



# Diocese of Nelson Code of Conduct 2026

Date Approved: DD-MM-YYYY      Date to take effect: DD-MM-YYYY  
Approved By: Standing Committee  
Review Date: MM 202X

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## 1. Purpose

All who undertake work or who minister within the Anglican Diocese of Nelson do so as representatives of Diocese and of the Bishop of Nelson. The work of the church is subject to significant public scrutiny and we, as workers and ministers within the church, must be seen to be maintaining high standards of conduct.

This Code of Conduct sets out the standards of behaviour expected of all staff employed by the Diocese of Nelson. It ensures integrity, respect, and safety in all of our activities.

*Note: This document should be read in conjunction with the Diocesan Code of Ethics and Ministry Standards under Title D Canon I.*

## 2. Scope

This **Code of Conduct** applies to:

- all employees of the Diocese, including casual, part-time and fixed term staff
- all volunteers with written volunteer agreements
- all individuals contracted to undertake work for the Diocese of Nelson, its Parishes and related organisations
- all clergy and office bearers within the Diocese

The **Diocesan Code of Ethics** applies to:

- all clergy and office bearers within the Diocese
- all lay people who hold a license to minister within the Diocese, its Parishes and related organisations
- senior staff in the Diocese, its Parishes and related organisations

Individuals should refer to their employment, volunteer or appointment agreement if they are unsure which of the codes applies to their role.

Where Title D Canon I applies to an individual against whom a complaint has been made then its provisions will take precedence over any Code of Ethics or Code of Conduct process.



### 3. Agreement

In my role within the Anglican Diocese of Nelson, I agree that:

#### 3.1 I will act with **integrity** and **accountability**.

I will:

- Carry out my duties with honesty and integrity.
- Be present at work as required.
- Avoid conflicts of interest, and disclose any that arise as soon as they do.
- Not misuse my position or authority for personal gain.
- Uphold the reputation, values and mission of the Diocese.
- Fulfil the role set out in my role/job description to the best of my abilities.
- Seek support if asked to do something beyond my experience, qualifications or comfort zone.
- Be accountable to my line manager/volunteer manager/the Bishop
- Understand and comply with Legislation and Diocesan Policies relevant to my work.

#### 3.2 I will show **respect** for others.

I will:

- Treat all individuals with dignity and respect regardless of culture, background, gender, age, ethnicity, marital status, religion, disability or sexual orientation.
- Honour Te Tiriti o Waitangi by upholding the principles of partnership and bi-cultural development as described in Te Pouhere / The Constitution of this Anglican Church.
- Respect and protect the rights of people to privacy and confidentiality.
- Not harass, bully or otherwise intimidate colleagues, parishioners or members of the public.
- Protect the privacy and confidentiality of all personal information entrusted to you.
- Only share confidential information with someone's informed consent, unless there is a danger to someone's health and safety or when disclosure is necessary to enforce the law.

#### 3.3 I will **take responsibility** for the Safety and Wellbeing of myself and others.

I will:

- Comply and promote safeguarding policies when working with children and vulnerable people.
- Report any hazards or concerns that may affect the health, safety and/or wellbeing of staff, volunteers, parishioners, tenants, contractors and anyone else receiving services from the church or using church properties
- Maintain appropriate boundaries, particularly where there are power dynamics present.
- Seek support (e.g. through the Employee Assistance Programme) to manage stress and personal difficulties
- Use internet, email, and social media responsibly and respectfully, avoiding content or communication that could harm others or undermine the reputation of the Church.



#### 4. Acknowledgement

If my behaviour or conduct is found to be in breach of this code of conduct, I understand that consequences may include a requirement: to engage in mediation; to apologise, to undertake further training; to participate in a performance improvement plan process, to undergo another disciplinary action.

Signed as an acknowledgement that this code of conduct has been received by me, I have had an opportunity to read it and ask questions about it and that I agree to be bound by its terms.

Name:

Signature:

Date: