



Christchurch Writers' Guild Incorporated

Code of Conduct

Introduction

The Christchurch Writers' Guild Incorporated (CWG) Code of Conduct sets the level of professionalism, both internally and externally, expected by CWG Members.

Purpose

The purpose of this Code is to set out the rules of conduct applicable to Members of CWG at all times during Guild-related activities.

Definitions

Except for those terms specifically defined in this Code or in the Constitution, the terms used shall have their usual meanings.

1. **Code** means this Code of Conduct enacted by the CWG Committee pursuant to the Constitution.
2. **Constitution** means the CWG Constitution.
3. **Corporate Property** means any items owned by CWG including, but not limited to, CWG banners, common seal, and printed materials.
4. **Corporate Records** means any records held by CWG including, but not limited to, any personal information collated and CWG competition entry forms.
5. **CWG** means The Christchurch Writers' Guild Incorporated.
6. **CWG Committee** means the committee of CWG as elected by the guidelines of the Constitution.
7. **Member** means a member of CWG pursuant to the Constitution. This includes registered members and friends of the Guild.
8. **Plagiarism** is the substantive use, without permission, of someone else's creative endeavours using language and ideas, regardless of whether the work is in the public domain, digital or printed, or under copyright.

Responsibilities

- (a) Every Member is expected to adhere to the duties and obligations expressed in this Code in the execution of CWG-related activities.
- (b) Every Member has the following duties and obligations:
- to observe the reasonable standards of personal and professional conduct and to make decisions in the best interests of CWG.
 - to respect the confidentiality of information (including documents) and the anonymity of Member information obtained in his/her capacity as a Member, in accordance with the Privacy Act (1993).
 - to ensure the originality of their work. Any form of Plagiarism, copyright infringement or other intellectual property right infringement is in breach of this Code of Conduct. This includes anything specified in the Copyright Act (1994).
 - to not misrepresent Membership qualifications, or falsify any document, or take part in any other form of dishonest behaviour, as this is a breach of the Code.
 - to refrain from misuse or unauthorised use of Corporate Property or Corporate Records.
 - to behave in a manner that is respectful of diversity, is non-discriminatory and does not abuse, physically or verbally, in person or through online forums, any Member of the CWG or its volunteers, and is not disruptive of CWG meetings or events. This includes online activities in accordance with the Harmful Digital Communications Act (2015), Human Rights Act (1993) and the Health and Safety at Work Act (2015).
- (c) If a Member has reasonable grounds to believe that another Member has breached this Code, any Member may request that the CWG Committee examine or inquire about any allegations to that effect in accordance with the procedures outlined in the Complaints Process and the Constitution.
- (d) Should a Member fail to comply with the duties and obligations stipulated in this Code, the CWG Committee shall have the power to discipline the Member in accordance with the provisions of the Constitution.

Supporting Acts

Below is a list of the Acts (and their affiliate links) specified in this document.

- Health and Safety at Work Act 2015
(<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>)
- Human Rights Act 1993
(<http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html>)
- Privacy Act 1993
(<http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html>)
- Copyright Act 1994
(<http://www.legislation.govt.nz/act/public/1994/0143/latest/DLM345634.html>)
- Harmful Digital Communications Act 2015
(<http://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html>)