



## **Professional Standards consultation**

### **UFBA Code of Professional Membership Behaviour**

Endorsed by the UFBA Membership Advisory Panel (MAP) and approved by the Board for membership consultation.

28 March 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 Disciplinary Committee 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 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. There is a formal relationship established between the UFBA and its members. Members pay a fee to become and to remain a member and this establishes a contractual relationship. The fee is deducted from Brigade grants by FENZ and paid to the UFBA on behalf of the members. In return for the membership fee, the UFBA provides benefits including, but not limited to access to training and workshops; advocacy services (both generally in some circumstances individually); involvement in events including the annual conference; the provision of service honours; support through the Benevolent Fund when members require financial support due to economic hardship; and access to the ACC top-up scheme funded by FENZ.

## Trust and confidence

4. Some responsibilities flow from all contractual relationships. Common law imposes an implied mutual obligation of trust and confidence on both parties. Thus, 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.

- 4.1. This aspect of the contractual relationship is less arduous in a voluntary membership organisation than that which exists between contractors and contractees or employers and employees, it is nonetheless an important aspect of the UFBA-member relationship.
- 4.2. Therefore, there is an obligation on the UFBA, as previously accepted by publishing codes of conduct (such as the one dated November 2017) and acknowledged implicitly in the Constitution (see Clause 4.5 (a)), as a guide to the standards of behaviour by members that will meet this trust and confidence requirement. This is the main purpose of this Code.
- 4.3. 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**

5. 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.”
  - 5.1. Other provisions within the Constitution outline what must occur if members transgress this provision.
  - 5.2. This Code has been adopted by the Board as a policy and members are therefore required to comply with its provisions.

## **Behavioural principles, standards and ideals**

6. Whenever members are in any way identifiable as a member of the UFBA they must, at all times, operate according to the following principles, standards and ideals.
  - 6.1. They must obey all the laws of New Zealand that apply to the situations within which they find themselves involved and encourage similar compliance by all 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 harassment of, other people;
    - the misuse of drugs or other controlled substances;
    - the promotion of the safety and health of themselves and others.
  - 6.2. They must recognise that they have vested in them significant trust and respect as a member of the UFBA and a servant of their community and they must:
    - conduct themselves with professional integrity;
    - invoke the principles of fairness and honesty and exercise good judgement, including being tolerant of the views of others, in all decisions made;
    - conduct themselves ethically; behave to the highest ethical standards;
    - not do, nor cause, nor permit to be done, anything which is likely to create stress, anxiety or other emotional harm to others; and
    - accept full responsibility and accountability for their actions.
  - 6.3. They must, actively investigate and understand any policies, regulations or processes relevant to their activities and exercise the highest degree of 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
    - any other UFBA associated roles entrusted to them.

- 6.4. They utilise their expertise including, where applicable, applying independent thought and an enquiring mind, to allow people with whom they interact with an opportunity to obtain the benefit of their knowledge, experience and wisdom.
- 6.5. They must consistently demonstrate comradeship and, where appropriate, leadership (up to the level expected of the position that they have attained) in all facets of their roles, ensuring that all colleagues are provided with the opportunity to benefit from their knowledge, experience and wisdom.
- 6.6. They must, whenever interacting with others:
  - operate collegially, collaboratively and cooperatively;
  - treat those others with the respect and dignity;
  - maintain their own and those other people's professional and personal reputations;
  - make informed determinations based on the merits of the situation, where it is relevant to be involved.
- 6.7. They must not do, nor cause, nor permit to be done, anything which is likely to bring themselves or the UFBA into disrepute or is otherwise inconsistent with any of the principles, standards and ideals set out in this Code.
- 6.8. They must actively discourage any discriminatory practices in every area within which they are involved.
- 6.9. They must, by their consistent actions, demonstrate good character, being cognisant of the principles, standards and ideals set out in this Code, the objects of the UFBA, taking into account their role and the prominence of their position within the UFBA and within the community.
- 6.10. They must consider all other matters in which they have an interest, whether that interest is financial or otherwise, and ensure that those interests do not conflict in any way with the interests of the UFBA; and where a potential conflict is discovered they must take the appropriate advice and act to resolve the conflict.

## **Complaints and grievances**

7. Complaints and grievances will be dealt with as outlined in Clause 16 of the Constitution.
  - 7.1. 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.
  - 7.2. 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.
8. Information as to how complaints and grievances are dealt with following receipt by the UFBA can be found in Clause 16 of the Constitution and the UFBA's Disciplinary and Complaints Committee Processes and Procedures Policy.