



CODE OF INTEGRITY AND CONDUCT

WE MUST BE FAIR, IMPARTIAL, RESPONSIBLE & TRUSTWORTHY

FAIR

We must:

- treat everyone fairly and with respect
- be professional and responsive

IMPARTIAL

We must:

- maintain the political neutrality
- carry out the mission of Asia:NZ, unaffected by our personal beliefs
- support Asia:NZ to provide robust and unbiased advice
- respect the authority of the government of the day

RESPONSIBLE

We must:

- act lawfully and objectively
- use Asia:NZ's resources carefully and only for intended purposes
- treat information with care and use it only for proper purposes
- work to improve the performance and efficiency of Asia:NZ

TRUSTWORTHY

We must:

- be honest
- work to the best of our abilities
- ensure our actions are not affected by our personal interests or relationships
- never misuse our position for personal gain
- avoid any activities that may harm the reputation of Asia:NZ
- not accept gifts that place us under a perceived influence

Notes:

- (1) *The template for this code of integrity and conduct has been taken, with permission, from the State Services Commission.*
- (2) *Full guidance notes on this code are available on the intranet*