



Ringa Atawhai Mātauranga

HR Policies 2024-2027



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Section 1: Introduction

Whakaaro:

The Board of Directors (BOD) will, through its CEO or delegated representative, retain over-all responsibility for Human Resource (HR) Management.

Kaupapa:

This manual contains policies and guidelines on matters relating to human resources. The “CEO” when used, is synonymous with, “Board’s Delegated Representative.”

Tikanga:

Activity	Process	Responsibility
Goals	Contained within, are the philosophies, policies, procedures and practices to be applied to the management of people within Ringa Atawhai Mātauranga. Ringa Atawhai Mātauranga will enhance the effectiveness of kaimahi in achieving our aims and values as a “Responsible Employer”. We will co-ordinate approaches to human resource management that are essential within a climate of continuous legislative change. We will regularly review our policies to ensure implementation of culturally and legally appropriate management of Kaimahi.	Directors
Purpose	Ensure that human resource matters are administered in a consistent manner throughout the organisation. Ensure kaimahi are provided with a safe and pleasant working environment. Help kaimahi gain a sense of satisfaction and accomplishment from their work. Foster initiative and creativity by allowing kaimahi appropriate levels of freedom and action to attain well-defined objectives. Facilitate the development and maintenance of open lines of communication. Explain the rationale behind the policy. Interpret and describe the procedures for implementation. Ensure forms and documentation are consistent with the policies outlined within the HR manual.	Directors CEO CEO
Requirements	Kaimahi will fulfil their lawful obligations with professionalism and integrity. They will perform their tasks and duties, honestly and respect the rights of the public and their colleagues. Kaimahi must not bring Ringa Atawhai Mātauranga into disrepute through their private activities. The BOT will take legal advice should there be any confusion or ambiguity regarding any of the policies and procedures within this manual. The BOT through its CEO or appointed representative will act prudently and professionally at all times when dealing with human resource issues.	Kaimahi Directors CEO

OHS Audit	We will audit our performance by: 1) Ensuring all current practices are statute compliant. 2) Ensuring any recurring problems have been identified and addressed. 3) Ensuring a notice has been issued to kaimahi reminding them of any ergonomic and OH&S problems within Ringa Atawhai Mātauranga. 4) Name the contact person to address any concerns to. (Nominated Health and Safety Officer.) 5) Circulate to all kaimahi the reviewed, (and, if appropriate, amended) policy for Ringa Atawhai Mātauranga for OH&S. 6) Check that a copy of the OH&S legislation with all amendments is held. 7) Ensure an up-to-date building evacuation plan exists and that evacuation procedures have been drawn to the attention of kaimahi (this is part of the induction process and thereafter a minimum annual requirement). This includes: • Kaimahi being made aware of relevant signposts for evacuations as well as any other information available that outlines authorities and responsibilities should such an evacuation occur. • Evacuation drills carried out in accordance with the Building Code.	CEO
Evidence	Current Operational and Human Resource manuals are current. Policy reviews amended and dated. Evacuation procedure and signs are visible. No complaints are filed. Fire evacuation drills are recorded and dated in notebook.	

Policy ratified by Board:

C. Smith
(Signed for Board)

20605/2025
(Date confirmed)

REVIEW:

These policies are to be reviewed as part of the PTE's Self-review Programme (Cyclic Review)

Review Date: 20/05/2027

Section 2: The Company

Whakaaro:

Kaimahi will be provided with information regarding Ringa Atawhai Mātauranga to enhance their understanding of the culture of the organisation. In so doing the principles of whanaungatanga, manaakitanga and aroha will permeate their service delivery practices.

Kaupapa:

Through tradition, history and structure, Ringa Atawhai Mātauranga has built up its own culture over 12 years. It has its own sense of identity – “who we are”, “what we stand for” and “what we do”. Kaimahi will be encouraged to embrace the history, values, norms and language of the organisation when delivering services.

Tikanga:

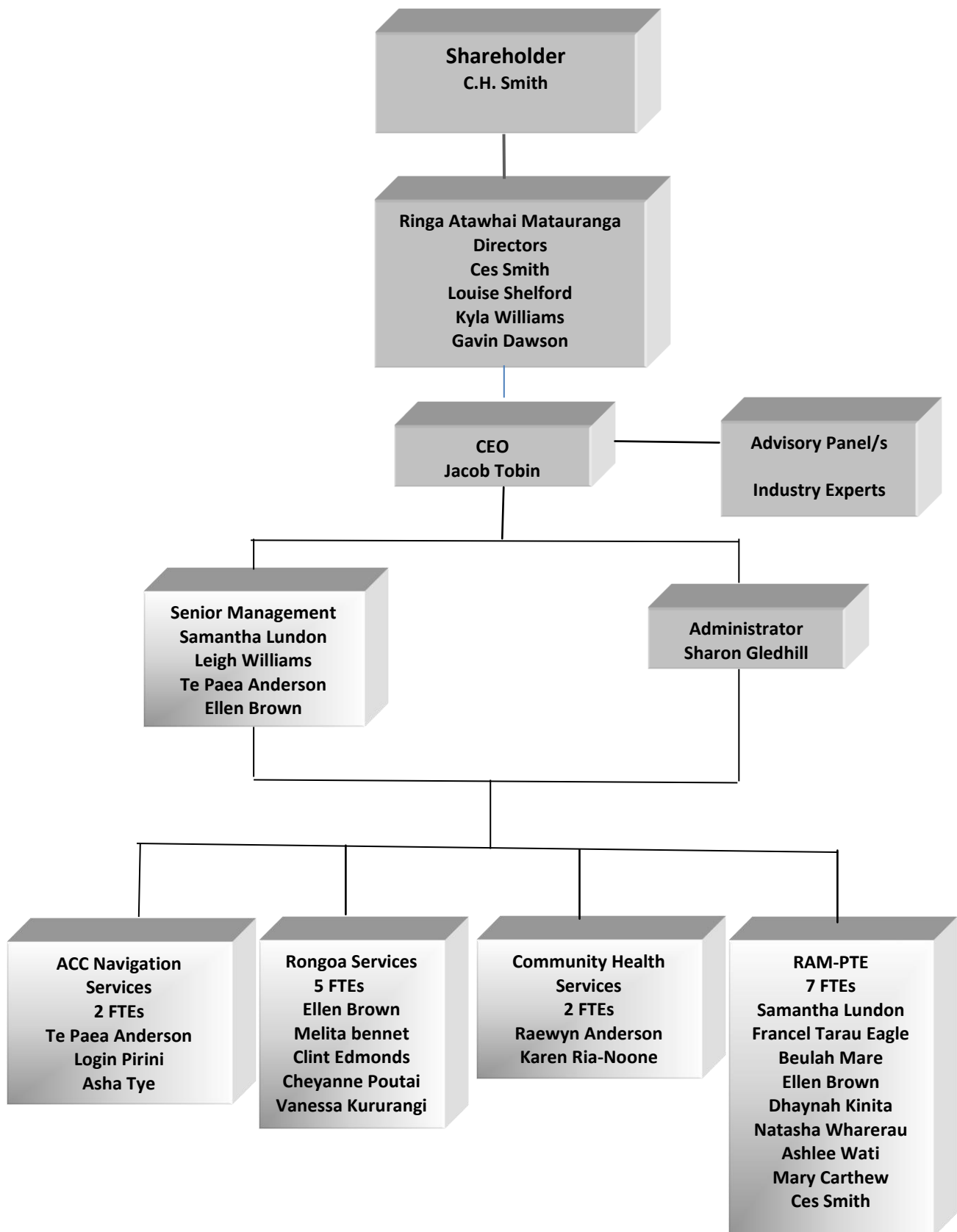
Activity	Process	Responsibility
Approach	Ringa Atawhai Mātauranga's approach to its principal tasks is to operate as a multi-disciplinary team comprising Board of Directors, CEO, kaimahi (internal and external) and whanau.	Directors, CEO, Kaimahi
Representation	In line with the organisation's Constitution, membership of the Board will comprise a minimum of 2 and maximum of 5 people representative of the community we serve. Nominees to the Board of Directors must provide evidence of their skills, knowledge, qualifications or attributes before being accepted to the Board of Directors.	Directors
Stakeholders	Primary stakeholders include funding bodies (ACC and MOH,) Māori Health Providers, kaimahi, Directors and whanau. We are committed to consulting with our key stakeholders in the delivery and evaluation of services and programmes. Directors will meet with stakeholders within their respective communities. Feedback and comments from hui, focus group meetings and other meetings will be relayed to the BOT at monthly Board meetings. This information will be analysed for use when strategic planning and for evaluating effectiveness and appropriateness of service delivery.	Directors Directors and CEO
Reporting	Reporting to stakeholders will involve: 1) Annual report disbursed to primary stakeholders upon request. 2) Updated Facebook page with regular posts of key activities. 3) Monthly written reports by the CEO to the BOD 4) Quarterly reports to funding bodies as per requirements.	CEO
Evidence	Minutes of team and stakeholders meetings. (hui) Board membership comprises at least 2 people. CV's on file outlining skills, qualifications and experience of each Board member. Annual reports. Updated Facebook page. CEO's written reports to the Board.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Organisational Structure RAM



Section 3: Appointments

Whakaaro:

Recruitment procedures are to be consistent with the principles of Equal Employment Opportunity. The authority to appoint permanent staff to Ringa Atawhai Mātauranga rests with the CEO or BOT nominated representative.

Kaupapa:

Kaimahi are Ringa Atawhai Mātauranga's greatest asset. They will be encouraged to contribute equally and without prejudice to the achievement of the company's goals. No person shall be excluded from employment on the basis of age, sex, belief, sexual orientation, colour, race or disability in accordance with the Human Rights Act 1993 (reprinted 01 May 2011) and the Human Rights Amendment Act 2008.

Tikanga:

Activity	Process	Responsibility
Recruitment	Establish recruitment plan, job description and person specification & include core competencies such as: 1) Knowledge and respect for <i>tikanga Māori</i> practised in the workplace; 2) Sensitivity toward cultural differences of kaimahi and whanau; 3) Experience or willingness to experience cultural institutions, such as <i>marae</i>; 4) Skills and knowledge required to meet the requirements of the position; 5) Effective communication, seeking bilingual expertise where appropriate. 6) Knowledge of the application of Te Tiriti Waitangi in health promotion. Confirm salary range. Advertise position internally/externally. When advertising positions, consideration will be given to using Māori media such as local radio stations and Māori television Screen applicants, arrange interview and decide interview format. Send official reject letter to those not successful. Convene panel comprising one Board member, one external expert and the CEO. With applicants permission check references and validate CV's. Includes certifications and other credentials. Make offer of employment to successful candidate.	CEO
Discrimination	We will not discriminate on the grounds of race, colour, religion, age or ethical beliefs. In all matters we will be guided by the principles espoused in the Human Rights Act 2008. Applicants will not be discriminated against on the grounds of any diagnosed mental health illness disclosed. The principles outlined in the Code of Health and Disability Services Consumers' Rights 1996 and 2009 amendment will underpin our service delivery.	Directors CEO Directors CEO
Interviewing	Only suitably qualified people will be appointed, within budgetary parameters.	Selection Panel

	All applicants must complete a Ringa Atawhai Mātauranga official application form supplemented by a fully detailed curriculum vitae (CV). Panel members must be capable of recognising the cultural attributes of applicants and assessing their knowledge and commitment to the <i>kaupapa</i> of Ringa Atawhai Mātauranga and to the practice of <i>tikanga Māori</i> and EEO principles. Cultural and gender balance of the panel must also be considered. All panel members must be fully briefed on the requirements of the position, the process of selection, and the protocol for the conduct of the interview. All applicants are to be welcomed appropriately. In the case of Māori this should involve a short mihi, allowing time for a response before the further protocol of the interview is explained. Applicants are to be asked the same questions in the same order.	Lead Panelist Lead Panelist
Whanau Support	Whanau support, in reasonable numbers will be encouraged. Such support will be at the expense of the applicant. Applicants are required to give notice of such support before the interview takes place. A nominated panel member will explain the protocol for whanau participation, immediately following the mihi. The protocol will be sent out in advance of the interview to the applicant. Following the mihi, and introductions, whanau may be invited to make concise statements in support of the candidate's application before the interview starts at its conclusion, or both. However an interview is for the candidate alone. This protocol must be clearly stated at the outset, and such explanation to be rendered in Maori and English. Information on all applicants will remain confidential to Ringa Atawhai Matauranga A lead panel member will manage the interview. NB. Interview comments entered in writing become discoverable documents in the event Ringa Atawhai Mātauranga was ever challenged in court on any aspect of its selection decision under the EEO, Human Rights and other Acts.	Secretary Lead Panelist
Evidence	Job descriptions and person specs are documented. Positions are advertised and copy filed. Outcomes of interviews are documented and filed. Rejection and acceptance letters are filed. Application forms are filed along with application letters.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 3.1 Remuneration Packages

Salary will be negotiated prior to appointment within defined parameters and with written approval from the Board of Directors. Details to enable the appointee to be paid should be supplied to the Treasurer prior to commencement or on the first day.

Tikanga:

Activity	Process	Responsibility
Salary	Salary may include grossed up provisions for the following benefit entitlements (where applicable). 1) Telephone rental 2) Motor vehicle allowance (in lieu of vehicle) 3) Petrol allowance for those people using their own private vehicle for work related tasks. Professional membership fees will not be included in the salary. Any approved reimbursement will be paid separately. Every effort will be made to see that a new appointee receives salary or an advance of salary on the first pay day after appointment. The Treasurer is to set up an automatic payment.	Treasurer
Terms and Conditions	Defined terms and conditions of employment with the prospective kaimahi will be negotiated and confirmed prior to commencement. When an offer of appointment is ready to be made to the successful applicant, an official Ringa Atawhai Mātauranga letter of offer and an Employment Agreement will be given / sent to the applicant, so they have the opportunity to seek advice on the offer and the Agreement. A signed Employment agreement must be received from the applicant before the commencement of employment. The Employment Agreement is to be signed strictly in accordance with the agreed terms. In the letter of offer there will be evidenced and witnessed that the offer of employment is accepted on the basis that the applicant knows of no physical disability or any other infirmity or condition which could impair their work performance or regular attendance. The applicant must also declare any criminal proceedings currently before them or that in the past there have been no criminal convictions which would prevent them being able to discharge their professional duties.	CEO CEO
Minimum Wage	The remuneration agreed in the letter of offer/Employment Agreement cannot be less than the minimum wage unless exempted under the Minimum Wage Act 1983. The minimum wage from 1 April 2025 is \$23.50 per hour.	
Remuneration Payments & Deductions	Remuneration will be paid in accordance with the Wages Protection Act and as agreed in the Employment Agreement. Remuneration payments will be made at the agreed intervals and on the agreed normal pay day. Any changes to the normal pay day will be by agreement with the Kaimahi. Wages will paid in cash unless otherwise agreed in writing and in accordance with the terms agreed in the Employment Agreement. Deductions:	

	Can only be taken from wages where: 1. The kaimahi has agreed to or requested the deduction in writing. Permission to make deductions can be withdrawn by the kaimahi if notice is given to the treasurer; 2. The employment agreement states the money can be taken out (e.g. union fees / reimbursement of staff accounts upon termination of employment; 3. Recovery of overpayments are to be made. Notification of the intention to recover any overpayment must be given to the kaimahi before any deductions are made and must be taken within two weeks of notification to deduct. 4. Instructed to do so by the NZ Courts or Inland revenue.	
Evidence	AP documentation is filed. Wages are correct and paid on time. Signed Employment Agreements are appropriately filed. Declaration of criminal proceedings is signed and filed.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 4: Induction

Whakaaro:

In taking up their appointment kaimahi will be appropriately welcomed to Ringa Atawhai Mātauranga by way of a powhiri or whakatau. The Operations Manager will ensure that they under-take an induction programme within one week of the date of commencement their duties.

Kaupapa:

All new kaimahi will be welcomed via the formal, powhiri or whakatau process. This should be held in accordance with the kaupapa of Ringa Atawhai Mātauranga and will involve *karanga, mihimihi, waiata, hariru* and an offering of food appropriate to the time of day.

Tikanga:

Activity	Process	Responsibility
Attendance	The involvement of the Directors and kaimahi will be mandatory at the powhiri unless conflicting appointments prevent this. A kaumatua or kuia will take the lead role.	Chairperson
Elements	The induction programme will contain the following elements: 1) Powhiri 2) Orientation (physical) - describing where the facilities are. 3) Orientation (organisational) - showing how the person fits into the team and how their role fits with the organisation's strategy and goals. 4) Full Health and safety briefing including provision of any safety equipment if required 5) Explanation of terms and conditions of Employment including the terms of any probation or trial period if this was agreed to in the Employment agreement. 6) Details of the organisation's history, its services, its culture and values. 7) A clear outline of the job/role requirements including identified relevant training. 8) Assessment of Kiwisaver eligibility and kaimahi acceptance.	CEO
Process	We will avoid: 1) Providing too much, too soon; the inductee must not be overwhelmed by a mass of information on the first day. 2) Pitching presentations at an inappropriate level -they should be suitable for everyone and their roles within the roopu. 3) Creating an induction programme which generates unreasonable expectations by overselling the job.	CEO
Evidence	Powhiri evaluation is filed. Induction plan is filed. Handbook is distributed and signed off. All orientation details are presented as evidenced by sign off in Kaimahi Handbook.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Pre-Induction Checklist:

Employee Name:

Facilitators Name:

Date:

Activity	Check	Yes	No
Administration	ID card Personal details form		
Remuneration	Pay periods Salary payments into bank accounts Annual salary review process IRD number		
Leave Entitlements	Annual and sick leave entitlements Statutory days Leave application forms Special/Parental leave Flexible Workplace		
Tasks	Ensure the Employment Agreement has been signed by both the kaimahi and CEO. File a copy on the kaimahi's personnel file. Ensure a work station has been prepared with all the necessary resources supplied including telephone, personal computer, telephone directory, stationary package etc. Assign "support person" to new kaimahi. Prepare an induction kit. The contents of the induction kit to include: • Welcome letter from the Board of Directors • Personal details form • Performance appraisal form • Organisational Chart/Service Area • IR 330 Tax Code Declaration • Kiwisaver information pack (includes factsheet (KS3), Kiwisaver deduction form (KS2) and new employee opt-out request (KS10))		
Human Resource Policies	Overview of Personnel Manual e.g. Personal Grievance Procedure, Privacy Act, etc. Termination of Employment (notice period required & procedure). Equal Employment Opportunity Policy. Harassment Prevention Policy.		
Occupational Health & Safety	Evacuation procedures Introduction to OH & Safety officer (s) Reporting procedures for work related accidents		
Overview of Ringa Atawhai Mātauranga	Key objectives History Overview of Ringa Atawhai Mātauranga Strategic Plan Treaty of Waitangi Relationship with the Board Relationship with Providers		
Professional Development	Policy on professional development Process to attend both internal and external training Professional memberships		
Performance Management	Job description (review) Objectives of the review process Timeliness of the process		

Section 5: Employment Agreement

Whakaaro:

Kaimahi will enter into an individual Employment Agreement with Ringa Atawhai Mātauranga prior to commencement of employment.

Kaupapa:

The Employment Relations Act 2000 "promotes good employment relations and mutual respect and confidence between employers, employees [and unions]". While complying with the legalities of the ERA it is important to create a workplace environment where employment relationships can flourish.

Tikanga:

Activity	Process	Responsibility
Recruitment	We will: 1) Recruit and select kaimahi (internally and externally) whose profiles will lead to success in their role. 2) Provide successful candidates with a culturally appropriate welcome (powhiri) and introduction to our workplace. 3) Agree realistic performance targets with kaimahi and provide the support, resources and feedback, both informal and formal, to enable them to achieve and exceed their goals. 4) Focus on "how" kaimahi perform their jobs as well as "what" they do. 5) Reward those who perform well and exceed their targets. 6) Initiate weekly, face-to-face team meetings.	CEO
Employment Agreement	All Employment Agreements will be signed by the CEO or BOD representative. Upon appointment the CEO will file a copy of the agreement in individual kaimahi files. The purpose of the Agreement is to set out all the terms and conditions of the employment relationship between the parties and will reference: 1) Appointment 2) Position Title and Duties 3) Confidentiality 4) Private Employment 5) Key Performance Indicators 6) Performance Reviews 7) Disputes 8) Termination	CEO
Negotiating the Agreement	Kaimahi or prospective kaimahi may formally appoint, in writing, other agents to represent them when negotiating with Ringa Atawhai Matauranga. Ringa Atawhai Mātauranga shall recognise the authority of any such representative.	CEO
Legislation	Ringa Atawhai Mātauranga is bound by other legislation through which minimum standards continue to apply, notwithstanding the ERA, Ringa Atawhai Mātauranga is bound by: 1) Equal Pay Act 1972 2) Holidays Act 2024 3) Wages Protection Act 1983 4) Minimum Wage Act 1983 5) Parental Leave and Employment Protection Act 1987 6) Smoke Free Environments Act 1990 7) Accident Compensation Act 2001 8) Health and Safety at Work Act 2015 9) Hazardous Substances and New Organisms Act 1996 10) Privacy Act 1993 11) Human Rights Act 1993	

	Any subsequent amendments to the above acts.	
Office Hours	Normal office hours for Ringa Atawhai Mātauranga are 09.00 am to 3.00 pm. In order to provide continuity of business, hours may be varied at times and may exceed 40 hours per week. Kaimahi may break for lunch for up to half hour between 12.00 noon and 2.00 pm. This may be varied at times to suit Ringa Atawhai Mātauranga's business requirements. The CEO must ensure that there is always sufficient coverage to meet business needs during these hours. Specific variations are determined by each Agreement and will therefore reflect these variations.	CEO
Evidence	Minutes of kaimahi weekly meetings Signed Employment Agreements are filed. Kaimahi are performing in accordance with their job descriptions.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 5.1 Leave Entitlement

Whakaaro:

Ringa Atawhai Mātauranga will comply with all leave entitlements governed by the Holidays Act 2003. This allows for a minimum of four weeks annual holidays after the first year of employment.

Kaupapa:

New Zealand law on holidays and leave is based on three key concepts:

- 1) For the purposes of rest and recreation, all employees are entitled to enjoy four weeks' paid annual holidays (or "annual leave") each year on a pro-rata basis.
- 2) Public holidays are for the observance of days of national, religious, or cultural significance, which all employees should be entitled to take as leave, where possible. Where it is necessary for an employee to work on a public holiday that work will be paid in accordance with the Holidays Act 2003.
- 3) The employment relationship is both financial and human. Therefore, after a period of employment, it is reasonable to expect that employers will support employees with sick leave and bereavement leave when required.

Ringa Atawhai Mātauranga will reinforce these principles by balancing fairness between the needs of the organisation and those of kaimahi.

Tikanga:

Activity	Process	Responsibility
Annual Leave	Ringa Atawhai Mātauranga has an annual shutdown. Annual leave will commence at the end of the third week of December until the second week of January.	CEO
	Kaimahi may seek leave outside of these dates however if granted such leave will be unpaid or payments made will be in lieu of the normal shut-down period.	CEO
	Kaimahi may request leave outside the shutdown dates. The following will apply: 1. If kaimahi have leave remaining and the request is granted leave will be paid at the prescribed rate in accordance with the Holidays Act 2003. 2. If kaimahi have no leave entitlement remaining and leave is granted, the leave will be taken as unpaid leave unless approval for leave in advance has been granted, at which point leave will be paid at the prescribed rate in accordance with the Holidays Act 2003.	CEO
	FYI: Annual holiday pay must be — • (a) for the agreed portion of the annual holidays entitlement; and • (b) at a rate that is based on the greater of— i. the employee's ordinary weekly pay as at the beginning of the annual holiday; or ii. the employee's average weekly earnings for the 12 months immediately before the end of the last pay period before the annual holiday (includes overtime and bonuses paid). If annual leave is applied for outside of the normal "shutdown" period kaimahi will observe the following procedure:	CEO

	1) Prior to taking annual leave, kaimahi will complete a "Leave of Absence," form available from the CEO. 2) The CEO will authorise the leave for kaimahi if appropriate. If leave is not accepted the CEO will explain the reasons to kaimahi On termination of employment any outstanding wages due will be paid out in full at the prescribed rate of pay in accordance with the Holidays Act 2003. Annual leave can be accumulated up to a maximum of twenty days from prior annual entitlement and on a pro-rata basis in the case of part-time positions. If kaimahi have accrued 20 days Ringa Atawhai Mātauranga may request leave be taken at a mutually agreeable time. Holiday pay will not be paid with pay unless kaimahi are casual workers (those workers who have intermittent or irregular employment) or on a fixed term contract.	
Sick Leave	After 6 month's continuous employment, kaimahi are entitled to 5 days sick leave. Sick leave can be taken, for injury or illness for the Kaimahi or their dependents. Unused sick leave can accumulate up to 20 days. Sick days cannot be exchanged for payment and are not paid out at the end of employment. Ringa Atawhai Mātauranga can ask for proof of sickness or injury within the first three consecutive calendar days of kaimahi taking sick leave. Kaimahi will be notified as early as possible that proof is required and agrees to meet any reasonable expenses in getting this proof. On the first day of sick leave kaimahi must advise the CEO or in her/his absence the Operations Manager, by telephone at the commencement of the working day. Kaimahi may request annual holidays be taken if they run out of sick leave. The CEO will ensure such requests are given due consideration considering the business activities of the company. Upon returning to work a medical certificate, if requested, must be given to the CEO. The CEO will maintain a kaimahi file and note the number of days taken. Note: The time an employee is on either unpaid sick leave or on ACC still counts as part of an employee's continuous service. What this means is that the employee would still become entitled to annual leave and sick leave on their respective entitlement dates. The reason for this is that the employee, even though they may not be working, is still employed with the employer and therefore should not be disadvantaged by the fact they are on sick leave or ACC. Extended time off for illness or injury: Once the kaimahi's accumulated sick leave has been exhausted, because of any incapacity/illness that continues for a period of forty (40) consecutive working days, or if the kaimahi is so incapacitated for more than sixty (60) working days, at different times in a period of	CEO 

	fifty-two (52) consecutive weeks, the CEO may, at hers/his discretion, terminate the kaimahi's employment giving one (1) months' notice after having followed fair and reasonable investigations including consultation with the kaimahi and any other external parties as required.	
Bereavement	After six months continuous employment the kaimahi is entitled to three day's bereavement leave for the death of a husband, wife, partner, father, mother, brother, sister, child, grandparent, grandchild, father-in-law, or mother-in-law. And one day if the CEO accepts that the kaimahi has suffered a bereavement on the death of a person not listed above The provision of sick and bereavement leave for part-time kaimahi is on the pro-rata basis, i.e., the appropriate annual entitlement times the proportion of the standard week normally worked.	CEO
Tangihanga	Kaimahi will be granted special bereavement/tangihanga leave on full pay to discharge their obligations and/or pay their respect to a deceased person with whom they have had a close association. Such associations may exist because of blood or family ties, or because of particular cultural requirements, e.g. attendance at part or all of a tangihanga (or its equivalent). In granting leave, the CEO will administer these provisions in a culturally-sensitive manner, considering: 1) The closeness of the association between the kaimahi and the deceased; 2) Whether the kaimahi has to take significant responsibility for any or all of the arrangements to do with the ceremonies resulting from the death; 3) The amount of time needed to discharge properly any responsibilities or obligations; 4) Reasonable travelling time should be allowed but, for cases involving overseas travel, this may not be the full period of travel; 5) A decision must be made as quickly as possible so that kaimahi are given maximum time possible to make any arrangements necessary. In most cases, necessary approval will be given immediately, but it may have to be given retrospectively; 6) If paid special leave is not appropriate, annual leave or leave without pay should be granted. 7) If bereavement/tangihanga occurs while an employee is absent on leave on pay (such as annual leave, sick leave on pay or long service leave) – Except where this is taken on termination of employment, then such leave may be interrupted and bereavement/tangihanga leave granted.	CEO 
Evidence	Annual shutdown period is observed. Kaimahi are awarded annual leave as specified. All leave entitlements are known to Kaimahi. Medical certificates are filed. All leave is recorded	

Section 5.2 Other Leave Entitlements

Parental leave is unpaid leave from employment available to eligible kaimahi. There are four types of parental leave:

Maternity Leave: Up to 14 weeks for kaimahi who qualify on the basis of the hours test for the previous 6 or 12 months of service. In some circumstances maternity leave may be extended beyond 14 weeks.

Special leave: Up to 10 unpaid days is available for reasons relating to pregnancy, e.g. medical appointments or antenatal classes.

Partner/paternity leave: Up to 2 weeks on the birth or adoption of a child for Kaimahi that meet the hours test for the previous 12 months of service and up to 1 weeks' leave for kaimahi that meet the hours test for the previous 6 months service.

Extended Leave: Up to 52 weeks, less any maternity leave taken or period of extended partner/paternity leave taken which can be shared between parents, if they are both eligible. Kaimahi will qualify for leave if they meet the hours test for the previous 12 months service.

Tikanga:

Activity	Process	Responsibility
Maternity Leave	This is a continuous sixteen week period which at the female kaimahi's request may begin either on: - The day of confinement or adoption; or - Up to six weeks before the expected date of delivery or adoption; or - Mutually agreeable date earlier than the 6 weeks prior to date of delivery or adoption; or - Earlier than the 6 weeks prior to delivery or adoption if directed by a medical professional. A medical certificate is required; or - Earlier than the 6 weeks prior to delivery or adoption if directed by Ringa Atawhai Mātauranga because the Kaimahi is unable to perform their duties and safety is a risk. Kaimahi who have been employed in the immediate 6 months are not eligible to the extended leave provisions.	CEO
Paid Parental Leave	Married couples, couples living in a de-facto relationship or in a civil union relationship are eligible for "Parental Leave". To qualify for "Parental Leave" kaimahi must have worked for Ringa Atawhai Mātauranga for 6 or 12 months prior to the expected date of delivery or adoption for at least an average of 10 hours each week (including one hour in every week or 40 hours in every month). Paid leave is available to female employees who give birth to a child or to a person who adopts a child. It is available to either parent where a couple have assumed the care of a child under six who they intend to jointly adopt. If the applicant/s meets either the six or 12 month eligibility criteria, she/he is entitled to paid parental leave for 14 weeks. Paid leave must be taken consecutively with any unpaid leave taken. Kaimahi are entitled to either their gross weekly rate of pay or the current maximum, whichever is lower for holidays taken prior to commencement of parental leave or holidays taken during the parental leave period.	
Paternity Leave	This is a continuous two week period available to male Kaimahi who meet the hours test for the previous 12 months of service. One week	CEO

	is available for male Kaimahi who meet the hours test for the previous 6 months of service. Leave can be taken within the six week span beginning twenty one days before the expected date of delivery or adoption and ending twenty one days after the expected arrival date.	
Extended Leave	This may be taken by either female or male kaimahi in a continuous period beginning the date of confinement or adoption or following a period of maternity or paternity leave. The total extended leave period including maternity leave but excluding paternity leave is fifty two weeks. One partner's extended leave may follow any period of maternity, paternity or extended leave taken by the other partner or be concurrent with it.	
Special Leave	Female kaimahi are entitled to ten day's unpaid special leave for reasons connected with the pregnancy. Special leave is available in addition to parental leave.	
Whangai Leave	Whangai leave may be granted in similar terms to those available for Adoption Leave. Where Kaimahi have not sought to adopt a child, but through <i>whanau</i> circumstances becomes permanently or temporarily responsible for the care of a <i>whangai (foster child.)</i> Provision for this situation will be determined on a case-by-case basis by the CEO and/or their designate.	
Application for Parental Leave	Parental leave must be applied for and is not automatic. Kaimahi must apply in writing to the Operations Manager for parental leave not less than three months before the baby is due. The letter must: 1) State who is applying for parental leave. 2) State the sort of leave desired. 3) State dates desired. 4) Include a doctor's certificate stating the possible time when the baby is due. Male kaimahi must also include a written declaration from their partner verifying the relationship and that he intends to assume care of the child. The Secretary must: 1) Within a seven day period request any additional information in order to make a decision. 2) Send a reply to the applicant in writing within a three week period stating if he/she is eligible or not and if the job is able to be kept open. The only situation where a job may not be kept open is where it is designated a key position. This is one which cannot be held open because of the size or the question or the training period or the skills required for the job. Within a three week period of parental leave commencing, the CEO must write to the applicant stating: 1) When the leave ends. 2) When the kaimahi can return to work, or start his/her preference period (see definition). 3) When is the latest time the applicant can say if he/she is returning to work or not. 4) What the applicant's rights are if he/she wishes to come back to work before the end of his/her leave. Sample letters pertaining to parental leave requests are accessible via the Department of Labour's website; http://www.ers.dol.govt.nz/parentalleave/forms/index.html	CEO
Preference Period	Under the terms of the Holidays' Act positions must be kept open for leave of less than four weeks if it is the first period of leave taken for that particular child.	

	If the person wishes to take maternity or extended leave for a period exceeding four weeks Ringa Atawhai Mātauranga will keep the position open unless the position is designated as a key position and a temporary replacement is not reasonably practicable. Under these circumstances, there is a “preference period” of six months from the time the Kaimahi notifies the Secretary of his/her wish to return to work. During this preference period, the Secretary must give the Kaimahi “first option” on any job similar to his/her previous job which becomes vacant.	
Cultural/Sports Leave	Ringa Atawhai Mātauranga recognises the demands made on those chosen to represent their province or country in a cultural or sporting activity. Ringa Atawhai Mātauranga may, at its discretion, grant up to five days’ special leave per year. Consideration by the BOD will be given to extending this leave for those selected to represent New Zealand. Special leave with pay may be considered for occasions where a kaimahi: 1) Is acting as a regional or national representative in a cultural event; 2) Is attending a hui or wananga as a delegate for their Iwi or as part of their training and personal development. 3) Represents their province or country in a sporting event.	
Jury Service	Any kaimahi who is required to attend Court either as a juror or witness shall not incur loss of pay as a consequence. The difference between the Justice Department’s payment and the kaimahi salary shall be made up by Ringa Atawhai Matauranga. Ringa Atawhai Mātauranga will pay the salary and receive the Department’s payment from the kaimahi. Kaimahi must inform the Secretary of their intended absence immediately on receipt of notification to attend court.	CEO
Other Leave	Leave of Absence This leave includes any other leave as provided for in a person’s employment agreement, for a secondment or study. All applications for and approval of special leave shall be made through the Secretary. Unpaid Leave Leave without pay is subject to the approval by the CEO. Other Special Leave – With (or without) Pay Kaimahi may be granted special leave (for other than the purposes specified above) with or without pay. Approval will be subject to the discretion of the CEO. Flexible Working Arrangements If a Kaimahi has the care of any person, has been employed for 6 months and has not made another request for flexible work in the past 12 months, they can request flexible work under S6AA of the Employment Relations (Flexible Working Arrangements) Amendment Act 2007. Ringa Atawhai Mātauranga will abide by it’s duty of care to seriously consider any such requests taking account of all current business circumstances. Meetings will be held between Ringa Atawhai Mātauranga & Kaimahi to assess whether an arrangement, that is mutually agreeable to both parties, can be put in place. Infant feeding at work	

	Ringa Atawhai Mātauranga will, as far is reasonable and practicable, provide appropriate breaks and facilities so Kaimahi may breastfeed or express while at work or during work time. Breaks will be unpaid (unless otherwise agreed) and in addition to standard rest and meal breaks provided for under legislation. Standard rest breaks can also be used for breastfeeding / expressing if this is agreed by both parties.	
Evidence	Leave entitlements taken are documented in Kaimahi personal file. Reasons for disallowing leave requests are documented and filed in Kaimahi personal file. All meetings are documented and signed as true and correct by both parties.	CEO

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 6: Equal Opportunity

Whakaaro:

Our EEO policy is aimed at ensuring fair and open competition in employment, selection from the broadest applicant field based on merit, on-going career development and conditions of service that attract and retain the best qualified people available to our organisation.

Kaupapa:

Ringa Atawhai Mātauranga will promote and makes accessible to all kaimahi equal opportunity by ensuring the policy is an integral component of good management practice and covers:

- 1) The recruitment and advancement of kaimahi on merit.
- 2) Terms and conditions of employment.
- 3) Dismissal or unfair treatment of Kaimahi.
- 4) Access to professional education and training.
- 5) Retirement age.

Tikanga:

Activity	Process	Responsibility
Commitment	Kaimahi will not be discriminated against or receive less favorable treatment on the basis of their sex, race, colour, national or ethnic origin, marital status, disability, sexual orientation, age, political, religious or ethical belief(s). Employment opportunities within Ringa Atawhai Mātauranga will be presented in the most appropriate way to inform potential applicants of the vacancy. Employment processes will demonstrate participation from Maori, and the organisation's commitment to the principles of the Treaty of Waitangi. Ringa Atawhai Mātauranga will observe in practice and spirit, the principles of the Human Rights Act 1993 and the Second Schedule of the Health and Disability Services (Safety) Act 2001. Legislation relating to discrimination ensures that Ringa Atawhai Mātauranga is bound by: 1) Treaty of Waitangi 1840 2) Equal Pay Act 1972 3) Parental Leave and Employment Protection Act 1987 4) Employment Relations Act 2002 5) Human Rights Act 1993 6) Health and Disability Services (Safety) Act 2001.	Directors CEO Kaimahi
Annual EEO Audit Check-List	Ensure all current practices reflect Ringa Atawhai Mātauranga's commitment to the principle of equal employment opportunity and are compliant with the requirements of the Human Rights Act 1993. Ensure any problems have been identified and corrective action taken. Circulate to all Kaimahi the reviewed (and, if appropriate, amended) policy. Name the contact person to address any concerns to. Take any appropriate steps to ensure the EEO policy objectives are being achieved.	Directors
Annual Treaty of Waitangi Audit Check-List	Ensure all current practices are compliant with Ringa Atawhai Mātauranga policy. Circulate to all staff the reviewed (and, if appropriate, amended) policy. Name the contact person to address any concerns to.	CEO

	Take appropriate steps to ensure the Treaty of Waitangi policy objectives are being achieved. Equity and Treaty principles will apply to all decision-making with Ringa Atawhai Matauranga. Ringa Atawhai Mātauranga considers that effective implementation of the principles of the Treaty of Waitangi is crucial to achieving our broader organisational goals.	
Evidence	Problems arising are recorded. Corrective action is noted. Follow-up on corrective actions is documented. No complaints are received.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 6.1 Harassment

Whakaaro

Sexual, racial and other forms of harassment are a form of discrimination which denies equality in the workplace. Harassment affects the ability of employees to enjoy a safe working environment. Ringa Atawhai Mātauranga has a zero tolerance of harassment.

Tikanga:

Activity	Process	Responsibility
Harassment	Legislation prohibits kaimahi from engaging in the use of words (written or spoken) of a sexual nature and it refers to behaviour which is not wanted, and which is personally offensive by the recipient's standards. It is also unacceptable for kaimahi to be subjected to any form of sexual request, implied or overt, to obtain preferential treatment in employment, as a threat of detrimental treatment or as a threat about present or future employment status. Ringa Atawhai Mātauranga recognises the right of every kaimahi to enjoy a workplace free from sexual or other forms of harassment and intimidation and will actively work to promote such an environment. If harassment does occur, every person has the right to complain. Prompt action will be taken by management in the event of a complaint. Where harassment has been found to have occurred, corrective action, appropriate to the circumstances, will be taken by Ringa Atawhai Mātauranga against the offender. This action could include disciplinary proceedings and dismissal in proven serious cases. All employees are expected to comply with this policy on harassment to ensure that such conduct does not occur. Ringa Atawhai Mātauranga will do everything possible to achieve compliance with principles of procedural fairness.	Directors CEO Kaimahi
Annual Harassment Policy Audit	Ensure kaimahi are informed that any form of harassment is unacceptable behaviour. Circulate to all kaimahi the Harassment Prevention Policy Statement.	
Evidence	Kaimahi are in receipt of the Harassment Prevention Policy. Harassment protocols are included in the Induction/Orientation training. No complaints are received.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 6.2 Complaints

Whakaaro

The Employment Relations Act 2000, (Part 9 Sections 102 through 122) make allowances for kaimahi to take a personal grievance case against their employer if they are directly or indirectly subjected to behaviour that is unwelcome and has a detrimental effect on their work performance. This includes harassment from the employer, clients and colleagues and if the employer fails to investigate and prevent such behaviour.

Tikanga:

Activity	Process	Responsibility
Definition of Harassment	Refusal or omission to offer a kaimahi the same terms and conditions of work, fringe benefits or opportunities for training, promotion or transfer which are made available to other kaimahi of a comparable background employed in similar circumstances. Unjustified dismissal or treatment as defined in the Human Rights Act 1993.	Directors CEO
Definition of Sexual Harassment	Making a request for sexual intercourse or sexual contact which contains threats or promises regarding the treatment of the Kaimahi at work. Using words (written or spoken) of a sexual nature. Subjecting kaimahi to behaviour which is unwelcome or offensive to the Kaimahi and which is repeated or of such a significant nature that it has a detrimental effect on the kaimahi's employment, job performance or job satisfaction.	Directors CEO
Duress	Making membership or non-membership of any kaimahi organisation a condition of employment. Exertion of undue influence on the kaimahi regarding their membership of an organisation by offering or withholding monetary incentives.	CEO
Claims	Claims may be brought on the basis that the kaimahi has: 1) Been harassed in the workplace. 2) Discriminated against in their employment. 3) Been subjected to duress regarding membership or non-membership of any professional organisation. A claim may be brought against any representative of the company who has authority over the kaimahi alleging the grievance or who is in authority over kaimahi in the workplace of the employee alleging the grievance.	Kaimahi CEO
Grievances	Any kaimahi who considers that they have grounds for a personal grievance may submit that grievance to the CEO (in the first instance) or the Chairperson of the Board if the grievance is against the CEO. The grievance must be submitted within the period of 90 days from the date of the alleged action alleged. Grievances which are not submitted within this time constraint will not necessarily be considered unless the Tribunal directs that this be the case or the Board agrees to review the complaint. The employer representative must then objectively investigate the events which have led to the grievance and produce a written report which is copied to both the complainant and the Secretary. Thereafter, the first remedy is to encourage discussion between the parties who are cited in the grievance which may be brokered by the	

	investigating officer or any other nominated party. Kaimahi are entitled to have a support person at the meetings and will be informed of that right. If Ringa Atawhai Mātauranga is not prepared to grant the remedy sought and the parties have not otherwise settled, the CEO will provide a written response (within 14 days) setting out Ringa Atawhai Mātauranga's view of the facts and the reasons why they are not prepared to grant the remedy which is sought. Grievances may then be referred to a Tribunal if the complainant is not satisfied with the response or a written response is not given within 14 days of being lodged. The Chairperson (or their nominated representative) will handle any negotiations or representations with the Tribunal.	
Evidence	Kaimahi are aware of the complaints process. The Complaints Procedure is displayed in the office. Grievances are investigated appropriately, and the procedure and outcome is documented.	

Employees can file grievances when:

- They have been victims of workplace harassment.
- Their health and safety have been compromised.
- They've witnessed poor supervisor and/or management behaviour.
- There are unjust changes made to the employment agreement.
- Policy guidelines are violated.
- There is a dispute between coworkers, suppliers, and/or management.

For a full list of minimum entitlements:

<http://www.dol.govt.nz/er/minimumrights/index.asp>

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 6.3 Privacy

Whakaaro

Within the employment context the general objective of the Privacy Act 1993 is to promote and protect individual privacy meaning the right to privacy is now regarded as a basic human right. The Act only applies to the collection, retention, storage and disclosure of personal information.

Tikanga:

Activity	Process	Responsibility
Principles	The Act (Part 2, S, 6,) focuses on 12 information privacy principles, the general purpose of which is discussed below: Personal information may only be collected with the knowledge and informed consent of the individual concerned and it must be collected for a lawful and determined purpose: Employers may only retrieve information about employees from the employees personally unless it is publicly available or the employee authorises its retrieval: Personal information may not be collected in a method that would be unfair or an unreasonable intrusion into the individual's personal affairs: An individual is entitled to confirmation of whether or not an employer or other agency holds such information, access to it and correction of the information. Employers are obliged to take reasonable steps to ensure there is no use of the personal information unless it is accurate, current, complete, relevant and not misleading. Such information may not be used for a purpose other than for which it was obtained. Any disclosure may only be for the purpose for which it was originally intended. Employers need to be wary of retaining employee's records longer than is necessary. The legislation does not protect personal information classified as evaluative material (material compiled solely to determine the suitability, qualifications or eligibility of an individual to whom the material relates) and not supplied in confidence.	Directors CEO
Evidence	Personal information is collected appropriately. Kaimahi are aware of the Privacy Policy. Personal information is accurate and current.	

Policy ratified by Board:


(Signed for Board)

26/05/2025
(Date confirmed)

Section 6.4 Human Rights

Whakaaro

The Human Rights Act 1993 came into force on the 1st February 1994 and was last amended in 2011. The Act promotes the recognition and acceptance in the community of the rights of all people to equal opportunities.

Tikanga:

Activity	Process	Responsibility
The Act	The Act is aimed at stamping out discrimination in the work place. It seeks to do this by making employers responsible for any acts of discrimination in the work place whether carried out by employers or employees. Ringa Atawhai Mātauranga will therefore: 1) Adopt a zero tolerance of discrimination in the workplace. 2) Establish procedures to deal with acts of discrimination in the work place. There are 15 acts of unlawful discrimination: Sex (including pregnancy and childbirth) 1) Marital status 2) Religious belief 3) Ethical belief 4) Colour 5) Race 6) Ethnic and national origins 7) Disability (including physical, psychological, presence of organisms) 8) Age 9) Political opinion 10) Employment status 11) Family status 12) Sexual orientation 13) Sexual harassment 14) Racial harassment	Directors CEO
Remedies	Any kaimahi who feels discriminated against in the employment setting may elect to: 1) Pursue it under the Human Rights Acts and complain to the Human Rights Commission: Or 2) File a personal grievance under the Employment Relations Act 2000. Refer "Complaints Procedure" page 23.	
Evidence	Kaimahi and Directors are aware of their responsibilities. No complaints are received.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 6.5 Vehicles and Travel Reimbursements

Whakaaro

In keeping with being a “Good Employer” Ringa Atawhai Mātauranga will ensure kaimahi and or kaiawhina (volunteers) are fully reimbursed for their out-of-pocket expenses. We will ensure kaimahi are not disadvantaged or prevented from performing their duties because of non-reimbursement of incidental expenditure.

Tikanga:

Activity	Process	Responsibility
Vehicle Expenses	Kaimahi using their own vehicles to perform Ringa Atawhai Mātauranga work will be reimbursed as follows: Kilometers are to be claimed in the same manner as other business related expenditure – by submitting an “Expense Claim for Reimbursement of work Related Expenditure.” Please note that full supporting calculations must be supplied with all expense claims (i.e. kilometers claimed, rate, and expense calculation). The current IRD kilometer rate is to be used for all vehicles: All expense claims are to be authorised and dated by the Operations Manager and passed on to the accountant for payment. Assuming the expense claim is correctly filled out payment will be made within 5 working days of receiving the claim. NB Travel to and from Ringa Atawhai Mātauranga office and the kaimahi's place of residence is not reimbursable to the individual. Company Vehicles Kaimahi are encouraged to obtain a Ringa Atawhai Mātauranga vehicle for travel whenever possible. Requests are to be made to the CEO. Rental Cars Use of rental cars must be approved by the CEO. Once approved, kaimahi may make rental car booking. Business Travel Kaimahi, when travelling, should take into account: 1) A reasonable degree of personal comfort, convenience and safety. 2) A reasonable time away from work. 3) A reasonable expense to Ringa Atawhai Mātauranga. e.g. Domestic air travel will be at economy class (or special reduced fare where obtainable)	CEO
Travel Expenses	Normal and reasonable expenses that result directly from the trip will be reimbursed by Ringa Atawhai Mātauranga to kaimahi in accordance with Ringa Atawhai Mātauranga's policies. Ringa Atawhai Mātauranga will pay fair and reasonable actual expenses incurred by Kaimahi on domestic business assignments out of Whangarei for more than 24 hours. The expenses reimbursed will cover accommodation or travel expenses, meals, local parking, phone calls, and travel associated with the assignment and non-alcoholic beverages. Domestic assignments are defined as within New Zealand.	Office Manager

	Travel Out of Whangarei Ringa Atawhai Mātauranga will arrange transport and accommodation (and where relevant, airport taxes, medical expenses and visas). Air Travel Air Travel constitutes any journey by air to attend work-related duties. Ringa Atawhai Mātauranga uses Budget Travel Whangarei as its preferred booking agent. National and International travel will be economy class unless approved otherwise by the Board of Directors. Local Travel See the Operations Manager to get written approval for air travel. See the Operations Manager to arrange the travel bookings. Advise the travel agent, if flight plans are cancelled. All completed "Authority for Air Travel" forms will be passed to the Operations Manager to match against the airline invoices as they are received.	
Work Related expenses	Obtain the Ringa Atawhai Mātauranga expense claim form from the Office Manager. Complete the details on the claim form. Expense codes can be obtained from the Office Manager. Attach GST receipts with all claims (except mileage claims @ IRD rates for proof of expenditure. Have the CEO authorise and date the expense claim form. Pass claim to the Operations Manager for reimbursement. Claims will be paid by Ringa Atawhai Mātauranga within five (5) days of receipt, providing claim is completed correctly. Claims for work related expenses are also to cover payments for: • Parking • Taxis	
Evidence	Reimbursement claim forms are filed. Expense claims are paid promptly. Receipts are filed.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 6.6 Security and Access

Whakaaro

Ringa Atawhai Mātauranga strives to achieve a balance as a warm friendly and welcoming environment and at the same time, one that is safe for all who use our whare. This policy outlines the procedures that will be used to protect our company, facility, whanau and assets by controlling who enters and leaves the building whilst simultaneously ensuring confidential information is kept secure.

Tikanga:

Activity	Process	Responsibility
Security and Access	The following “rules” are to be observed by all kaimahi: 1) Do not leave confidential material unattended where it could be accessed by unauthorised persons. This includes material on desks, computer screens, presentation aids and also material taken outside the organisation. Lock cabinets that contain confidential material. 2) Do not leave anything of a confidential nature on the desk, workstation, table or storage area of any other Kaimahi without the person's express permission. 3) Do not expose or discuss Ringa Atawhai Mātauranga's confidential material outside the office in a way that could lead to unauthorised disclosure. 4) Do not down-load any file that contains data of a confidential nature on to any removable magnetic media, or into the memory of any computer, whether owned by Ringa Atawhai Mātauranga or otherwise, unless specifically authorised by the CEO. 5) Approach the CEO to request after-hours access to the whare. Check all windows and doors prior to leaving and locking the whare.	Kaimahi
Annual Audit	Ensure kaimahi are aware of the Security and Access Policy Statement for Ringa Atawhai Mātauranga. Circulate to all kaimahi the reviewed (and if appropriate, amended) policy for Security and Access.	CEO
Evidence	Desks are free of unnecessary paperwork. Breaks are investigated and reported to the Police. (If any) Kaimahi are aware of the security procedures. Policy is reviewed annually.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 7: Performance Management

Whakaaro:

Performance reviews are a vital component of normal planning, support and monitoring responsibilities essential to ensuring total quality management. Ringa Atawhai Matauranga will conduct structured regular performance reviews in support of and improving Kaimahi performance.

Kaupapa:

The main objectives of these procedures are to:

- 1) Establish agreed work objectives at all levels during the work planning process.
- 2) Provide guidance and planning for each role.
- 3) Evaluate performance by highlighting individual successes and identifying areas requiring improvement.
- 4) Provide assistance in the development and proper deployment of competent and motivated Kaimahi.
- 5) Objectively evaluate the potential of individuals in the short and long term.
- 6) Provide open lines of communication to enable facilitation of personnel and professional development.
- 7) Strengthen working relationships and generate a greater commitment to the goals and vision of the organisation.

Tikanga:

Activity	Process	Responsibility
Responsibility	The CEO shall be responsible for reviewing either generally, or in respect of any particular matter, the performance of kaimahi in carrying out their responsibilities and duties. Reviews must be completed at 12 monthly intervals. The criteria to be used to review kaimahi performance will be agreed between the CEO and kaimahi and recorded prior to commencement of employment. This will be the basis of a performance agreement and will be reassessed at each review. Prior to each performance review the appropriate self-assessment form will be given to kaimahi one week prior to the review date. The process used to review kaimahi performance must take into account the responsibilities and duties of the person with particular regard to objectives set and any other quantitative or qualitative performance indicators applying to the kaimahi's work.	CEO
Preparation	One week prior to the formal review kaimahi will rate themselves against set criteria. The CEO is required to assess kaimahi by the same criteria. This will serve as a discussion tool and the final outcome of the performance review.	
The Meeting	Discuss goals and objectives that need to be achieved and how the person can best contribute to this. Discuss how previously set objectives have been met using the self-assessment form as a basis for the interview. Clearly establish how the achievement of the objectives will be measured (success criteria.)	CEO Kaimahi

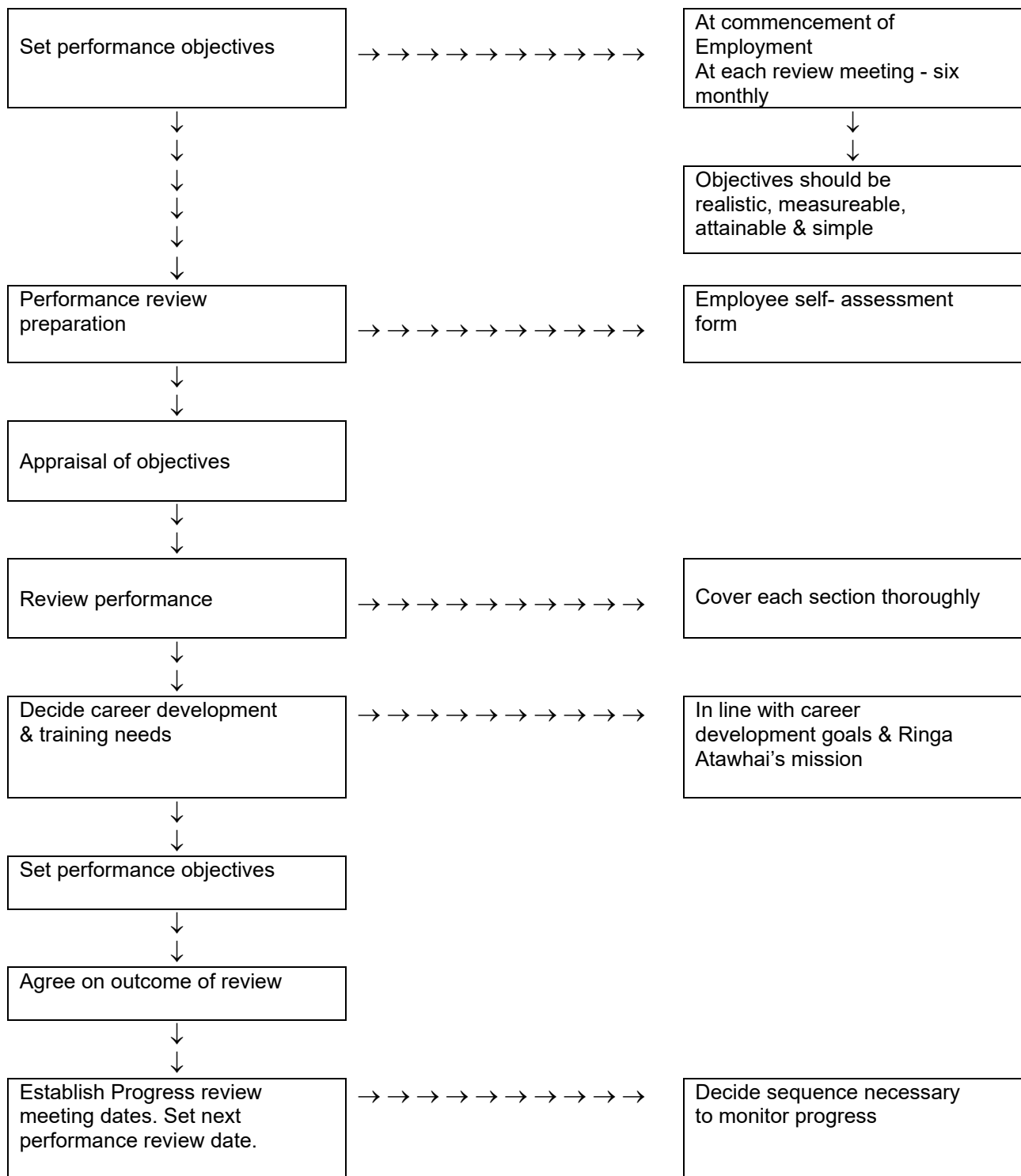
	Agree an appropriate personal performance development and training plan to achieve work objectives and to counter any skill or performance deficiency. Sign the performance review form as an agreement to the comments noted through the interview and agree to a follow up progress review meeting. A progress review meeting may be scheduled once a month more regularly or less as required. Meetings should be short and informal.	
Salary Review	Due to the nature of our ACC and MOH contracts revised salary levels must be approved by the Board of Directors before confirmation is given to kaimahi. Any change in salary or other kinds of remuneration are to be confirmed in kaimahi's Employment Agreement and must take into consideration: 1) Cost of living increments 2) Organisational budgetary constraints 3) Outcomes of performance reviews 4) Higher qualifications gained throughout the year.	Directors
Evidence	Performance review plan is completed and filed in Kaimahi personal file. Performance reviews are conducted 6 monthly. Outcomes are documented and concerns and issues are addressed. Corrective actions are initiated if required, documented and filed. Follow up any agreed corrective actions.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 7.1 Performance Management Flowchart



Section 8: Termination of Employment

Whakaaro:

Ringa Atawhai Mātauranga will ensure correct procedures are followed in the event of termination and or resignation and that Kaimahi receive all entitlements due.

Kaupapa:

Terminations may occur for a number of reasons and in a number of ways for example:

1. Resignation, or retirement
2. Absenteeism (abandonment of employment)
3. Dismissal
4. Death

Whatever the reason it is important to handle terminations procedurally, in a professional way with minimal disruption to work. In all cases Ringa Atawhai Mātauranga is committed to enter the processes of natural justice.

Tikanga:

Activity	Process	Responsibility
Resignation	The period of notice required for resignation is stipulated in the kaimahi's Employment Agreement. Notice of intention to leave should be given in writing to the Operations Manager. By mutual agreement the Operations Manager or the kaimahi may wish to shorten the term of notice in which case full entitlements will be paid out by Ringa Atawhai Mātauranga	Kaimahi Operations Manager
Termination of Service	Ringa Atawhai Mātauranga may wish to terminate the services of a kaimahi relating to performance or behaviour. The Company categories may include: 1) Serious misconduct 2) Unsatisfactory performance 3) Redundancy 4) Death 5) Abandonment of employment	
Serious Misconduct	In the event of serious misconduct employment may be terminated without notice. Ringa Atawhai Mātauranga will only be liable to pay the employee up to the time actually worked prior to dismissal. Conduct which Ringa Atawhai Mātauranga may regard as justifying instant dismissal includes: 1) Conviction for a criminal offence for which the offender may be proceeded against by way of indictment. 2) Gross misconduct which would be likely to bring the employee or Ringa Atawhai Mātauranga into serious disrepute. 3) Serious or persistent non-observance or non-compliance of any of the terms of his/her employment contract. 4) Any material breach. 5) Theft or fraud. 6) Violence toward others Ringa Atawhai Mātauranga may give written notice if the kaimahi is an adjudicated bankrupt or becomes insolvent.	
Procedural Fairness	Basic requirements in dealing with issues of serious misconduct should contain the following: 1) Specific allegations must be discussed with the kaimahi and the likely consequences if the allegations are established. 2) This should be done with a witness present. Kaimahi are entitled to also have a support person present.	

	3) The kaimahi must be given an opportunity to reply to the allegations. 4) The designated authority dealing with the allegation must wait to hear the kaimahi's answer to them and must review them in an unbiased way prior to deciding whether or not to dismiss. 5) If the kaimahi is unable to provide an explanation at the time or there is doubt about the information given, the designated authority should put all matters in writing to the kaimahi and request a response within 48 hours. 6) The actual decision to dismiss must be seen to be the result of the above sequences and not reflect a pre judgement. A dismissal letter should not be given to the person until after he/she has responded and the situation considered. If this sequence is not followed it could be construed by the Courts as a pre judgement and unfair dismissal.	
Abandonment of Employment	If a kaimahi is absent from work for more than three working days without notification to Ringa Atawhai Matauranga, they shall be deemed to have terminated their employment without notice. Ringa Atawhai Mātauranga shall make all reasonable efforts to contact the kaimahi during this period. If the kaimahi was genuinely unable to notify Ringa Atawhai Matauranga, he/she shall not be deemed to have abandoned their employment. In the event of any dispute, the question will be dealt with in accordance with the disputes procedure.	
Termination of Agreement in The event of restructuring or abolition.	If during the term of an Employment Agreement Ringa Atawhai Mātauranga is significantly restructured so that the key responsibilities of the kaimahi are significantly altered, then the Agreement shall be terminated on the date on which that restructuring takes effect. Kaimahi will have the opportunity to comment on the changes before a final decision is made. The terms and conditions will be stated within Individual Employment Agreements. Ringa Atawhai Mātauranga reserves the right to offer the affected kaimahi a new position to take effect from the date of termination. Where no offer of a new position is made or when the person elects not to accept a new position, he/she shall be paid a sum equivalent to 2 weeks base salary. If Ringa Atawhai Mātauranga ceases to trade. Employment Agreements will terminate on the date of closure. Kaimahi shall be entitled to receive, from the Board, as at the date of termination, the payment as detailed above and any holiday pay owing. Kaimahi will not be entitled to receive any sum if, prior to the date of termination, he/she receives a reasonable offer of employment from Ringa Atawhai Matauranga, or elsewhere in the health sector in the same geographical region and on similar overall terms and conditions and they accept that offer of employment. Receipt of any sum payable or any benefit applicable under this policy shall constitute a "without prejudice" full and final settlement of any claim kaimahi may have against Ringa Atawhai Matauranga. Receipt will be documented and signed by both parties.	
Exit Interview	Kaimahi, upon giving notice of intention to resign or retire, will be scheduled for an exit interview with the CEO or a delegated representative.	CEO

	It is the policy of Ringa Atawhai Mātauranga to encourage kaimahi to offer constructive opinions concerning their conditions of employment, the procedures of Ringa Atawhai Matauranga, and the circumstances of their departure. The responsibility for the arrangement of an exit interview lies with the CEO who will arrange for the interview to be conducted by an appropriate person. A brief written report of each interview will be recorded. If requested, the exit interview may be conducted in a group context. The following administration requirements will be completed. 1) Ensure confidentiality. 2) Provide a certificate of service or a more detailed written reference should the person or other authority require it. 3) Where employment has been terminated, certificates of earnings will be forwarded at the end of the financial year. For those employees going overseas certificates of earnings should be issued as soon as possible. 4) All due documentation, exit interview forms and other comments are to be placed in the personnel file of the employee. 5) Collect any property belonging to Ringa Atawhai Mātauranga from the person on or before their departure date.	
Evidence	Dismissals (if any) are conducted with due diligence having regard for dismissal procedures. Oral warnings are noted in CEO's diary and a note attached to Kaimahi file. Written warnings are attached to kamahi file. Exit interviews are recorded and filed. Reasons for termination are accurately recorded. E.g. Dismissal, re-structuring, windup etc.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 9: Health and Safety

Whakaaro:

Ringa Atawhai Matauranga recognises and accepts its responsibilities as an employer for ensuring, as far as possible, the health and safety of all personnel at work and any other persons who may be affected by activities on premises under Ringa Atawhai Matauranga's control.

Kaupapa:

The emphasis of the law is on the **systematic** management of health and safety at work. It requires Ringa Atawhai Mātauranga and others to maintain safe working environments and implement sound practice. We recognise that successful health and safety management is best achieved through good faith co-operation in the place of work and, in particular, through the input of those doing the work.

Tikanga:

Activity	Process	Responsibility
The Act	Ringa Atawhai Mātauranga will take all practicable steps to ensure the safety of kaimahi while at work; and in particular will take steps to: 1) Provide and maintain for kaimahi a safe working environment; 2) Provide and maintain for kaimahi while they are at work facilities for their safety and health; 3) Ensure that plant used by kaimahi at work is so arranged, designed, made, and maintained that it is safe for their use; 4) Ensure that while at work kaimahi are not exposed to hazards arising out of the arrangement, disposal, manipulation, organisation, processing, storage, transport, working, or use of things; in their place of work; or near their place of work which are under Ringa Atawhai Matauranga's control; 5) Develop <u>procedures</u> for dealing with emergencies that may arise while kaimahi are at work. (Emergency Response Plan)	CEO
Identification of Hazards	Ringa Atawhai Mātauranga will ensure that there are in place effective methods for: 1) Systematically identifying existing hazards at work. 2) Systematically identifying (if possible before, and otherwise as, they arise) new hazards to employees at work. 3) Regularly assessing each hazard identified, and determining whether or not it is a significant hazard. 4) Investigating and recording accidents or harmful incidents to determine whether it was caused by or arose from a significant hazard.	CEO
Hazard Elimination	Where there is a significant hazard to kaimahi at work, Ringa Atawhai Mātauranga will take all practicable steps to eliminate, isolate or minimise it. Ringa Atawhai Mātauranga will take all practicable steps to ensure that no action or inaction of kaimahi while at work harms any other person.	CEO
Information	We will ensure every person is fully informed, in a language they can understand, about any health and safety issues. Kaimahi will be kept up to date on information regarding emergency procedures, hazards they may be exposed to in the course of their work and what steps are taken to minimise those hazards. The information will be included in "Kaimahi Handbooks."	CEO
Penalties	If the Department of Labour lodges a prosecution under the Health and Safety in Employment Act Ringa Atawhai Mātauranga may be liable upon conviction to: 1) \$1000,000 fine and/or up to one year imprisonment if the prosecution can prove that the employer intended to cause harm or wilfully neglected their obligations under the Act; or	Directors

	2) A fine of up to \$500,000 if a failure caused a person serious harm: or up to \$250,000 in any other case.	
The Accident Rehabilitation & Compensation Insurance Act	In relation to Ringa Atawhai Mātauranga this covers: Work related accidents rising in the course of employment: This means personal injury that occurs: 1) While performing any work task. 2) While on a meal, rest or refreshment break at the place of work. 3) Travelling between work sites by the most direct practicable route. 4) Attending an educational or training course at the employer's expense. 5) While travelling between work and a medical facility for treatment in respect of a work injury. 6) While travelling to or from work unless in transport provided by the employer. But does not include: 1) While in accommodation provided by the employer and while not performing work duties. 2) While participating in an employer sponsored recreational activity (including sports) other than at a person's place of employment.	CEO
Evidence	Kaimahi Handbooks contain relevant information regarding health and safety issues. Kaimahi are aware of their responsibilities in regard to health and safety. Hazards are identified, isolated or minimised. Hazard checks on training sites are recorded and filed. These should be attached to Kaimahi training loans. Emergency response Plan is documented, current and updated as required.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 9.1 Smoke Free Environments

Whakaaro

Smoking and tobacco use has been clearly identified as a major cause of preventable disease and death. This policy is designed to protect kaimahi, contractors, whanau and manuhiri from exposure to environmental tobacco. Ringa Atawhai Mātauranga will comply with requirements of the Smoke-free Environments Act 1990.

Kaupapa:

Ringa Atawhai Mātauranga is committed to providing leadership in health, the Smoke-free/Auahi Kore workplace policy provides positive role modelling to the wider community and is a significant step towards reducing tobacco related harm.

Tikanga:

Activity	Process	Responsibility
Scope	This policy applies to all kaimahi, contractors, whanau in or on any of the facilities, grounds, or vehicles belonging to Ringa Atawhai Mātauranga. This policy also applies to all kaimahi carrying out their duties and other Ringa Atawhai Mātauranga business off site, e.g. kaimahi and kaiako working in the community.	Directors CEO Kaimahi
Workplace	The “Act” refers to a workplace as “any indoor or enclosed area that is occupied by an employee and that employees usually frequent during the course of their employment; and includes any aircraft, ship, train, cafeteria, corridor, lift, lobby, stairwell, toilet and washroom,; and also includes any enclosed common areas and employer provided vehicles normally used by employees but does not include any place of residence occupied by the employer.	
	This policy includes any premises occupied or utilised by Ringa Atawhai Mātauranga. 1) Appropriate signage will be displayed through-out the organisation of the smoke-free policy 2) Education and promotional programmes will be available regarding Ringa Atawhai Mātauranga smoke-free policy 3) Resources and educational material will be made available from the Smoking Cessation Coordinator/Quit Coach. (MOH) 4) A notice to kaimahi, whanau, contractors and manuhiri about the smoke-free status of Ringa Atawhai Mātauranga will be included in informational booklets, Kaimahi orientation, new programmes, internal communications and external publications e.g. radio and local newspapers.	Office Manager CEO
Kaimahi Responsibilities	For the purpose of the policy and procedures, directors, kaimahi, manuhiri, contractors and whanau members have a right and an obligation to request a smoker to extinguish their cigarette and explain that Ringa Atawhai Mātauranga have a smoke-free policy. Kaimahi representing Ringa Atawhai Mātauranga will not smoke any tobacco products while on organisational related business or while travelling in a company vehicle or whilst identified as Ringa Atawhai Mātauranga kaimahi. All social events organised on Ringa Atawhai Mātauranga premises and grounds will be smoke free Ringa Atawhai Mātauranga shall provide a complaint procedure required by the “Act” Refer “Complaints Procedure” page 23.	Everyone
Evidence	Signage is clearly visible at the office. Portable signs are available for display at training venues. Smoking cessation training is included in CHW training workshops.	

Section 9.2 Information and Communication Technology (ICT)

Whakaaro

Information and communication technology provides a broad range of powerful tools to enhance both the knowledge and communication dimensions of Maori well-being. Ringa Atawhai Mātauranga is committed to ICT usage in as much as it contributes to whanau ora, empowerment, education and networking processes that benefit whanau, hapu and Iwi.

Kaupapa:

New Zealand laws, including those, governing information privacy, copyright, occupational health and safety, anti-discrimination and sexual harassment, apply to the use of ICT. Illegal and inappropriate use of ICT resources includes pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment (including sexual harassment, stalking and privacy violations) and illegal activity, including illegal Kaimahi file sharing.

Tikanga:

Activity	Process	Responsibility
Scope	This policy applies to all aspects of the use of ICT including: 1) internet usage 2) electronic mail (email) 3) electronic bulletins/notice boards 4) electronic discussion/news groups 5) weblogs (blogs) 6) social networking 7) file transfer 8) file storage 9) file sharing 10) video conferencing 11) streaming media 12) instant messaging 13) online discussion groups and chat facilities 14) subscriptions to list servers, mailing lists or other like services 15) copying, saving or distributing files 16) viewing material electronically 17) printing material 18) portable communication devices including mobile and cordless phones.	CEO
ICT Usage	Voice mail, email, and internet usage assigned to kaimahi computers or telephone extensions are solely for the purpose of conducting Ringa Atawhai Mātauranga business. Some job responsibilities require access to the internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorised, may use the internet or access additional software.	Kaimahi CEO
Internet Usage	Internet use, on Ringa Atawhai Mātauranga time, is authorised to conduct organisational business only. Internet use brings the possibility of breaches to the security of confidential information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorised people, outside the organisation, potential access to our passwords and other confidential information. For this reason, and to assure the use of work time is appropriately for work, we ask Kaimahi to limit internet use. Under no circumstances may computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business related Internet sites. Doing so	CEO

	can lead to disciplinary action that may result in termination of employment. Software needed, in addition to the Microsoft Office suite of products, must be authorised by the Secretary.	
Email Usage	Email is to be used for Ringa Atawhai Mātauranga business only. Confidential information must not be shared outside of the organisation, without authorisation, at any time. Kaimahi must not conduct personal business using the organisation's computers or email. Kaimahi should not forward non-business emails to associates, family or friends. Non-business related emails waste time, distract attention and detract from work time. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination. Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy. Any emails that discriminate against Kaimahi by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy. Ringa Atawhai Mātauranga owns any communication sent via email or that is stored on the organisation's equipment. Management and other authorised staff have the right to access material in Kaimahi emails or on Kaimahi computers at any time. Electronic communication, storage or access is not private if it is created or stored at work.	Kaimahi
Evidence	Random checks ensure compliance. ICT usage and protocols are included in Kaimahi inductions.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 10: Administration - Kaimahi

Whakaaro:

This policy aims to ensure that accurate and confidential records are kept for Kaimahi and that all legislative requirements, particularly those espoused by the Privacy Act 1993 and its amendments are met.

Kaupapa:

Kaimahi and the directors of Ringa Atawhai Mātauranga will comply with privacy policies that protect the confidentiality of personal information. Personal information will be collected and stored with safeguards appropriate to its sensitivity to ensure that the information is not disclosed or shared unnecessarily. We will only collect kaimahi personal information with their knowledge and consent and use it solely for the purpose it was collected.

Tikanga:

Activity	Process	Responsibility
Setting up a Personnel File	As soon as an offer has been accepted, a personnel file should be set up and all appropriate correspondence filed. All documentation relating to kaimahi will be stored in the individual's personnel file. The following indicates the type of documentation typically found in a personnel file. 1) Application form/CV/reference checks 2) Interview checklist form 3) Copy of all correspondence e.g. job advertisements, job description, letter of offer, employment agreement. 4) Copies of medical certificates/leave forms. 5) Copy of completed performance appraisal forms. 6) Remuneration review advice letters/changes to conditions of employment. 7) Records of any disciplinary meetings etc. 8) Police clearance records 9) Copy of car licence.	CEO
Storage	Storing of Personnel Files All personnel files for kaimahi will be kept by the CEO under lock and key. Filing cabinets must remain locked and the key responsibility given to one person. Access to Personnel Files Only the CEO will have access to relevant personnel files. Kaimahi may request access to their personnel files. File Security Personnel files will be monitored with a record of the name of any person requesting a file, the date the file was requested and returned being documented. Personnel Files of Ex-Kaimahi When a kaimahi leaves Ringa Atawhai Mātauranga the date of leaving will be noted on the personnel file. The file will be retained for two years. The files will be shredded after a 2 year period, unless retention is required by Inland Revenue. Changes of Personal Details Kaimahi will immediately provide the CEO with details of any changes of address, telephone number, name, qualifications, or other relevant information.	CEO

	From time to time Kaimahi will be required to verify the personnel details contained on their files and a standard document will be issued to them for that purpose. Privacy Details such as private telephone numbers will be available to the CEO and other team members where necessary. Such details must not be provided to persons outside Ringa Atawhai Mātauranga without the Kaimahi's permission. Payroll - Employee Data Accuracy Ringa Atawhai Mātauranga will contract payroll responsibilities to an independent Chartered Accountant or payroll intermediary firm.	Accountant/s
Procedure	Kaimahi are required to complete an IR330 Tax Code Declaration, a Kiwisaver Deduction form (KS2) and/or Kiwisaver Opt out form (KS3) upon commencing employment. New employees are subject to automatic enrolment unless exempted (i.e. temporary/casual employed for less than 28 continuous days, private domestic workers who pay their own PAYE or contractors) Kaimahi are to be paid on Thursday of each week by direct credit unless cash payments are requested. Kaimahi taking leave of absence must complete a leave form. A copy of Individual Agreements including pay conditions will be filed by the CEO prior to commencement date. Any change of conditions of employment is to be appended to the person's individual agreement. Any amendments must be agreed and signed by both parties. To be included on the payroll, Kaimahi need to take the following actions: 1) Obtain a "Personal Information - Payroll" form and IR330 Tax Code Declaration, a Kiwisaver information pack (KS 3), Kiwisaver Deduction form (KS 2) and/or Kiwisaver Opt out form (KS 10) form from the Secretary. 2) Have the Secretary authorise pay by signing and dating the payroll form. 3) Pass to the Secretary, to commence fortnightly payments. 4) To make adjustments to pays (details or deductions) communicate in writing with the Secretary.	Treasurer
Evidence	Kaimahi files contain all relevant information. Kaimahi files are stored securely. Wage book is signed by Kaimahi.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Section 11: Code of Business Conduct

Whakaaro:

Ringa Atawhai Matauranga will strive to achieve the highest possible standard of business and personal ethics. These expectations apply to directors, management and kaimahi when conducting business on behalf of Ringa the Company.

Kaupapa:

This policy is designed to provide all kaimahi of Ringa Atawhai Mātauranga with guidelines for appropriate professional conduct. It is intended not as a statement of new beliefs or of new rules, but as a reaffirmation of enduring values and practices.

Tikanga:

Activity	Process	Responsibility
Overview	Ringa Atawhai Mātauranga observes and complies with all laws, rules and regulations applicable to its operation and staff. Ringa Atawhai Mātauranga Kaimahi are required to avoid any activities which involve or would lead to the involvement of Ringa Atawhai Mātauranga in any illegal practices and to make known to management any conduct that comes to their attention which conflicts or breaks these rules and principles. Accordingly, all kaimahi are to become acquainted with the legal standards and restrictions that apply to their duties. Ringa Atawhai Mātauranga also expects all kaimahi to observe the highest standards of business and personal ethics and to be honest in dealings with government officials, the public, customers and colleagues. Kaimahi are to avoid any relationship with persons, firms, or other corporations with whom Ringa Atawhai Mātauranga transacts or would like to transact business, which may involve a conflict of interest. The absence of a specific policy or regulation <u>does not</u> relieve any person from the responsibility to exercise the highest standards in those situations. Each kaimahi is required to complete a "Disclosure of Interest" in the event of possible conflicts of interest.	Directors CEO Kaimahi
Image	Kaimahi are representatives of Ringa Atawhai Matauranga. This is observed whether on or off duty. Kaimahi are encouraged to observe the highest standards of professional conduct at all times. Kaimahi are to conduct all Ringa Atawhai Mātauranga business in a professional manner under all circumstances and not allow outside issues to influence decision making.	Kaimahi
Relationships	Kaimahi using organisational vehicles are to ensure that they are regularly serviced. Repairs are to be effected immediately when a fault occurs. All vehicles are to be kept clean and presentable both inside and out on all occasions. Ringa Atawhai Mātauranga does business without favouritism. Purchases of goods and services will be competitively priced, whenever possible.	Kaimahi

	Accordingly, no director or kaimahi will have any direct or indirect financial interest in, or relationship with, any organisation or person that might affect the objectivity and independence of his/her judgement or conduct in carrying out his/her duties and responsibilities. No trustee or kaimahi will be involved in the decision-making process leading to the negotiation and award of a contract for service where the person has declared an interest in an organisation or person seeking to contract with Ringa Atawhai Matauranga. A director or kaimahi's personal interest or relationship is not to influence any transaction with an organisation or person that furnishes goods or services to Ringa Atawhai Matauranga. In addition to these policies – directors and kaimahi are referred to specific policies and procedures which cover: 1) Disclosures of Interest 2) Terms and conditions of employment/engagement 3) Hire of Consultants.	
Gifts	Kaimahi are <u>not</u> to accept or agree to accept, at any time of the year any "gift of value" (which directly or indirectly benefits them) from a supplier or prospective supplier their agents, or any person with whom Ringa Atawhai Mātauranga does business in any regard. Likewise, Ringa Atawhai Mātauranga does not offer "<i>gifts of value</i>" to any person, firm or company with whom we do business. To avoid the creation or appearance of an obligation, gifts offered to kaimahi by a commercial enterprise, or any other organisation/person must be reported immediately to the CEO. <u>Gifts</u> are deemed to include any offering in cash or kind (for example, travel and accommodation) exceeding \$NZ50 (fifty dollars) per item. For further interpretation of this policy kaimahi are advised to direct enquiries to the CEO.	Kaimahi
Koha	As part of the contracting and consultation processes, and in culturally appropriate situations, Ringa Atawhai Mātauranga will give a <i>koha</i>. Koha is an assessed contribution to the costs of hosting a function. Traditionally, a koha was given on the basis of reciprocity. In modern day terms, a koha is either inflation-adjusted in retrospect or in anticipation. If kaimahi are attending a meeting and are unsure if they should give a <i>koha</i> or how much the <i>koha</i> should be, please consult the CEO. When a <i>koha</i> is required, a direct credit payment will be made to the affected persons bank account upon receipt of a full description of reason for the <i>koha</i> (location, occasion, group). <i>Koha</i> are given on the condition that a "receipt" is returned to the Operations Manager within two days of the function for which it was given. Please refer "Financial Management Policies" in the Governance Policy Manual.	Directors CEO
Disclosure	Ringa Atawhai Matauranga's proprietary information (that is information relating to or characteristic of Ringa Atawhai Matauranga's interests and business affairs), whether technical, business, financial or otherwise, and whether or not specifically identified as such, is not to be divulged to any party.	

	Information dissemination may be prevented by a "breach of confidence" action. A three stage test has been articulated for establishing a "breach of confidence". 1) The information disclosed must have had "the necessary quality of confidence" about it. 2) The information must have been imparted in circumstances importing an obligation of confidence. 3) There must have been an unauthorised use of that information to the detriment of the part communicating it.	
Definitions	There are five criteria which the courts presently use to delineate <u>"confidential information"</u>. 1) The information released must be that of which the owner believes would be injurious to him or her or of advantage to his or her rival or others. 2) The owner must believe that the information is confidential or secret. 3) The owner's belief must be reasonable. 4) The information must be judged in the light of the usage and practices of the particular industry or trade concerned. 5) The information must not be public property or public information. In deciding this, the question is asked whether such an element of secrecy demands that, except by improper means, a member of the public would have difficulty in acquiring the information. It is a question of public accessibility. <u>During employment</u>, the duties of good faith and fidelity which kaimahi owe include an obligation not to disclose information which, if disclosed, would be a breach of the employee's duty of good faith. Once <u>employment is terminated</u>, only use of information which is classified as "commercially sensitive" may be restricted. Kaimahi are not to use proprietary information for personal gain, whether that of Ringa Atawhai Mātauranga or others, obtained by virtue of a person's position within Ringa Atawhai Matauranga. This applies regardless of the nature of the information, whether technical, business or otherwise and regardless of how the information is acquired. Examples of misuse of proprietary information and Ringa Atawhai Matauranga's position are: 1) Selling such information, or using it in connection with trading or dealing in materials; 2) Converting a Ringa Atawhai Mātauranga business opportunity to personal use; 3) Acquiring property (intellectual and/or physical) which the person knows is of interest to Ringa Atawhai Matauranga.	
Disclosure of Interest	A disclosure of interest form must be signed if a propriety interest is suspected by Kaimahi where they in any way potentially stand to gain personally from Ringa Atawhai Mātauranga entering into a contract, agreement, or deed with another party.	CEO Kaimahi

	Other situations may include where Kaimahi: 1) Are acting for more than one party to a contract (whether as a director, trustee or otherwise), and/or 2) Has a spouse (whether de facto or otherwise) or a family member who is acting for another party to a contract (whether as a director, trustee and/or otherwise), and/or 3) Is in a situation where he or she owes a duty to a party to a contract other than the duty owed to Ringa Atawhai Mātauranga. In this context, "contract" includes an agreement between Ringa Atawhai Mātauranga and another party which is being negotiated or which has been executed. "Contract" further includes: 1) An agreement with a health and/or disability support service provider or potential provider 2) A consultancy (individual and/or firm) retained by Ringa Atawhai Mātauranga and/or the provider to advise on services 3) A professional organisation involved in health and disability support services, monitoring and/or tendering processes.	
Secondary Employment	Kaimahi are not to engage in any outside employment, which might affect their objectivity and independence of judgement, their conduct, or their ability to carry out their duties and responsibilities. Any arrangements to enter outside employment must first be approved in writing by the CEO. Although Ringa Atawhai Mātauranga does not prohibit outside employment, it is regarded as supplementary and treated accordingly. Therefore, it is expected that a kaimahi's principal loyalty and interest will be to Ringa Atawhai Mātauranga. Kaimahi who have access to proprietary information are not to engage in any outside employment which might involve the use of such information. Kaimahi must not engage in part time employment with a competitor or under any circumstances in any outside employment that conflicts with their Ringa Atawhai Mātauranga responsibilities.	
Evidence	Kaimahi receive training on relevant legal compliances. Cars are kept in good repair. Disclosure of Interest forms are filled in. (If any) Kaimahi trained in confidentiality issues. Competitive quotes are obtained for goods and services.	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

11.1 Emergency Response

Whakaaro:

We will at all times strive to maintain a safe environment which will minimise the chances of injury or stress to, or death of whanau in the event of an emergency in compliance with Sections 6 and 9 of the New Zealand Guide to the National CDEM Plan.

Kaupapa:

We will adopt the 4 Rs to resilience:

- **Reduction** – Identifying long term risks to human life and property. Taking steps to eliminate these risks where practicable and where not, reducing the likelihood and the magnitude of their impact.
- **Readiness** – Developing operational systems and capabilities before an emergency happens.
- **Response** – Actions taken immediately before, during and after an emergency, to save life and property, as well as help communities to recover.
- **Recovery** – Activities beginning after initial impact has been stabilised and extending until the community's capacity for self-help has been restored.

Tikanga:

Activity	Process	Responsibility
Scope	This policy applies to all kaimahi, contractors, domestic and international students, whanau in or on any of the facilities, grounds, or vehicles belonging to Ringa Atawhai Mātauranga. This policy also applies to all kaimahi carrying out their duties and other Ringa Atawhai Mātauranga business off site, e.g. kaimahi and kaiako working in the community.	Directors CEO Kaimahi
Fire	Fire drills are practised at least twice a year with responsibility for organising the drill being delegated to the designated Safety Officer. The designated assembly area is known by all kaimahi, (the grassed area by the carpark) directors and whanau. Fire evacuation procedures, routes and assembly points are clearly marked on a map and displayed on the wall by entrance doors.	Safety Officer
Earthquake	Earthquake responses are practised once a year. Earthquake evacuation, routes and assembly points will be determined after the event. All Ringa Atawhai personnel will be made aware of 3 possible alternatives dependent on where the damage is (if any). Practice drop, cover, and hold-on in each safe place. Drop under a sturdy desk or table and hold on to one leg of the table or desk. Protect your eyes by keeping your head down. • Wait in your safe place until the shaking stops, then check to see if you are hurt. You will be better able to help others if you take care of yourself first and then check the people around you. Move carefully and watch out for things that have fallen or broken, creating hazards. Be ready for aftershocks. • Be on the lookout for fires. Fire is the most common earthquake-related hazard, due to broken gas lines, damaged electrical lines or appliances, and previously contained fires or sparks being released. • If you must leave a building after the shaking stops, use the stairs, not the elevator, and look for falling debris. Earthquakes can cause fire alarms and fire sprinklers to go off. You will not be	

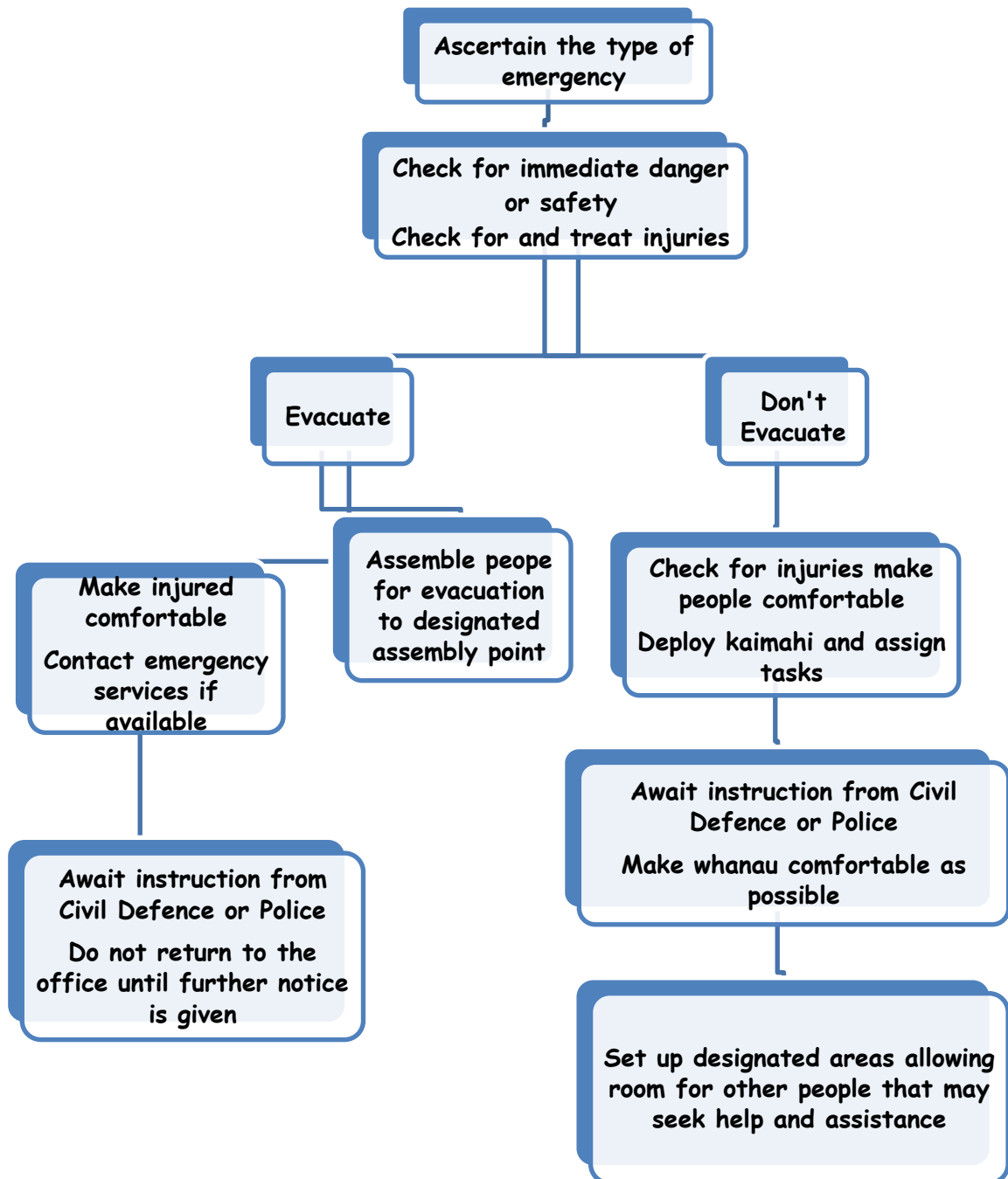
	able to rule out whether there is a real threat of fire, and the elevators may have been compromised. Always use the stairs. If you're outside in an earthquake, stay outside. Move away from buildings, trees, streetlights and overhead lines. Crouch down and cover your head. Many injuries occur within ten feet of the entrance to buildings. Bricks, roofing and other materials can fall from buildings, injuring persons nearby. Trees, streetlights and overhead lines may also fall, causing damage or injury.	
Tsunami	If the local tsunami siren is activated move immediately to higher ground. Help colleagues and kiritaki to vacate the building and move to the designated safe place. (Morningside Road hill, 25 Kauika Rd, Raumanga Heights or toward Hospital Hill. Remain there until an all-clear notice is issued.	
Reverse Evacuation	Reverse evacuation responses are known to kaimahi and trustees. Whanau will return to the whare when given all clear by civil defence or the Police.	
Emergency Preparedness Audit.	Do we have: Food and water – enough for three days or more ☐ Bottled drinking water (at least three litres per person per day) ☐ Water for washing and cooking ☐ Non-perishable food (canned or dried) ☐ A primus or gas barbecue to cook on Other emergency items ☐ Waterproof torches spare batteries ☐ AM/FM radio ☐ Spare batteries (check all batteries every three months) ☐ First aid kit and essential medicines ☐ Toilet paper and large rubbish bags for an emergency toilet ☐ Face and dust masks ☐ Blankets or sleeping bags ☐ Wind and rain proof clothing ☐ Strong shoes for outdoors ☐ Sun hats and sunscreen Supplies for babies and small children ☐ Food, formula and drink ☐ Change of clothing and nappies ☐ Toys or activities ☐ Wipes Other supplies ☐ Hearing and sight aids, batteries ☐ Mobility aids ☐ Asthma and respiratory aids ☐ Special food needs Documents • Identifications of personnel • Drivers' licences and passports • Insurance policies • Ringa Atawhai photos Washing items • Towels, soap, toothbrushes and sanitary items • Spare Clothing	

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Emergency Response Flowchart



Section 12. Document Control

Whakaaro:

The purpose of this policy is to define the procedures required to ensure all documents and data is reviewed and approved by the Board of Directors prior to issue.

Kaupapa:

This procedure applies to all quality management system documentation and is to be followed by kaimahi and directors where appropriate. The Board of Directors (BOD) are responsible for signing off all policies and procedures but the Board's representative or CEO will develop and approve work instructions to implement the quality policies.

Tikanga:

Activity	Process	Responsibility	Timeframe
Scope	All documentation utilised including documents of an external origin such as contract specifications and H&D and NZQA sector standards that affect the quality of our services.	Directors CEO	At all times & reviewed at least annually.
Approval	All policies will be designed and approved by the BOD who, if they wish, may delegate the designing of policies to an internal or external third party. Once drafted the Board will meet to ensure policies comply with the kaupapa of Ringa Atawhai Matauranga.	Directors	On-going
Review	Policies will be reviewed annually or as designated. One week or as soon as is practically possible, after the final meeting of the year the BOD will convene a special meeting with the sole purpose of reviewing existing policies. 1) They will consider: 2) Effectiveness of the policy. 3) Kaimahi recommendations. 4) New policies that may be needed. 5) Obsolete policies. 6) Records 7) Compliance issues.	Directors	Annually
Quality Documents	There are four levels of documents: 1) Policy documents (outlining our position on various operations). 2) Procedure documents (detailing how we intend to comply with our policies) 3) Work instruction documents (simple, Step-by-step instructions for specific tasks). 4) Forms and records (information that demonstrates compliance).	Directors	At all times
Format	The policies, procedures and responsibilities are documented in a single page format for ease of reading. The forms, records, information and actions required to demonstrate	Directors or nominated representative	At all times

	compliance are listed in the "Evidence" section at the bottom of each policy.		
Obsolete Documents	The CEO will be responsible for amending policies throughout the year as appropriate. Any amendments made must be included in monthly reports to the Board stating the reasons why. The Board will ratify such changes if the rationale fits with the kaupapa of Ringa Atawhai Matauranga. Once approved the CEO will: remove the obsolete policy and replace it with a new one. 1) Fill in the "Document Control Form" at the front of the manual. 2) Email copies of the new policy to kaimahi with instructions to remove and replace obsolete policies. 3) Kaimahi will fill in the "Document Control Form" at the front of their manuals. A review of new policies will be discussed at monthly kaimahi meetings.	CEO	As appropriate
Locations	A master copy will be kept in the Whangarei office. The Board secretary will be issued with a copy to hold on behalf of the Board. Kaimahi will have access to online copies of all policy manuals.	CEO	At all times
List of Quality Documents	Nga Paewera Sector Standards HR Manua Kaimahi Handbook Investment Plan Annual Plan Training Plan Emergency Response Plan Workforce Development Plan Risk Management Plan		
Evidence	All quality documents are written, appropriate and updated as per the schedule. Kaimahi have access to all policy manuals. Manuals are stored in accordance with the policy stipulations. Policies are reviewed annually or as required. The "Document Control Form" is filled in and is accurate. Minutes of review meetings are filed. CEO's reports indicate why policies changes are needed/changed.		

Policy ratified by Board:

C. Smith
(Signed for Board)

26/05/2025
(Date confirmed)

Insert letterhead

LETTER OF OFFER (Full-time)

Date

Name:

Address:

Suburb:

Tena koe

I am pleased to offer you (confirm your) employment with Ringa Atawhai Mātauranga in the position of

You will be responsible to me for achieving the objectives in your area. These will need to be reviewed and agreed with you once you start and it is probable that as we develop our organisation, they will need to be modified (by agreement) to reflect changes.

The following are the key elements of your terms and conditions of employment.

- Your salary will be \$..... per annum, payable weekly.
- You will be entitled to 20 days annual (proportionate to hours worked) leave for each completed year of service in addition to public holidays.
- Termination of employment will normally require weeks/months' notice by you or by Ringa Atawhai Matauranga.
- Your start date will be

Employment Agreement

A detailed Employment Agreement is attached.

Taken together the letter of offer and Employment Agreement constitute the entire arrangement in relation to your employment with Ringa Atawhai Matauranga.

Ringa Atawhai Mātauranga has a great challenge ahead of it with real potential to deliver positive change to our whanau. I look forward to working with you and to contribute our share to the mission of Ringa Atawhai Matauranga.

Yours faithfully

CEO

Kaimahi Acknowledgment

I hereby accept the above offer of an individual employment agreement and the conditions therein, and I confirm that I have no physical disability or know of no other infirmity or conditions which could impair my work performance or my regular attendance.

I also confirm that I have no criminal record which would hinder my ability to perform my duties as a health services professional employee or have impending criminal proceedings which would jeopardise my employment with Ringa Atawhai Matauranga.

Signed _____

Dated _____

23/05/2025

52

**LETTER OF OFFER
(Part-time)**

Date:

Name:

Address:

Suburb:

Tena koe

I am pleased to offer you the position of with Ringa Atawhai Matauranga.

You will be responsible to me for achieving the objectives in your area. These will need to be reviewed and agreed with you once you start and it is probable that as the organisation develops and grows, they will need to be modified (by agreement) to reflect changes.

The following are the key elements of your terms and conditions of employment:

- Your rate of remuneration will be \$...... per hour, payable weekly/fortnightly/monthly.
- Your hours of work will be fromam topm on (specify days) of each week.
- You will be entitled to 20 days annual leave for each completed year of service, proportionate to your normal working week, in addition to public holidays.

Sick leave provision of 5 days for each completed year of service applies on a pro-rata basis.

- Your required notice of termination will be one month.

Employment Agreement

A detailed Employment Agreement is attached.

Taken together the letter of offer and Employment Agreement constitute the entire terms in relation to your employment with Ringa Atawhai Matauranga.

Ringa Atawhai Mātauranga has a great challenge ahead of it with real potential to deliver positive change to our client groups. I look forward to working with you and the team to contribute our share to the mission of Ringa Atawhai Matauranga.

Yours faithfully

CEO

Kaimahi Acknowledgment

I hereby accept the above offer of an individual employment agreement and the conditions therein, and I confirm that I have no physical disability or know of no other infirmity or conditions which could impair my work performance or my regular attendance.

I also confirm that I have no criminal record which would hinder my ability to perform my duties as a health services professional employee or have impending criminal proceedings which would jeopardise my employment with Ringa Atawhai Matauranga.

Signed_____ **Dated**_____

LETTER OF TEMPORARY/CASUAL EMPLOYMENT

Date:

Name:

Address:

Suburb:

Tena koe

Ringa Atawhai Mātauranga wishes to offer you employment as a temporary/casual employee. As such this employment does not guarantee a full weeks work and because of the nature of this employment is classified by law as casual.

As a casual employee you are not given the terms and conditions of full or part-time employment and the consequences of this would be:

- As each day's work ends so does that particular employment.
- There is no entitlement to paid sick leave, annual leave, parental leave etc. or the like.
- Under the Holidays Act 2003 you will be paid holiday pay at the rate of 8% of your gross earning with each pay.
- Public Holiday Pay is set at 10% of the previous 10 days worked prior to a public holiday taking place.
- There is no obligation on Ringa Atawhai Mātauranga to offer you work and there is no obligation on your part to accept work by Ringa Atawhai Matauranga.
- Your hourly rate of pay for this work would be \$..... (to which would be added holiday pay calculated for the pay period).
- Please submit your time-sheet to at the end of each week or at the end of the assignment (whichever comes first).

In signing this offer you acknowledge that there is nothing in this letter that shall be construed as creating a contract for full-time employment.

I look forward to using your services when you are available.

Yours faithfully

CEO

Kaimahi Acknowledgment

I acknowledge the above terms and conditions and agree to work on a casual basis from time to time.

Signed _____ Dated _____

LETTER OF DECLINE

Date:

Name:

Address:

Suburb:

Tena koe

Thank you for your application for the position ofwith Ringa Atawhai Maturanga.

I regret to inform you that in this instance your application was unsuccessful however your interest was much appreciated.

Choice of Paragraph

1. I would like to keep your details on file pending a suitable opportunity becoming available in Ringa Atawhai Maturanga. Please acknowledge in writing whether or not you wish to remain on our database.
2. Please acknowledge in writing whether you wish to have your information returned to you or whether you would like it destroyed.

I wish you continued success with your future career.

Yours faithfully

CEO

LETTER OF DECLINE

Date:

Name:

Address:

Suburb:

Tena koe

Thank you for your recent enquiry with regard to a possible position within Ringa Atawhai Matauranga.

We regret that at this time there are no suitable openings.

We appreciate your interest and wish you every success in finding suitable employment.

Choice of Sentence:

1. Your information has been returned accordingly.
2. Your information will be kept on our file should a position arise, unless you inform us otherwise.

Yours faithfully

CEO

PARENTAL LEAVE LETTERS

- 1) Notice to kaimahi where job is being kept open (Acceptance)
- 2) Notice to employee where job is not being kept open (Non-acceptance)
- 3) Notice to employee after date of commencement of parental leave

Letters reflect format contained in the Act - the CEO may wish to personalise the form accordingly. However the essential points contained in these letters must be covered.

Supply the leaflet "Parental Leave" supplied by the Industrial Relations Service of the Labour Department.

RAM LETTERHEAD

Date:

ENTITLEMENT TO PARENTAL LEAVE ACCEPTANCE OF PARENTAL LEAVE

Tena koe Hapu Mama

Your notice stating that you wish to take parental leave has been received and acknowledged.

I am happy to advise you that you are entitled to take parental leave commencingto..... Your position with Ringa Atawhai Mātauranga will be kept open until the end of the parental leave period.

Yours faithfully

CEO
Ringa Atawhai Matauranga

NON-ACCEPTANCE OF PARENTAL LEAVE

(To be given to an employee within 21 days after Ringa Atawhai Mātauranga received notice that the employee wishes to take parental leave).

Dear

(Choose appropriate statements)

Your notice stating that you wish to take parental leave has been received and acknowledged.

1. Unfortunately, your position within Ringa Atawhai Mātauranga cannot be kept open until the end of your parental leave because:

either

- a. A temporary replacement is not reasonably practicable as this is regarded as a key position within Ringa Atawhai Matauranga. **(This does not apply to a period of leave not exceeding 4 weeks that is the first period of parental leave taken by the employee in respect of the child and of which Ringa Atawhai Mātauranga has the required notice).**

or

- b. The position is to be made redundant.

2. As Ringa Atawhai Mātauranga is unable to keep open your position you will, for the period 26 weeks beginning with the day after the date on which your parental leave ends, be given by Ringa Atawhai Matauranga, preference over the other applicants for any vacant position which closely matches the requirements of your previous position description held by you at the beginning of your parental leave.

3. I regret to advise you that you are not entitled to take parental leave commencing 20..... because

either

- a. At the expected date of delivery of the child, you will not have been, for the immediately preceding 6 months, in the employment of Ringa Atawhai Mātauranga for at least an average of 10 hours in each week.
- b. As at the date on which you, with a view to adoption, first assume the care of the child, you will not have been, for the immediately preceding 6 months in the employment of Ringa Atawhai Mātauranga for at least an average of 10 hours each week.

or

- c. Other reasons where appropriate.

4. Section 56 of The Parental Leave and Employment Protection Act 1987 sets guidelines for handling any dispute to the above statements.

Yours faithfully

CEO

ENTITLEMENT TO PARENTAL LEAVE

ACCEPTANCE OF PARENTAL LEAVE

(To be given to an employee within 21 days after commencing parental leave)

Tena koe

As confirmed prior to the commencement of your parental leave your leave ends on
..... 20__..... and you will be required to return to work on
..... 20__.....

You are required by the Parental Leave Act to give Ringa Atawhai Mātauranga written notification as to whether or not you will be returning to work at the end of your parental leave, no later than 21 days before the date on which your parental leave ends.

Yours faithfully

CEO

ENTITLEMENT TO PARENTAL LEAVE

JOB NOT BEING KEPT OPEN

(To be given to an employee within 21 days after commencing parental leave)

Dear

As confirmed prior to commencement of your parental leave, your leave ends on
..... 20.....

As of the day, after the date on which your parental leave ends, and for a 26-week period you will be given preference by Ringa Atawhai Mātauranga over other applicants for any position which closely matches the job description requirements of the position held by you at the beginning of your parental leave.

Yours faithfully

CEO

ORAL WARNING

RECORD

On this date I met with to discuss his/her performance.
I outlined the areas that (name of employee) were not
satisfactory in terms of performance.

(List areas discussed and evidence of lack of performance)

It was agreed that his/her performance would be reviewed in weeks.
It was also agreed that we need to take the following steps to assist and improve
..... (name of employee) performance.

List any steps if relevant)

CEO:.....

Date:

Kaimahi:

(copy to be kept by the Kaimahi)

Date:

DISMISSAL

Dear

This letter is to confirm that as from 20..... your employment with Ringa Atawhai Mātauranga has been terminated.

You were issued with a verbal warning on 20..... followed by a written warning on 20..... and unfortunately your performance has still not reached a satisfactory level.

(Specify areas contained in previous written warning)

To date you have not adequately justified your lack of performance despite our best efforts to assist you in every way possible to meet your required performance standards as agreed. You will receive a direct credit payment, inclusive of all entitlements, into your nominated bank account today in lieu of notice.

Yours faithfully

CEO