

GHMVRA CODE OF CONDUCT – Sept 2026

Gulf Harbour Marine Village Residents Association Incorporated

1. Purpose

GHMVRA is a community of Members with shared rights and responsibilities.

This Code supports the standards of conduct established by the **GHMVRA Constitution** and should be read alongside the Constitution, the Association's Quality Manual, policies and procedures, the **Incorporated Societies Act 2022**, and other applicable New Zealand law.

The Code applies to **all Members**. Committee members, Officers and others acting on behalf of GHMVRA have additional responsibilities to act in the best interests of the Association, respect properly made decisions, manage conflicts of interest, protect confidential information and comply with the Association's governance requirements.

Nothing in this Code is intended to prevent Members from questioning decisions, requesting information, expressing differing views, making complaints or participating fully in the affairs of the Association. The Code promotes respectful and constructive engagement and does not replace any rights or obligations under the Constitution or applicable law.

2. Respect and Good Faith

Members are expected to:

- Treat Members, Committee members, volunteers, employees, contractors, the Association Manager and visitors with courtesy, dignity and respect.
- Act in good faith towards GHMVRA and other Members, as required by the Constitution.
- Communicate constructively and respectfully, including when disagreeing with another person or a Committee decision.
- Focus criticism and debate on issues rather than individuals.
- Not engage in bullying, harassment, intimidation, threats, discrimination, abusive behaviour or personal attacks.
- Conduct themselves in a manner that does not bring GHMVRA into disrepute.

3. Fairness, Integrity and Conflicts of Interest

Members serving GHMVRA are expected to:

- Act honestly, fairly and in the best interests of the Association.
- Exercise good judgement and act for a proper purpose.
- Declare any actual, potential or perceived conflict of interest.
- Not use an Association position, information or resources for personal advantage or to improperly advantage or disadvantage another person.
- Respect decisions properly made under the Constitution, while retaining the right to question or challenge those decisions through the appropriate processes.

4. Communications and Raising Concerns

GHMVRA welcomes legitimate questions, feedback, complaints and differing views.

Members are expected to:

- Raise concerns respectfully, factually and through the appropriate Association processes.
- Provide sufficient information for a matter to be properly considered.
- Not knowingly originate or circulate false, misleading, malicious or unsubstantiated allegations.
- Apply the same standards of respectful conduct to email, social media, community forums, group messaging and other forms of communication.
- Respect reasonable requests concerning how and through whom Association business is communicated.
- Direct feedback and concerns to the Secretary at the email address published on the GHMVRA website.
- Use the Association's established processes for complaints and disputes.
- Recognise that some matters may require investigation, Committee consideration or professional advice. Members should allow a reasonable period for consideration and response.

For the purposes of this Code, **appropriate processes** include those provided under the Constitution, Dispute Resolution Procedure and other relevant GHMVRA policies and procedures.

Where a matter constitutes a dispute, it will be dealt with under the **GHMVRA Constitution and Dispute Resolution Procedure**, including the requirements for fairness, impartiality and natural justice and an appropriate opportunity for the Member concerned to respond.

5. Confidentiality, Privacy and Association Information

Members who obtain Association information through serving as a Committee member, Officer or other authorised role must:

- Protect confidential, personal, financial, legal, governance and operational information.
- Use Association information only for legitimate and authorised Association purposes.
- Not improperly copy, disclose, circulate or use confidential Association information for personal or other Members' purposes or to advance a private interest or dispute.
- Not use personal information, CCTV data, access-control records, financial records or other confidential Association information for purposes unrelated to authorised Association activities.
- Respect the privacy of Members and others.
- Recognise that confidentiality obligations continue after leaving office or the relevant Association role.

Former Committee members and Officers retain all their normal rights as Members. Previous service does not, however, provide continuing authority to act for GHMVRA or to improperly use or disclose confidential Association information obtained through their former role.

6. Health, Safety and Wellbeing

Members are expected to:

- Take reasonable care for their own health and safety and that of others.
- Respect the health, safety and wellbeing of volunteers, employees, contractors, Committee members and others carrying out work for GHMVRA.
- Not subject people carrying out Association responsibilities to bullying, harassment, intimidation, threats or unreasonable personal behaviour.
- Comply with applicable health and safety requirements, including the **Health and Safety at Work Act 2015**, and Association procedures.

7. Living and Working Together

This Code is about more than compliance. It is about helping make Gulf Harbour Marine Village a community where people enjoy living, feel respected and are comfortable participating in the affairs of their Association.

By treating each other with respect, accepting that different views will arise, protecting Association information and resolving concerns through the appropriate processes, we can:

- Encourage Members to participate and contribute.
- Support the volunteers and others who work on behalf of the Association.
- Build greater trust and confidence in GHMVRA.
- Protect the reputation and interests of our community.
- Contribute positively to the enjoyment of living at Gulf Harbour Marine Village.

We all share responsibility for making Gulf Harbour Marine Village a positive, respectful and enjoyable place to live, where Members can participate confidently, express differing views respectfully and contribute constructively to the affairs of the Association.

Next Review: September 2027

GHMVRA Committee