



NZ ARBORICULTURAL ASSOCIATION (NZ Arb)

Code of Ethics & Conduct – Event Management Policy

Scope: This policy applies to all members, volunteers, contractors, and participants in NZ Arb events, meetings, online spaces, or any other gatherings.

1. Purpose

NZ Arb is committed to fostering safe, respectful, and inclusive spaces. You are expected to uphold high standards of professionalism, integrity, and care. Behaviour that harms others, undermines safety, or damages the reputation of NZ Arb or the arboricultural profession will not be tolerated.

2. Core Principles

You are expected to act honestly, professionally, and within your competence, seeking continuous learning. Respect, inclusion, and safety are essential. Everyone has the right to be treated with dignity; harassment, discrimination, bullying, or abuse in any form is unacceptable.

You must take responsibility for your actions, follow health, safety, and wellbeing guidelines, and maintain confidentiality and trust. Cooperation, knowledge sharing, and acknowledging the contributions of others help build a strong and collegial community.

3. Event Code of Conduct

At NZ Arb events, you are expected to follow instructions from organisers and adhere to safety requirements. Behaviour that harms, intimidates, or harasses is prohibited.

You are expected to contribute to a positive, welcoming atmosphere. Failure to comply may result in removal from the event or further disciplinary action.

4. Safe Spaces Policy

NZ Arb is committed to creating safe, inclusive, and harassment-free spaces across all physical and digital environments, including events, meetings, communications, and social media channels.

You must not engage in harassment, abuse, or discriminatory behaviour, including:

- Unwanted physical contact or advances
- Hostile, threatening, or intimidating behaviour
- Discriminatory remarks or imagery (based on gender, sexual orientation, disability, appearance, age, race, ethnicity, nationality, political affiliation, language, religion, or socioeconomic background)

This standard applies to all NZ Arb activities, communications, and platforms. Participation is conditional on respecting these boundaries, and violations may result in removal from NZ Arb spaces or events.



Safe Digital Spaces

Online spaces connected to NZ Arb, including social media platforms, must be treated with the same standards as in-person events. Members and participants are expected to communicate

respectfully and avoid harassment, personal attacks, discriminatory language, false information, or breaches of privacy.

Content that violates these standards may be removed and repeat offenders may be blocked or face further action. These measures help ensure NZ Arb's online spaces remain safe, inclusive, and professional.

5. Conflict of Interest

All participants, volunteers, contractors, and representatives of NZ Arb are expected to act in the best interests of the organisation and the arboricultural community. Any actual, potential, or perceived conflicts of interest must be managed in accordance with NZ Arb's Conflict of Interest Policy.

This includes disclosing relevant interests and avoiding situations where personal, financial, or professional relationships could compromise impartiality, safety, or the integrity of NZ Arb events. For further guidance, refer to the NZ Arb Conflict of Interest Policy.

6. Record Keeping and Privacy

NZ Arb is committed to protecting the privacy and confidentiality of all individuals involved in its events and activities. Any personal information collected through event participation, complaints, or investigations will be handled in accordance with applicable privacy laws and NZ Arb's Privacy Policy.

- Records related to complaints, incidents, or disciplinary actions will be securely stored and accessible only to authorised personnel.
- Information will be retained only as long as necessary to fulfil legal, operational, or safeguarding obligations.
- Information will not be disclosed without consent unless required by law.

All participants are expected to respect the privacy of others and refrain from sharing personal information without consent. Breaches of privacy may result in disciplinary action.

7. Alcohol, Substance Use, and Impairment

NZ Arb recognises that some events, such as awards dinners, conferences, and social gatherings, may include the responsible service and consumption of alcohol.

- All participants are expected to consume alcohol in moderation and in accordance with venue policies and applicable laws.
- The use of illegal substances is strictly prohibited at all NZ Arb events and activities.
- Participants must not attend or engage in any NZ Arb event while impaired by alcohol, drugs, or any substance that may affect their judgment, behaviour, or ability to participate safely.



This standard is particularly critical for events involving physical activity or elevated safety risks, such as tree climbing competitions. Participants in these events must be unimpaired and fully capable of performing tasks safely and responsibly. Event organisers reserve the right to assess fitness for participation and may remove individuals from activities where impairment is suspected.

Behaviour that compromises safety, professionalism, or the wellbeing of others will not be tolerated. All participants are expected to support a safe, respectful, and inclusive environment at all times.

8. Complaints and Enforcement

Roles and Responsibilities

- Volunteers/judges are not security staff. Their role is to observe, record, and report concerns.
- A Complaints Point Person (Board member or senior organiser) will be nominated at each event. This person receives complaints and decides next steps.

Categories of Concerns

- Category 1: Immediate safety or suspected criminal behaviour
Call emergency services or police.
- Category 2: Serious but non-violent misconduct (e.g. harassment, intoxication, refusal to follow safety instructions)
Complaints Point Person may pause participation, ask the individual to step aside, and record the incident.
- Category 3: Low-level issues
Note and report to the Complaints Point Person for later review.

Members of the Public

NZ Arb events often take place on public land. Members of the public are welcome to observe, but they are not subject to this Code. If a member of the public behaves in a way that threatens safety or disrupts the event, organisers may pause or stop activities and contact local authorities or police as required. Volunteers and judges must not attempt to intervene directly.

Event Pausing or Stopping

If a serious incident threatens safety, wellbeing, or the integrity of the event, the Event Coordinator may temporarily pause or, in extreme cases, stop the event. Activities will only resume once it is safe to continue.

Complaints Process

- Report concerns to the event organiser, Complaints Point Person, or via safety@nzarb.org.nz.
- All complaints are acknowledged within 10 working days.
- Cases may be resolved informally or formally investigated.
- Possible outcomes include: education, coaching, warnings, suspension, removal from events, or referral to external authorities.
- Appeals can be submitted in writing to the Board within 20 working days.



Natural Justice

NZ Arb is committed to fair process in handling complaints. Allegations will be considered impartially, and individuals will be given the opportunity to respond before decisions are made. Outcomes will be proportionate to the behaviour and based on available evidence. The right of appeal is provided to ensure fairness.

9. Continued Breaches

Repeated or serious breaches of this Code will not be tolerated. Ongoing non-compliance may result in the cancellation of NZ Arb membership and the withdrawal of support for attendance at both national and international events.

10. Minimum Standards

You must avoid harassment, discrimination, bullying, abuse, or misconduct. Protect NZ Arb's reputation, follow health and safety requirements, maintain confidentiality, and report any breaches of this Code.

11. Statement of Principle

NZ Arb supports celebration, social energy, and vibrant community engagement. We aim to create spaces where people feel safe to connect, challenge themselves, and enjoy interpersonal interaction in ways that are appropriate, consensual, and respectful. Behaviour that makes others feel unsafe, cornered, or disrespected will not be tolerated.

12. Key Definitions

- **Harassment:** Unwanted behaviour that offends, humiliates, or intimidates.
- **Sexual Harassment:** Unwelcome conduct of a sexual nature.
- **Discrimination:** Unfair treatment based on personal characteristics.
- **Safeguarding:** Actions to protect welfare and safety.
- **Misconduct:** Behaviour breaching ethical or professional standards.
- **Trauma-Informed:** Responding with sensitivity to past trauma.
- **Duty of Care:** Responsibility to ensure the safety and wellbeing of others.

VERSION HISTORY

VERSION	DATE	APPROVED BY	DESCRIPTION OF CHANGES	Next Review
1.0	17/09/25	NZ Arb Board	Original Version	17/09/25