

Fairfax Media New Zealand

CODE OF CONDUCT

Purpose

Fairfax New Zealand Limited (Fairfax NZ) is a socially responsible media organisation which holds the values of integrity and independence central to who we are and how we conduct ourselves. We have a culture of innovation, transparency, accountability and working together that is reflected in the way we treat each other, our customers and our audience.

The purpose of the Code of Conduct is to set acceptable levels of behaviour and performance, aligned to our culture and values, which defines the way in which we work to enrich the lives of our audience.

Application and Enforcement

The Code of Conduct is supplementary to existing Fairfax NZ policies and will not detract from, or override, The Corporate Code of Conduct supplied by Fairfax Media Limited and The Editorial Code of Ethics, but rather, should be read together with other relevant policies and practices.

The Code of Conduct covers all permanent and temporary (including casual) employees of Fairfax NZ and also applies to all independent contractors, interns, cooperative working students or volunteers who represent or may be perceived to represent Fairfax NZ. Behaviour or performance deemed to be unacceptable in the context of this Code of Conduct and the policies which it is supplementary to, may result in disciplinary action up to, but not limited to, termination of employment/contract.

Policy

The policy identifies;

- the way in which Fairfax NZ expect all employees and contractors to conduct themselves at work; when representing Fairfax NZ ; or when they are or could be identified as being associated with Fairfax NZ .
- some examples of behaviour and/or performance which is considered unacceptable – i.e. Misconduct or Serious Misconduct (this is not by any means exhaustive)
- clear processes by which Fairfax NZ will support employees to achieve an acceptable level of behaviour and/or performance
- processes and/or actions which Fairfax NZ will follow or undertake in regards to breaches of this policy

Conduct

Fairfax NZ expects all employees and contractors to:

- Act in good faith
- Act with honesty and integrity at all times
- Use all reasonable care, diligence and skill in the execution of your role
- Seek the best interests of the company at all times
- Adhere to all Fairfax NZ policies and practices which are updated from time to time

Such standard of conduct applies both to internal relationships within Fairfax NZ, and to relationships or interactions with external parties such as customers, suppliers, competitors and other third parties.

Misconduct

Behaviours or actions which may breach this Code of Conduct and the policies which it is supplementary to are defined into two types:

- Misconduct
- Serious misconduct

Employees should be aware that possible actions which may be taken as a result of a misconduct or serious misconduct may include, but are not limited to; verbal warning, written warning and/or dismissal.

In some instances behaviour and/or performance listed below as misconduct may be considered '*serious misconduct*', if perceived to be the result of a deliberate act, consistently ignoring feedback on such behaviour or by the severity/impact of which the breach occurs.

Misconduct

Below is a limited list of examples of behaviour or performance which may be considered as misconduct. This list is not exhaustive and should not be considered to contain the only scenarios in which this policy should apply.

Misconduct may result in a verbal warning; written warning, and/or dismissal.

- Any act or omission which is not consistent with this Code of Conduct and the policies which it is supplementary to
- Deliberate failure to perform the expected duties within your role
- Failure to report an accident or incident of personal injury at work, regardless of the severity
- Absenteeism, lateness or failure to notify of absence due to sickness
- Treatment of other employees, customers, vendors, clients or visitors which is perceived or considered by the recipient or others to be discrimination, harassment, bullying or coercive in nature.
- Deliberate wastage of company resources or time
- Failure to obey a lawful and reasonable instruction, including refusal to work required overtime or perform assigned work
- Failure to disclose a conflict of interest which would compromise your ability to perform the expected tasks of your role or which results in compromising the company's performance
- Failure to maintain appropriate dress code and attire; including wearing designated safety equipment or clothing
- Failure to follow building/office etiquette; including failure to adhere to designated smoking areas, car parking allocations, cafeteria/kitchenette standards
- Abuse of security privileges
- Failure to maintain agreed outcomes or deliverables of contracts with suppliers/customers which results in impact to the company's performance or reputation

Serious Misconduct

“*Serious misconduct*” is any performance or behaviour which is considered to be destructive to the trust and confidence in the employment/contractual relationship. In some cases, where a pattern or continued behaviour of misconduct exists, this may also be considered ‘*Serious Misconduct*’.

The following is a limited list of examples that constitute ‘*serious misconduct*’. This list is not exhaustive and should not be considered to contain the only scenarios by which this code may be breached. Employees should be aware that serious misconduct may lead to summary dismissal and termination of employment without notice.

- Any serious, deliberate or sustained act or omission which is not consistent with this Code of Conduct.
- Falsification, or party to falsification, of company documents or records
- Violence or physically fighting another person at work or outside of work
- Failure to follow safety procedures, policies or legislation which results in injury, harm, damage to person or property; including reducing quality or productivity
- Gross negligence or incompetence
- Any act or omission, whether within or outside of work, which brings Fairfax NZ Ltd into disrepute, regardless of the medium in which it occurs (for example, verbal, written, electronic (including social networks or other internet forums).
- Sexual, racial or other harassment
- Unauthorised possession and/or consumption of alcohol in the workplace, as per existing Drug and Alcohol Policy
- Possession and/or use of illegal drugs in the workplace including the sale or distribution of illegal drugs and being at work under the influence of alcohol or any illegal drug, as per existing Drug and Alcohol Policy.
- Breach of confidentiality and/or disclosure of information which results in personal gain and/or has a negative impact on the company’s reputation or performance
- Behaviour at a work function which is perceived to bring the company into disrepute; including excessive consumption of alcohol, behaviour which endangers yourself or others and damage to property
- Theft or unapproved possession of company property
- Accessing, displaying or distribution of explicit material in the workplace; including violent, pornographic or generally offensive material regardless of the medium, as per existing Computer Use Policy.

Disciplinary Process

Where a breach of this Code of Conduct and the policies which it is supplementary to, has occurred the following disciplinary processes will be followed. It is the intention, where appropriate, that:

- the unacceptable behaviour/ performance is identified and articulated clearly to the relevant employees
- an expectation of change and support from the leader is communicated with an appropriate opportunity to correct
- appropriate and reasonable disciplinary action is taken if required following investigation

At all stages in the process the employee is entitled to have representation or to have a support person present.

In some cases, the Company may propose suspending an employee on pay whilst an investigation into alleged misconduct or serious misconduct is conducted. Any proposal to suspend will, where possible, be discussed with the employee concerned, and their view sought and considered by the Company, before a final decision of whether or not to suspend is made.

Disciplinary Actions

If it is established that, through investigation, a breach of Code of Conduct and the policies which it is supplementary to, has occurred and disciplinary action is appropriate, the following actions or combination of actions may include;

- Verbal warning
- Written warning
- Final written warning
- Dismissal on notice
- Summary (instant) dismissal.

Review

This Code of Conduct should be reviewed in January 2016 by the Human Resources Team, Fairfax Media NZ Ltd.