



Professional Standards

UFBA Code of Professional Membership Behaviour

Board Approved July 2022

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Code of Professional Membership Behaviour

Context

1. This Code is one of a series of interrelated documents. Each should be read in conjunction with the others. The documents are:
 - 1.1. The UFBA Constitution and Rules.
 - 1.2. The Complaints and Disciplinary Committee Processes and Procedures Policy.
 - 1.3. This Code of Professional Membership Behaviour.
 - 1.4. The Employee Code of Conduct.

Interpretation

2. Terms used in this Code, unless the context otherwise requires, have the following meanings:

Board means the Board of the UFBA as constituted under Clause 7 of the Constitution.

Chief Executive means the person appointed as Chief Executive of the UFBA under Clause 8.1 (c) of the Constitution.

Code means this Code of Professional Membership Behaviour.

Constitution means the Constitution and Rules of the UFBA.

Disciplinary Committee means the Complaints and Disciplinary Committee established by the Board under Clause 16.1 (a) of the Constitution.

FENZ means Fire and Emergency New Zealand.

Member means an Enrolled Member or a Life Member of the UFBA as defined within Clause 1 of the Constitution and listed in Clauses 4.1 (a) (ii) and (v); NOTE: for these rules, member does **not** mean a Brigade Member, an Industry and Defence Member, or an Associate Member as defined within Clause 1 of the Constitution and listed in Clauses 4.1 (a) (i), (iii) and (iv).

Policy means any policy adopted by the Board establishing standards, processes, or procedures which members are required to implement or comply with under Clause 4.5 (a) of the Constitution

UFBA means the United Fire Brigades' Association of New Zealand Incorporated.

Relationship context

3. A formal relationship is established between the UFBA and its members. Members pay a fee to become a member, and this establishes a contractual relationship. Some responsibilities flow from the contractual relationship.
 - 3.1. Common law imposes an implied mutual obligation of trust and confidence on both parties. Therefore, the UFBA must act in a manner that obtains and maintains the trust and confidence of its members and in turn members must act in a manner that obtains and maintains the trust and confidence of the UFBA.
 - 3.2. This aspect of the contractual relationship is less arduous in a voluntary membership organisation than that which exists between an organisation and contractors, or employers and employees, it is however, an important aspect of the UFBA-member relationship.

- 3.3. Therefore, there is an obligation on the UFBA (as previously accepted by publishing codes of conduct¹ and acknowledged in the Constitution (refer Clause 4.5 (a)), to outline the standards of behaviour expected of members that will meet this trust and confidence requirement. This is the main purpose of this Code.
- 3.4. In the same way, there is an expectation by members that UFBA personnel (Board, management, and staff) will act with integrity and accountability and be bound by the provisions of this Code, in addition to the published Employee Code of Conduct, to which all UFBA personnel are subject.

Instructional context

4. The Constitution, in Clause 4.5 (a), says, “Members shall be required to comply with their obligations under these rules and any policies and regulations adopted by the Board at all times.”
 - 4.1. Other provisions within the Constitution outline what must occur if members transgress this provision.
 - 4.2. This Code is adopted by the Board as a policy and members are therefore required to comply with its provisions.

Behavioural principles, standards, and ideals

5. When members are identifiable as a member of the UFBA, they are expected to operate according to the following principles, standards, and ideals.
 - 5.1. To obey all laws of New Zealand that apply to the situations they find themselves involved, and to encourage compliance by colleagues. In particular (but not exclusively), compliance with legislation relating to:
 - the privacy of personal information that comes into their possession.
 - the prohibition of discrimination against or bullying² or harassment of other people.
 - the misuse of drugs or other controlled substances.
 - the promotion of the safety and health of themselves and others.
 - 5.2. To recognise they have vested in them trust and respect as a member of the UFBA and as a servant of their community, and therefore:
 - conduct themselves with professional integrity.
 - invoke the principles of fairness and honesty and exercise sound judgement in the context of the circumstances of the situation, including being tolerant of the views of others.
 - conduct themselves ethically.
 - not do, or cause, or purposefully permit to be done, anything which is likely to create stress, anxiety, or other emotional harm to others; and
 - accept responsibility and accountability for their actions.
 - 5.3. To actively investigate and understand policies, regulations, or processes relevant to their activities, and exercise skill, care, and diligence in complying with those requirements, in particular (but not exclusively) when they are participating in:
 - training or learning.
 - UFBA events; or

¹ Prior code of conduct dated November 2017

² The regularly utilised definition of what constitutes bullying is found on the WorkSafe website <https://www.worksafe.govt.nz/topic-and-industry/bullying/bullying-at-work-advice-for-workers#f-doc-51618>

- any other UFBA associated roles entrusted to them.
- 5.4. To demonstrate comradeship and, where appropriate, leadership (up to the level expected of the position that they have attained) in their role(s), ensuring that colleagues are provided with the opportunity to benefit from their knowledge, experience, and wisdom.
- 5.5. When interacting with others:
- operate collegially, collaboratively, and cooperatively.
 - treat others with respect and dignity.
 - recognise the imbalance of power that may exist when there are disagreements, conflicts or disputes between members, different genders, ethnicity, age, levels of experience, rank, or status within or between brigades.
 - maintain their own, and other people's professional and personal reputations.
 - make informed determinations based on the merits of the situation, where it is relevant to be involved.
- 5.6. Not do, or cause, or permit to be done, anything which is likely to bring themselves or the UFBA into disrepute, or to behave inconsistent with the principles, standards and ideals set out in this Code, the objects of the UFBA, considering their role, and the prominence of their position in the UFBA, and within the community.
- 5.7. To actively, within their capability, discourage discriminatory or bullying practices in every area within which they are involved.
- 5.8. To consider other matters they have an interest in, whether that interest is financial or otherwise, and ensure that those interests do not conflict with the interests of the UFBA. Where a potential conflict is discovered, they must take the appropriate advice and act to resolve the conflict.

Complaints and grievances

6. Complaints and grievances will be dealt with as outlined in Clause 16 of the Constitution.
- 6.1. Where any person has a complaint or grievance relating to a member having potentially transgressed against this Code, they should forward their complaint or grievance in writing to the Chief Executive as required by Clause 16.2 (a) of the Constitution.
- 6.2. Should a complaint or grievance directly involve the Chief Executive (but not be a complaint against the Chief Executive which would need to be submitted under the Employee Code of Conduct Policy), the complaint or grievance should be forwarded directly to the Disciplinary Committee as required by Clause 16.2 (d) of the Constitution.
7. Information as to how complaints and grievances are dealt with, following receipt by the UFBA, are outlined in Clause 16 of the Constitution, and the UFBA's Complaints and Disciplinary Committee Processes and Procedures Policy.