



# JPPF Registry Resources – Approach for Code of Conduct

## Introduction:

In 2020, New Zealand Ministry of Justice has been recognised as first (equal with Denmark) in a list of the least corrupt countries in the world by Transparency International, an organisation whose aim is to:

- stop corruption and
- promote transparency,
- promote accountability and integrity

at all levels and across all sectors of society.

The NZ Ministry of Justice chief executive has identified that one of the main contributions to this outstanding result is the high reputation for integrity in our courts.

That integrity is an integral part of the Ministry's code of conduct that sets out the standards of behaviour and conduct that are expected of all Ministry of Justice employees and contractors.

The Ministry's code of conduct is one of the tools we have for determining the correct way to act, giving guidance in our day to day work and at other times when we face difficult situations.

By working and acting ethically and with integrity we increase and maintain the confidence that our stakeholders, the public and our colleagues have in us individually and as an organisation.

The Code of Conduct covers the following topics:

- Who the code covers
- Purpose of the code
- How to use the code
- Political neutrality and support for the government

- Judicial independence
- Honesty and efficient use of resources
- Fair and professional service
- Conflicts of interest and compromise of integrity
- Respect for colleagues in the workplace
- Protection and proper use of information
- Personal activities

We hope to be able to add a copy of the code to our website for you and it is a public document that can be located on the New Zealand Ministry of Justice [website](#).

### **How you can use the Code of Conduct**

Many of the provisions in the code are specific to the New Zealand Ministry of Justice operations and were developed in consultation with our staff.

If you wanted to create our own code of conduct, this would serve as a exemplar and provide some guidance and examples of the things you may wish to include and discuss with your organisation.

You could either present a full copy of the code or just the topic headings to staff for discussion groups about what is relevant and can be applied in your situation.

From the discussion group feedback, you can draft and present your own code of conduct and if accepted, can be incorporated into your employment standards for all staff.

To embed the code into your organisation, staff will need to be aware of the content of the code and understand how that applies to them.

## **What training is given**

In New Zealand, staff are required to read the Code of Conduct as part of their employment induction.

It is important to ensure that they all refresh their Code of Conduct knowledge. The code of conduct protects employees by setting out clear expectations, so that everyone knows their obligations and what is required of them, so it is important to ensure they are reminded of their obligations. Every year staff are also required to complete an online training module.

You will need to consider what training you would like to provide for staff.

We hope to be able to publish the content of the online training module to support with the development of your own training delivery. Contact us if this is of interest to you and it may be obtainable on a case by case basis as well.

While online training may not be an option, you still have options for face to face delivery, reading resources and discussion groups. The format and content of the online module can be used as a guide to assist and support which-ever mode of training you choose.

## **Support that we can suggest:**

Contact us if you:

- Need assistance to get a copy of the code of conduct
- Would like access to the Thrive e-module content training
- wish to explore assistance with discussion group formats or face to face delivery
- would like us to try and connect you to some-one from within the NZ Ministry to talk about creating your own code of conduct.