



## **New Zealand Academy of Highland & National Dancing (Inc)**

### **CODE OF PROFESSIONAL CONDUCT**

The New Zealand Academy of Highland and National Dancing is a professional body and all members, as members of a professional organisation, owe a duty to that organisation, their peers and to the public to behave in such a way that the reputation of the organisation and its members is not detrimentally affected.

A code of professional conduct provides **only basic guidelines for members** – to assist them to behave ethically in the performance of their professional duties and in their dealings with the organisation, their peers and with other professions or individuals.

In addition to the rules and regulations (the Constitution) of the Academy, the code is a public statement about the ethics of the Academy and its members. **Codes alone cannot make people ethical and to be effective must be supported by other mechanisms and attitudes.**

#### **1. Professionalism, Integrity and Competence**

Members who offer skilled services to the public have a responsibility to behave in a manner that reflects the abovementioned qualities. Therefore a member:

- will always uphold the reputation of their related professional bodies – the Academy and the Piping and Dancing Association of New Zealand.
- will always comply with the rules, regulations and technical standards of these professional bodies and will lead by example.
- will always work in a collaborative, cooperative and courteous manner with any other individuals and organisations with whom they are involved professionally.
- will respect the rights of other members in regard to the dissemination of information.
- has a responsibility to maintain an appropriate level of professional competence by ensuring the continuing development of their knowledge and skills.

#### **2. Impartiality and Objectivity**

It is important that professionals avoid circumstances which may compromise the independent exercise of professional judgment such as conflicts of interest. Objectivity implies that decisions must be fair and any prejudice or bias is eradicated. Therefore a member:

- will make decisions that are honest, based on clearly established criteria which are applied consistently.
- must at all times be impartial and be seen to be impartial.
- will only contact students of other teachers through the teacher concerned.
- must treat students with respect taking into consideration individual differences and ensuring that their interests and welfare are supported and protected.
- will disclose any interest that may compromise any decision made.
- Shall not allow a situation to develop where there is or likely to be a conflict of interest between one member and another such as knowingly tutoring another members student without that member being previously advised.

### **3. Due Care and Diligence**

A member:

- shall at all times be aware of any responsibilities to the public (as required in the running of a business or as a professional) by complying with all relevant statutory requirements (income tax and GST returns, copyright, health and safety (OSH)) and any other matter required by law.
- shall be open and transparent in all dealings with students and their families in regard to payments, regulatory requirements of any professional body and other relevant information so that decisions can be made on the basis of accurate and honest advice.

### **4. Confidentiality**

Members within the course of their professional duties may gain access to information that is confidential. A member:

- will not disclose or use confidential information unless consent is granted or the member is legally obliged to do so.
- will comply with statutory requirements in regard to privacy issues.