

## CODE OF CONDUCT FOR INDEPENDENT CONTRACTORS/OFFICIALS

(Revised 16 April 2020)

### 1. INTRODUCTION

Individually and as an organization, Surfing New Zealand Inc. (“SNZ”) and its officers, employees and independent contractors (collectively referred to as “SNZ Team”) share in a commitment to professional, ethical, legal, and responsible conduct in everything we do.

SNZ has chosen to contract with you (“you” or “Contractor”) to provide products/services to SNZ. As part of your contract, SNZ expects you to follow applicable laws, rules and regulations and this Code of Conduct for Independent Contractors in performing your responsibilities.

The Code of Conduct is a guide to appropriate behavior when engaged by SNZ.

It is essential that you take time to read and understand this Code so you can:

- Render contracted services in a manner that is consistent with SNZ’s values and principles
- Know and follow ethical business practices
- Understand your responsibilities and contractual obligations
- Know when and how to bring to the Company’s attention possible violations of this Code or questions about it
- Acknowledge that you have received and read this Code

#### **To whom does this Code apply?**

This Code applies to anyone who provides contractual services to SNZ and who is not an employee of SNZ. This includes, for example, judges, MC’s, Beach Marshalls, PC Operators, Scribes, Photographers, Videographers, surf instructors and independent contractors, or subcontractors.

#### **How do I acknowledge that I have read the Code?**

As a condition of your agreement with SNZ to provide products or services, you are expected to acknowledge that you have received and read this Code and agree to abide by its provisions by signing the attached Commitment to Compliance.

#### **How will I know if changes are made to the Code?**

Updates to this document will be circulated in the manner that SNZ deems to be most timely and effective for the specific circumstances, and a new acknowledgement may be required at that time.

#### **What happens if I violate the Code?**

Suspected violations of this Code or any provisions of your agreement with SNZ will be reviewed and addressed as appropriate. When a violation of the Code or your agreement has been identified, it may constitute a material breach of your agreement with SNZ. This may lead to termination of your employment, recoupment of payments made to you, and/or referral for criminal prosecution or civil action if appropriate.

#### **Where can I ask questions or report concerns?**

If you have any questions about this Code or wish to report a possible violation of the Code, the best place to start is your SNZ contact. If for any reason that is not practical or comfortable, please contact the

SNZ President. SNZ does not tolerate retaliation against anyone who makes a good faith report of possible issues under this Code.

## 2. ANTI-HARASSMENT

SNZ is committed to providing a workplace free of harassment (including harassment based on race, religious belief (including dress or grooming practices), color, sex, pregnancy, childbirth or related medical conditions (including breast feeding), age, national origin, ancestry, sexual orientation, gender identification and expression, physical or mental disability, medical condition, genetic characteristics, family care, marital status, status as a veteran or qualified disabled veteran, or any other classification protected by law), and sexual harassment including, without limitation, unwanted sexual advances or communication.

Any harassment based on the above criteria is contrary to the philosophy and principles SNZ and will not be tolerated or condoned. All Contractors are expected to set an appropriate example by behaving in a professional manner so that they avoid giving cause for allegations of harassment.

SNZ specifically reaffirms that no Contractor may engage in conduct or make comments to any Contractor that tends to create a hostile environment.

### Investigation and Retaliation

Every reported complaint of harassment will be investigated thoroughly, promptly, and with as much confidentiality as possible. Also, SNZ prohibits retaliation against any Contractor for cooperating in an investigation or for making a complaint.

### Discipline

If a Contractor harasses another person, the harassing Contractor will be disciplined. Disciplinary action may range from warnings to immediate termination, depending on the circumstances.

## 3. ATTENDANCE AND PUNCTUALITY

As a member of the SNZ Team, your SNZ contract depends on you to be at work on time each scheduled workday or as applicable to your project, which may be on weekends, public holidays, and outside of normal work hours. This is generally no later than **45mins before the start of an event eg.7.15am for an event starting at 8am.**

If you are unable to report to work, for any reason, you must notify your SNZ contact as far in advance as possible.

## 4. CONTACTS FROM PRESS OR MEDIA

If you receive any media inquiries from sources such as reporters, investors, interviewers, public relations representatives or market researchers, they should be referred immediately to the SNZ Communications Manager Ben Kennings. Only SNZ executives are authorized to make or approve public statements pertaining to the organisation or its operations. No Contractors, unless specifically designated by management or marketing, are authorized to make public statements pertaining to SNZ or its operations.

## 5. DRUG FREE WORKPLACE

SNZ is committed to providing a workplace free of illegal drugs and a healthful, safe, and secure environment for our team members. Accordingly, you are expected and required to report to work in appropriate mental and physical condition to provide your services pursuant to your contract with SNZ.

It is against company policy for any Contractor to use, possess, dispense, or report to work under the influence of alcohol, illegal drugs or legally obtained drugs that affect your ability to perform your work. If you need to take a prescription drug that could affect your ability to perform your job duties, you must discuss possible reasonable accommodations with your SNZ contact.

## 6. HEALTH AND SAFETY

The health and safety of Contractors and others on SNZ property and at SNZ events are of critical concern to SNZ. SNZ intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon Contractors to ensure that work areas are kept safe and free of hazardous conditions. Contractors are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to SNZ immediately (use ThinkSafe hazard cards), even if the problem appears to be corrected. Any suspicion of a concealed danger present on the SNZ's premises, or in a product, facility, event site, piece of equipment, process or business practice for which SNZ is responsible should be brought to the attention of SNZ immediately.

Any workplace injury, accident, or illness must be reported to the Contractor's SNZ contact as soon as possible, regardless of the severity of the injury or accident.

## 7. SMOKING

Smoking, including the use of e-cigarettes, is prohibited on SNZ premises.

## 8. SOCIAL MEDIA

SNZ understands that social media sites have joined the mainstream of day-to-day communication and allow participants to share and receive various kinds of information. At the same time, we expect you to understand the impact that social media can have on a company's reputation, team members, and our business relationships. Because postings and communications transmitted on these sites can potentially have a more powerful impact than statements made directly to another person who is in the same room, we have established guidelines to assist you in understanding examples of conduct that is not permitted.

This policy reflects SNZ's commitment to meet its legal obligations and reputational interests. The policy emphasizes the importance of common sense and exercising good judgment. In keeping with this premise, Contractors must follow the same standards that apply to other activities and behavior when communicating on social media sites or online.

### General Guidelines

- Contractors shall not use social media to post communications that are inappropriate or that violate another obligation of this Code of Conduct, including but not limited to anything that may be considered harassment or a violation of intellectual property.
- Contractors should remain aware that postings and communications transmitted on social media sites are not private. Contractors should consider how any communication might be perceived or what might happen if a posting or statement becomes known by third parties or is more widely shared or distributed than intended. Contractors should also consider how it may reflect on SNZ. In some instances, search engines may locate communications long after they are originally posted or sent, and information, postings and communications can be forwarded or copied.

Remember that you are responsible for your comments or posts on social media sites. SNZ, its personnel or any third party can take legal action if you post defamatory, proprietary, harassing, libelous, or pornographic comments, and we reserve all rights to the same.

If you want to use social media to promote SNZ's activities, products or initiatives, you must obtain advance approval from the SNZ management.

## **9. USE OF FACILITIES, EQUIPMENT AND PROPERTY, INCLUDING INTELLECTUAL PROPERTY**

Equipment essential in accomplishing duties in accordance with your job is often expensive and may be difficult to replace. When using property, the Contractor is expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines should it be using any of SNZ's property.

Immediately notify your SNZ contact if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to contractors or others. SNZ can answer any questions about the Contractor's responsibility for maintenance and care of equipment used for their services.

Contractors also are prohibited from any unauthorized use of SNZ's intellectual property, such as audio and video tapes, print materials, software logos, letterheads, or other use of media not authorized by SNZ, including use of the same on social media.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, termination and further consequences of the same.

Further, SNZ is not responsible for any damage to the Contractor's personal belongings or equipment while providing the services for SNZ.

**[END OF THE CODE OF CONDUCT]**



## CODE OF CONDUCT FOR INDEPENDENT CONTRACTORS/OFFICIALS

(Adopted 16/04/2020)

### COMMITMENT TO COMPLIANCE

I have received a copy of SNZ's Code of Conduct for Independent Contractors/Officials. I understand that by signing below, I acknowledge that I have read it, understand it, and that I agree to abide by its principles. I further agree to conduct myself in a professional, ethical, legal, and responsible manner at all times while working for SNZ at SNZ events. I also agree to keep SNZ's Code of Conduct for Independent Contractors for future reference. I understand that if I have questions or concerns about its content or other SNZ policies, I will ask for clarification from SNZ or a member of the SNZ Board.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return this form to SNZ.