferences in connection with the services we provide;
- Facilitate connecting you with an associated service or event
- Maintain and update our membership records.

When you access our page in the Sporty app you may be prompted to allow us access to your location information and to allow us to provide you with push notifications on your mobile device. If you agree to allow these functions and later change your mind, you can opt-out by updating the privacy settings on your mobile device.

Our app and website sometimes contain links to websites of our third-party partners and associated clubs. Information you may provide on these websites is subject to the privacy policies of those partners. We encourage you to make enquiries of such policies before providing our partners with your personal information.

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

Disclosing Your Personal Information

We may disclose your personal information to:

- Any business that supports our services and products, including any person that hosts or maintains any underlying IT system or data centre that we use to provide the website or other services and products, such as our Sporty Membership Database system.
- Other third parties (for anonymised statistical information)
- A person who can require us to supply your personal information (e.g. a regulatory authority)
- Any other person authorised by the Act or another law (e.g. a law enforcement agency)
- Any other person authorised by you.

Consent

You consent to the collection and use of your personal information by NPSUC in accordance with this privacy policy.

If you choose not to enter contact information, we'll be unable to communicate with you and provide updates of membership and activities at the Club – this will affect the quality of your engagement with us.

Protecting Your Personal Information

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

Accessing and Correcting Your Personal Information

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at npsuc@xtra.co.nz, or 067583901, or PO Box 97, New Plymouth 4310.

Photography

We may from time to time publish photos of our activities including club events, functions and generally around the club rooms. Published photography will only be used by the Club in a positive way (unless it relates to a suspected or actual Criminal Act where we are trying to identify a person of interest). Should you not wish to have any identifiable image(s) published of you (or person in your care), please contact us at npsuc@xtra.co.nz, or 067583901, or PO Box 97, New Plymouth 4310.

Security Cameras

At the Club, we have Cameras installed for the purposes of safety and security. Three outside cameras are shared to the internet as Webcams on our webpage for boating safety purposes, including views of the Public Carpark, Marina and Boat Ramp. No other cameras are broadcast to the internet.

We have up to 16 fixed cameras operating. All footage is saved to a harddrive and automatically overwritten after 12 days.

Several cameras are displayed in the Bar (accessible by Staff) to provide a view outside the Clubrooms - mainly for the purpose of security during 'closing/lock up' at the end of evenings, and generally to check outside the clubrooms without needing to walk around the Club.

Footage is not regularly reviewed or monitored beyond that described above, and generally only under specific request such as suspected crime or malicious activity.

We have cameras over our Tills in the bar and kitchen, and also two inside the Clubrooms. These are fixed camera's and are positioned for the purpose of interaction at the Bar and Kitchen – for the purposes of safety and security.

Video footage is used internally by the Club, and as appropriate shared with the NZ Police. It is not for general dissemination other than the Webcams. No footage will be deleted by anyone, other than the natural 12 day overwrite that occurs automatically.

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Protection of Young People Policy

The purpose of this policy is to ensure the wellbeing and safety of children, including prevention of child abuse or maltreatment, is a paramount goal of NPSUC. This policy provides guidance about how to identify and respond to concerns about the wellbeing of a child, including possible abuse or neglect. For the purpose of this policy NPSUC relies on the definition of child abuse within the Children, Young Persons and their Families Act 1989

1.0 Purpose, Scope and Principles

Our child protection policy supports our staff and Club Executive/Committee to respond appropriately to potential child protection concerns, including suspected abuse or neglect. It is our organisation's commitment to protect children from abuse and to recognise the important roles all our staff have in protecting children.

- 1.1 This policy provides a framework and expectations to protect children, including (but not limited to) staff behaviours in response to actual or suspected child abuse and neglect. It applies to all NPSUC personnel, including volunteers and part-time or temporary roles and contractors.
- 1.2 In addition to guiding staff to make referrals of suspected child abuse and neglect to the statutory agencies – i.e., Ministry of Vulnerable Children (Oranga Tamariki) and the Police – this policy will also help our staff identify and respond to the needs of the many vulnerable children whose wellbeing is of concern.
- 1.3 We also commit to exploring opportunities to work with other providers, including from other sectors, to develop a network of child protection practice in our community.

2.0 Roles and Responsibilities of Staff / Committee

It is the responsibility of staff and the Club Executive/Committee to be vigilant, have knowledge and awareness of the indicators of neglect, potential or actual abuse and to report any concerns, suspicions or allegations of suspected abuse immediately and ensure that the concern is taken seriously and reported

3.0 Child Protection Procedures

- 3.1 All concerns of potential, suspected or alleged abuse must be brought to the attention of The Club Executive
- 3.2 If a child/young person makes a verbal disclosure to a member of staff or Club Executive, it is important that staff/Club Executive take what the member says seriously.
- 3.3 Staff/Club Executive are to listen carefully to what the member is saying and are not to interview them or ask too many questions, ask the very basics i.e. Who/when?

3.4 Once the basics have been ascertained, no further questions are to be asked. What the member has said is to be documented, this should include time, date and who was present. This information will be passed onto authorities as soon as possible.

3.5 Advise Ministry of Vulnerable Children (Oranga Tamariki) or Police promptly when a disclosure is made.

3.6 Deciding when and who will inform the parent(s) and/or caregiver will be determined by Ministry of Vulnerable Children (Oranga Tamariki) and Police in consultation with the Club President.

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Social Media Policy

SUMMARY

The purpose of this policy is to:

1. provide guidance with respect to both personal and official Club use of social media, and
2. set out the accountabilities and responsibilities of people in relation to the Club's social media presence.

This policy is broad in nature to accommodate the fast changing landscape of social media.

In this policy:

social media means any online communication channels, portals and websites dedicated to facilitating community-based interactions, sharing and collaborations. Social media allows people to socially interact, network and share with one another online. Some examples of social media sites and applications include Facebook, YouTube, Twitter, and Instagram.

People must always be alert to the fact that postings on social media sites can be immediate, public and permanent, and any consequential actions to modify or delete content can aggravate and escalate situations.

PERSONAL SOCIAL MEDIA INVOLVEMENT

Anyone using a social media site as a private individual:

- must not post confidential, proprietary or any information of or about Club or its staff (including former staff) which was acquired in the course through association with the Club;
- must consider the privacy of people at the club and must not post photos, videos, or details of internal conversations that may identify them without their permission, except as provided for in the Privacy Policy;
- must not use the Club logo on personal social media pages;
- must not use the Club name, or any Club logo to promote a product, cause, political party, or national or local government candidate.

OFFICIAL CLUB SOCIAL MEDIA INVOLVEMENT

The Club nominates specific Social Media Representatives. This include Staff and Committee members. Appointed people using a social media site as a Club representative should:

- Establish and sustain an online presence that is consistent with your professional responsibilities while representing your interests. Be selective in which channels and places you establish a profile.
- Use privacy controls to manage more personal aspects of your online profile and do not make anything public that you would not be comfortable defending in a court of law.
- Think carefully and critically about how what you say or do will be perceived by others and act with appropriate restraint in online communications.
- Think carefully and critically about how what you say or do reflects on others, both individuals and organisations, and act accordingly.
- Think carefully and critically about how what you say or do will be perceived in years to come; consider every action online as permanent.
- An online community is still a community and you are still a professional within it.

RESPONSIBILITY FOR MONITORING COMPLIANCE

People who are aware of any actual or potential breaches of this policy may report them to the Club Executive who will deal with them as appropriate.

The Club Committee are responsible for monitoring compliance with this policy, and reporting any breaches to the Club Executive. Breaches of this policy may result in disciplinary action.

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