



HIGH PERFORMANCE  
SPORT NEW ZEALAND



# CODE OF CONDUCT

—  
High Performance Sport  
New Zealand

# OUR COMMITMENT

This Code of Conduct reflects the commitment we have made as an organisation to aspire to be world leading, to build trust and mutual respect through open and honest actions and to work together with purpose. This is described in more detail in the HPSNZ Culture Plan.

In our daily interactions with athletes, coaches and others within the high performance sport environment, we must maintain high standards of conduct and integrity. Adherence to the standards in this Code will also ensure our people are protected and supported, as the Code provides clarity of what is acceptable behaviour at HPSNZ. This Code provides the foundation for all our policies and procedures which also apply in our work at HPSNZ.

I encourage everyone to read, understand and apply the Code in our everyday working environment. The result will be an organisation achieving excellence, integrity and collaboration.

A handwritten signature in white ink, appearing to read 'Michael Scott', with a long horizontal stroke extending to the right.

Michael Scott  
Chief Executive

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## PURPOSE

### THE PURPOSE OF THIS CODE IS TO:

- Set the standards of conduct required by all people working for HPSNZ;
- Ensure a clear understanding of what is expected and required in our conduct and behaviours to ensure a positive, healthy, supportive and professional working environment;
- Protect our people and our reputation;
- Live our HP culture; and
- Comply with our obligations as a crown entity subsidiary.

### COVERAGE

This Code applies to all:

- employees of HPSNZ whether permanent, temporary, casual or part time;
- contractors, consultants and others contracted to provide services to HPSNZ;
- any other person who agrees in writing with HPSNZ to be bound by it, (collectively referred to as HPSNZ Personnel).

This Code is to be read in conjunction with, and is incorporated into, all employment agreements and contracts HPSNZ personnel have with HPSNZ.

Any other rules, regulations, policies and codes of conduct of HPSNZ or arising, for example, from membership of a sports body or a professional body shall not be affected by this Code.

This Code is also to be read in conjunction with the State Services Commission Standards of Integrity and Conduct applicable to crown entities ([www.ssc.govt.nz](http://www.ssc.govt.nz)).

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## GENERAL STANDARDS

### ALL HPSNZ PERSONNEL MUST:

#### COMPETENCE

Maintain their competence in their field of expertise and where applicable, their professional accreditations and membership of relevant professional bodies, and to undertake continuing education and professional development.

#### EXPERTISE

Work within the limits of their knowledge, training, experience and expertise.

#### EDUCATION

In providing support services to Athletes, Coaches and their sports organisations, ensure appropriate, timely and accurate information is provided.

#### HEALTH, SAFETY AND WELLBEING

Act with care and diligence and perform their duties in a manner that protects the health and safety of themselves and others with whom they work.

Comply with the Sport NZ Group Health and Safety Policy and any HPSNZ Health and Safety policies and procedures.

#### INTEGRITY

Adhere to the Standards of Integrity and Conduct and the code of conduct issued by the State Services Commissioner under the State Sector Act 1988, section 57 to be "fair, impartial, responsible and trustworthy".

#### POLICIES

Read, understand, keep up to date and comply, with all applicable HPSNZ, Sport NZ Group and Sport NZ policies and procedures in the following order of priority:

- Any applicable HPSNZ policies/procedures on a particular subject matter
- If there is no applicable HPSNZ policy/procedure, then the applicable Sport NZ Group policy/procedure
- If there is no applicable SportNZ Group policy/procedure, then the applicable Sport NZ policy/procedure, if any.

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## **DOPING, SUPPLEMENTS, MEDICAL, MATCH FIXING AND SPORTS BETTING**

**ALL HPSNZ PERSONNEL ARE COMMITTED TO PROTECTING THE INTEGRITY OF SPORT AND THE HEALTH OF ATHLETES, BY NOT ENGAGING IN DOPING, UNSAFE MEDICAL PRACTICES, GIVING INAPPROPRIATE SUPPLEMENT ADVICE, MATCH FIXING AND PROHIBITED BETTING, OR OTHER CONDUCT WHICH IS CONTRARY TO THE SPIRIT OF SPORT.  
ALL HPSNZ PERSONNEL MUST:**

### **ANTI-DOPING**

Demonstrate the highest standards of integrity in sport and abide by all applicable rules, regulations, and policies on doping, including the World Anti-Doping Code, any applicable rules of the sport in which they are involved and the Sports Anti-Doping Rules (as amended from time to time) as issued by Drug Free Sport NZ.

### **SUPPLEMENTS**

Not make recommendations or give advice to Athletes, Coaches or others participating in sport to take, or not take, supplements or provide nutritional advice, unless authorised to do so.

Comply with the HPSNZ Supplements Policy.

### **MEDICAL**

Engage in professional and safe medical practices.

Follow the HPSNZ Athlete Performance Support Medical Guidelines.

### **MATCH FIXING AND SPORTS BETTING**

Not engage in match fixing, misusing inside information, betting on certain sports or other prohibited actions, as specified in the Sport NZ Group Match Fixing and Sports Betting Policy.

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## INTERACTIONS WITH ATHLETES

**ALL HPSNZ PERSONNEL RECOGNISE THAT THEIR INTERACTIONS WITH ATHLETES MUST BE APPROPRIATE. THEY MUST NOT UNDULY INTERFERE WITH THEIR PRIVACY OR TAKE ADVANTAGE OF THE RELATIONSHIP THEY HAVE WITH ATHLETES.**

**ALL HPSNZ PERSONNEL MUST:**

### CONSENT

Recognise that obtaining an Athlete's informed consent when interacting with them is mandatory when:

- physical contact or intervention is required such as skin folds, heart rate monitoring, blood testing, demonstrating a movement;
- an athlete is taking part in HPSNZ research; and
- at all times where the Athlete is a minor (under 18 years of age).

### AT RISK ATHLETES

Refer Athletes to appropriately trained and qualified professional where they are identified as being at risk due to the impact of significant events affecting their sporting career or their life outside of sport. NZ Group policy/procedure

- If there is no applicable SportNZ Group policy/procedure, then the applicable Sport NZ policy/procedure, if any.

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## RELATIONSHIPS

**HPSNZ PERSONNEL WILL DEVELOP AND MAINTAIN POSITIVE RELATIONSHIPS WITH ALL PEOPLE WITH WHOM THEY WORK, IN A MANNER THAT IS RESPECTFUL AND PROFESSIONAL. ALL HPSNZ PERSONNEL MUST:**

### NO HARASSMENT OR DISCRIMINATION

Treat everyone with respect, courtesy and without harassment or unlawful discrimination.

Take all reasonable steps to eliminate any forms of unlawful discrimination and any physical, verbal or emotional bullying or abuse by or of others.

Act in accordance with the law and the Sport NZ Group Bullying and Harassment Policy.

### PERSONAL BOUNDARIES

Assume full responsibility for setting and monitoring the boundaries of their professional relationships with Athletes and Coaches.

Only make physical contact where absolutely necessary for the development of an Athlete's skill or athletic ability.

Notify the Chief Executive Officer and their manager if involved in a sexual

or romantic relationship with an Athlete. This will be kept confidential to the manager and the Chief Executive, unless otherwise agreed. The person may be reallocated from working with that Athlete.

### CONFIDENTIALITY

Maintain strict confidentiality of personal information and confidential information, whether received verbally, in writing or otherwise.

Any disclosure of such information shall only be permitted as specified in the employment agreement or service agreement with HPSNZ or as permitted by law.

Comply with the Sport NZ Group IT Usage Policy which deals with the security and privacy of information entrusted to HPSNZ.

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## REPUTATION

**HPSNZ'S REPUTATION AS AN ORGANISATION THAT VALUES EXCELLENCE, INTEGRITY AND COLLABORATION IS CRITICAL. SO TOO ARE THE INDIVIDUAL REPUTATIONS OF ALL HPSNZ PERSONNEL. TO PROTECT THESE REPUTATIONS ALL HPSNZ PERSONNEL MUST:**

### **NO DISREPUTE**

Behave in a way that enhances and supports the good reputation of HPSNZ and SportNZ and does not bring HPSNZ or SportNZ into disrepute.

### **PUBLIC STATEMENTS**

Ensure that any statement, image or other thing they put in the public domain related to their work for HPSNZ or HPSNZ itself, including in social media, is:

- Authorised by their manager and HPSNZ communications; and
- Does not have, or is not likely to have, a negative effect on the interests of, or harm the reputation of, any Athletes or Coaches for whom HPSNZ's provide services or for HPSNZ itself.

Comply with the Sport NZ Group's Media Policy and its Social Media Policy.

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## CONFLICTS AND GIFTS

**HPSNZ PRIDES ITSELF ON TRANSPARENCY AND BEING FREE FROM CONFLICTS OR OTHER INTERESTS WHICH MAY BE PERCEIVED AS SHOWING BIAS OR INFLUENCING ITS DECISIONS. ALL HPSNZ PERSONNEL MUST:**

### **GIFTS**

Avoid accepting any form of gift or benefit in connection with their work with HPSNZ, which is not provided by HPSNZ, due to the public perception which can result.

Not seek or accept favours from anyone, or on behalf of anyone, who could benefit from influencing them in their work with HPSNZ or HPSNZ itself.

Comply with the HPSNZ Receiving and Acceptance of Gifts and Hospitality Policy.

### **CONFLICTS OF INTEREST**

Obtain approval from the Chief Executive in advance of accepting any role, position or contract outside of HPSNZ, whether or not it is paid, if there is a potential for a conflict of interest.

Promptly tell the Chief Executive of any potential conflict of interest as soon as it arises. This may include work, dealings, interests (such as being a director or shareholder) or a personal relationship outside of their duties with:

- A person or business that has or is developing contractual relationships with HPSNZ or SportNZ (eg a consultant or supplier);
- A person or organisation that is applying for, or receives, funding or some other financial benefit from HPSNZ or SportNZ (eg as an office bearer of a national sports organisation);
- A person that lobbies or works with Ministers, MPs or government organisations;
- A family member or person with whom they are in a relationship, who is an employee or Board member of HPSNZ or Sport NZ.

Discuss any potential conflict of interest with the Chief Executive who may make changes to their work to minimise or avoid the conflict, including changing duties and/or requesting that they cease the work, dealings, interest or relationship which created the potential conflict.

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## BREACHES OF THE CODE

**IF HPSNZ PERSONNEL DO NOT FOLLOW THE STANDARDS AND BEHAVIOURS SET OUT IN THIS CODE, THEY WILL BE CALLED TO ACCOUNT. THIS IS TO PROTECT HPSNZ PERSONNEL AND OTHERS AFFECTED BY THEIR BEHAVIOUR.**

### **BREACH**

A breach of this Code is a failure by any HPSNZ Personnel to abide by any one or more standards, behaviours or obligations in this Code (including the HPSNZ Culture Plan and any policies referred to in this Code) or the State Services Commission Standards of Integrity and Conduct .

In addition, any HPSNZ Personnel who commits any offence of the law or other unlawful act in the course of their duties may be regarded as a breach of this Code.

HPSNZ personnel assisting other HPSNZ personnel to breach this Code, is also a breach of this Code.

### **COMPLAINTS**

All HPSNZ Personnel have an obligation to report any behaviour or conduct by any HPSNZ Personnel which may be in breach of this Code. Failure to do so is, in itself, a breach of this Code.

Also, any person may make a complaint about any HPSNZ Personnel who they consider may have breached this Code.

A complaint shall be made in the manner stated in the applicable HPSNZ policy or procedure, the SportNZ Group Protected Disclosures Act 2000 Policy, or directly to the Chief Executive.

### **INVESTIGATION AND DISCIPLINE**

If there is a complaint or an alleged breach of this Code, an investigation and /or disciplinary action may be undertaken against the offending HPSNZ Personnel in accordance with the applicable contract and/or HPSNZ policy or procedure, or by or on behalf of the Chief Executive, in the Chief Executive's discretion.

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## DEFINITIONS

**THE WORDS LISTED BELOW HAVE THE FOLLOWING MEANING IN THIS CODE:**

**ATHLETE** means a carded athlete or other athlete who is eligible to use any of the support services provided by HPSNZ, either directly or indirectly for example through their national sports organisation including pathway to podium athletes.

**CHIEF EXECUTIVE** means the Chief Executive of HPSNZ.

**COACH** means a carded coach or other coach who is eligible to use any of the support services provided by HPSNZ, either directly or indirectly.

**CODE** means this Code of Conduct and includes all policies, procedures, guidelines or other documents referred to in it.

**HPSNZ CULTURE** means the HPSNZ Culture Plan which sets out the purpose, identity, values, capabilities and behaviours expected at HPSNZ.

**HPSNZ PERSONNEL** means all employees of, and contractors to, HPSNZ, and any other person who agrees in writing to be bound by this Code.

**SPORT NZ GROUP** means HPSNZ and Sport NZ together as a group.





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