

Te Wharerangi Trust

Code of Ethics

for Plot Leaseholders, Facility users, SLC Course Tutors and Mentors and other Visitors
to the Golden Bay Community Gardens

Core Principles and Beliefs of the Te Wharerangi Trust for the GB Community Gardens that users of the Gardens are expected to respect and abide by.

The trust believes:

- in respecting nature, demonstrated practically through various projects, as an expression of our intrinsic relationship with the natural world
- That all projects should offer excellent opportunities for lifetime learning, sharing and discovery; and that the use of such knowledge gained should lead to the promotion and practice of ecologically wise and sustainable lifestyles, skill, industry, and thrift
- That a range of learning opportunities should be available, including working with the land, advice, access to independent learning resources, courses, workshops, gatherings, and communing with nature; with extra attention paid to including and benefiting those with special needs.
- In making all projects accessible to the local and wider community as sources of inspiration, learning, networking and tangible produce/outcomes
- In operating with collective, democratic decision-making processes
- In being readily accountable to all persons or groups who support the Trust and to create and maintain systems to achieve this across every aspect of its work
- In creating and supporting opportunities for employment
- In working consistently towards financial self-sufficiency, and allowing this to govern our strategy and practice where possible, within the context of our other core beliefs and principles
- In the benefits of working together cooperatively and respectfully, practising loving kindness in our communications and interactions, and finding common ground to bridge different beliefs/approaches
- In practising patience by designing appropriate timeframes to achieve our objectives within each project, so as to not grow at a pace which places undue stress on existing systems and persons: i.e. energy must be evenly directed to allow ideas and capacity to support each other

Specific Responsibilities

- **Will be accountable for their actions**
Accountability will be either directly to the Trust or to a person nominated by the Trust;
- **Will practise effective communication**
All persons will do their best to maintain open communications, to practise good listening skills and to fairly represent Trust philosophies and policies;
- **Will recognise their own personal boundaries and respect others' boundaries**
Members of the Trust will often have dual or several roles within the organisation and the community. The value of these is acknowledged but there will be times when it is ethical for them to withdraw from decision-making, especially where financial gain is

possible (either directly or indirectly). When it is ethical for a member to declare whether the member should participate in all or part of the following discussion and decision-making;

Will have a role in decision-making

At the Board level decisions will, in the first instance, be through consensus. All trustees and Project Leaders agree to work hard to achieve this;
Code of Practice regarding conflict resolution

Amended language for Sec. 3, “Complaints/Grievance Procedures”

3.1 The following guidelines apply to internal grievances. Should an external complaint arise, the Board of Trustees should be advised immediately and will decide how to proceed in consultation with the affected person or the Project Leader. The disputes covered by these guidelines include

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- Complaints between staff and management (Trustees)
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- Complaints between Trustees and Trustees
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- Complaints between staff (to include SLC course tutors and mentors)

3.2 Where the complaint applies to the worker’s employment contract the provision will be applied.

3.3 Criminal complaints will be addressed through the legal process and Te Wharerangi Trust will [illegible]

3.4 In other cases the following steps will apply:

(i) The parties concerned will meet and seek resolution. At this point it is an *informal* complaint.

(ii) Where an informal complaint is not resolved, the appropriate manager of the Trust (i.e., allotment manager for allotment holders, etc.) shall act as mediator. The person complaining shall put the complaint in writing, and the person against whom the complaint is filed shall respond in writing. NOTE: the act of submitting a complaint in writing makes it a *formal* complaint. The mediator shall then endeavor to reach a negotiated solution and will document the outcome.

(iii) If resolution is not reached by the process outlined in sec. 3.4 (ii), the complaint shall be forwarded to the Trust, which shall appoint three people to make a ruling. This may be called an *arbitration*.

(iv) An arbitration shall take place as follows: The Trust shall appoint three people to act as arbiters. The three people appointed shall be: the manager; a Trust member (other than the manager if the manager is also a Trustee); and an outside person. The cost of arbitration shall be paid as follows: 1/3rd by the Trust; 1/3rd by the complainant; and 1/3rd by the respondent. Either party to the dispute may veto one name each. The finding of the appeal is final, although either party obviously has the right to pursue civil action.

3.5 As soon as a written or formal complaint is made, the complainant shall be routinely given a copy of the complaints procedure outlined above. Discretion shall be carefully applied when dealing with informal or verbal complaints so as formal process is not commenced unnecessarily.

3.6 Te Wharerangi Trust has a commitment to resolve any matter of concern between members, officials, and staff as speedily and fairly as possible.