

Colleagues Involved in Outside Activities

| | | | |
|------------------|---|----------------------|--|
| First Produced: | 14/02/91 | Authorisation: | Te Kāhui Manukura (TKM) |
| Current Version: | 15/09/21 | Officer Responsible: | Executive Director, People and Culture (P&C) |
| Past Revisions: | 24/02/94 14/12/01, 04/04/07, 10/03/10, 04/07/13, 03/10/17 | | |
| Review Cycle: | 3-year cycle | | |
| Applies From: | Immediately | | |

Major changes/additions since the last version was approved are indicated by a vertical line in the left-hand margin.

1 Introduction

1.1 Purpose

This policy informs colleagues of the conditions that apply to undertaking work other than their primary employment at Ara Institute of Canterbury Limited (Ara), and sets out expectations and responsibilities, in order that arrangements are fair and equitable for individual colleagues as well as being consistent with the values, aims and policies of Ara.

1.2 Scope and Application

This policy applies to all colleagues:

- a In paid and unpaid work, including acting as a consultant, that is in addition to a colleagues' primary employment with Ara.

1.3 Formal Delegations

Variations to this policy to meet extraordinary circumstances can be approved only by the Executive Director P&C.

1.4 Definitions

- a **Competitor:** An education institution or business providing programmes or other activities or services similar to those of Ara within our region unless it relates to a national programme.

Related Ara Procedures

- [NZQA Quality Assurance Framework](#)
- Ara Philosophy and Kaupapa

Related Ara Policies

- [CPP101 Communications: External and Internal Communications](#)
- [CPP102 Disclosure and Management of Conflicts of Interest](#)
- [CPP106 Intellectual Property](#)
- [CPP203 Workload Assessment](#)
- [CPP211 Code of Professional Practice](#)
- [CPP214 People and Culture Management](#)

All policies on the Ara website are the current version. Please check date of this hard copy before proceeding.

| | |
|---|---|
| Related Legislation or Other Documentation <ul style="list-style-type: none"> • Employment Relations Act 2000 | Good Practice Guidelines (indicate if attached to policy or where they can be found) <ul style="list-style-type: none"> • Nil |
| References <ul style="list-style-type: none"> • Nil | |
| Notes | |

2 Principles

- 2.1 The primary work responsibilities of those employed by Ara within the scope of this policy are to the Institute.
- 2.2 A colleague may not act in any way that brings Ara into disrepute.

3 Associated procedures for Ara Corporate Policy on: Colleagues and Contractors Involved in Outside Activities

| | | |
|------------------|-----|-------------------------------------|
| Contents: | 3.1 | General |
| | 3.2 | Responsibilities to Position at Ara |
| | 3.3 | Use of Ara Resources |
| | 3.4 | Association with Ara |
| | 3.5 | Conflicts of Interest |
| | 3.6 | Employment with a Competitor to Ara |

3.1 General

Any person employed or contracted to Ara within the scope of this Policy may be involved in business ventures or other paid or unpaid work outside the Institute, provided these extra activities are subordinate to, and do not interfere with, their primary employment with Ara. Colleagues must consult with their manager before undertaking outside work that may conflict with their work at Ara.

3.2 Responsibilities to Position at Ara

- a If a person's effectiveness in any aspect of their work suffers, as determined by their manager, because of outside work or consultation activities then the agreement/arrangement may be withdrawn.
- b Colleagues may not undertake work with private clients during scheduled work hours. Any exceptions must have written permission from the relevant Executive Director or the Chief Executive.

All policies on the Ara website are the current version. Please check date of this hard copy before proceeding.

- c Colleagues are required at the time of engagement to disclose to the relevant manager any outside activities with the potential to compete, conflict, or impact on Ara and to update that manager in the event of any change to this disclosure.

3.3 Use of Ara Resources

- a A colleague, who is applying for paid academic study/sabbatical leave, or any other special leave to undertake Ara/other work, must disclose any known or potential outside remuneration or benefits from that work. Otherwise, the remuneration/benefits must be disclosed as soon as the colleague becomes aware of them. The requirement that colleagues report any secondary payment/benefits for work done when Ara is paying them applies also to work done in research or professional development time.
- b It is possible that Ara will claim reimbursement for expenses incurred in relation to the work in question in circumstances outlined in “a” above.
- c The essential requirement is that payments/benefits are reported. Any decisions about recovering expenses or any other relevant matter will be made on a case-by-case basis, by the relevant Executive Director and the Executive Director P&C.
- d Ara premises and resources must not be used for any work or consultation or business enterprise that is outside of the colleague’s position with, and responsibilities to, the Institute. Any exceptions must have written permission from the relevant Executive Director.
- e Colleagues may not use materials and/or resources developed by them while they are working for Ara for any outside business activity, paid or unpaid work or private consultative work. Note that there is a separate policy covering intellectual property (refer *CPP106 Intellectual Property* policy).
- f Under no circumstances may a colleague engage any other Ara colleague or contractor for work associated with an outside business enterprise unless that work is done in colleague’s own time and is paid for separately from any Ara salary or invoice payment.

3.4 Association with Ara

- a The association of an Ara colleague with Ara, unless formally approved by the relevant Executive Director, must not appear on letterheads or promotional material for any outside activity.
- b Ara addresses or phone numbers must not be used for any paid or unpaid activity that is not part of a colleagues’ work at Ara.
- c Colleagues who engage in any activities outside their Ara employment do so as an individual and do not have the right or authority to associate Ara in any way with that activity unless formally approved by the relevant Executive Director. Such approval may be subject to specific conditions applying to the activities.
- d When an Ara colleague is considered an expert in their particular subject area, they may be asked to make public comment on issues in that area. In such cases they may not claim to be speaking as a representative of Ara, or to be representing the position of Ara, unless that has been formally approved by the relevant Executive Director and compliant with *CPP101 Communications: External and Internal Communications*. Comment will be on the basis of their personal knowledge and/or experience in the field.

All policies on the Ara website are the current version. Please check date of this hard copy before proceeding.

3.5 Conflicts of Interest

- a Any conflicts of interest must be disclosed and managed in accordance with the *CPP102 Disclosure and Management of Conflicts of Interest Policy*.
- b The *CPP102 Disclosure and Management of Conflicts of Interest Policy* requires that colleagues consult with their managers before undertaking any work that might conflict with their work at Ara.
- c If a firm in which a colleague has a financial interest tenders' goods or services to Ara, the interest must be disclosed and managed in accordance with the *CPP102 Disclosure and Management of Conflicts of Interest Policy*.
- d Ara may choose not to employ a particular applicant because of a foreseeable conflict of interest. This provision can be applied to an applicant for a position at Ara who will be concurrently employed by a competitor to Ara. Decisions on this matter will be made by the relevant Executive Director and/or the Executive Director P&C.

3.6 Employment with a Competitor to Ara

When an Ara colleague obtains concurrent employment or contracts with a competitor, Ara reserves the right to investigate the consequences of such employment for the Institute and the colleague may be asked to choose between the two positions or contracts.

All policies on the Ara website are the current version. Please check date of this hard copy before proceeding.