



New Zealand Government
Te Kāwanatanga o Aotearoa



Summary of Te Tauākī Whanonga mō te Rāngai Tūmatanui | The Code of Conduct for the Public Sector

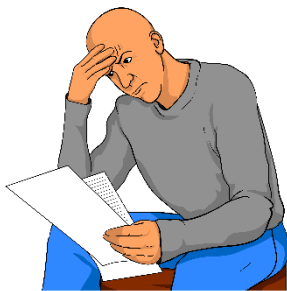


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Before you start



This is a long document.



It can be hard for some people to read a document this long.

Some things you can do to make it easier are:

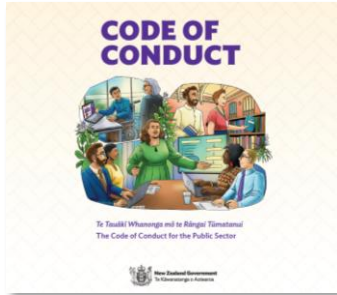


- read it a few pages at a time
- set aside some quiet time to look at it
- have someone read it with you to support you to understand it.



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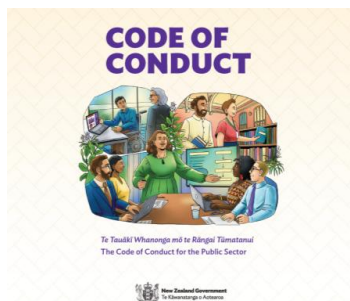


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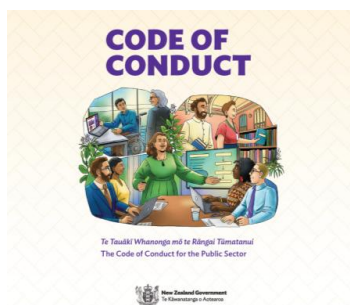
What this information is about



This is an Easy Read **summary** of the **Code of Conduct for the Public Sector**.



An Easy Read **summary** is a shorter version of a document that still has the important information.



Pages 6 to 9 tell you all about the **Code of Conduct for the Public Sector**.



You can read the full Code of Conduct at this **website**:

<https://bit.ly/4swE1lb>



The full Code of Conduct is not an Easy Read document.

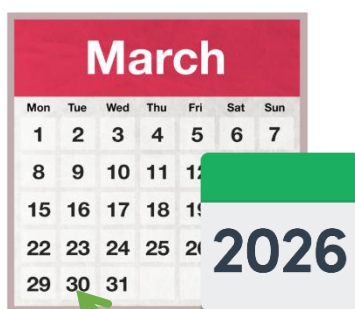


You may want to ask someone you trust to support you to read the full Code of Conduct.

The Code of Conduct for the Public Sector



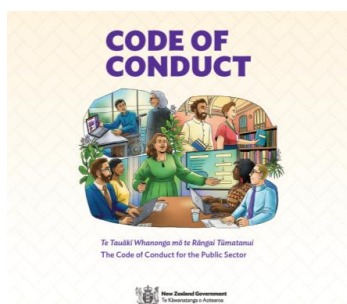
A **Code of Conduct** is a set of rules about how people behave.



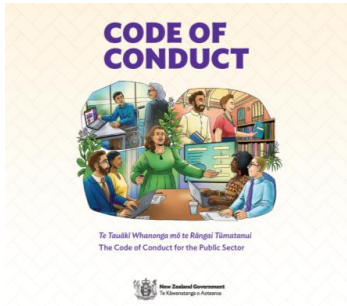
This Code of Conduct for the Public Sector started on 30 March 2026.



Before then there was another set of rules called the Standards of Integrity and Conduct.



Now all public servants must do what the new Code of Conduct says.



The Code of Conduct has:

- 5 principles
- 5 values



Principles guide the way we do our work.

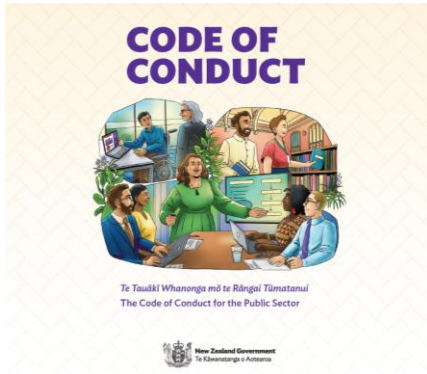


Values show us how to behave when we work with other people.



The Public Service Act 2020 is the law that gives us the:

- values
- principles.



The Code of Conduct also has 21 **standards** that relate to the:

- principles
- values.



Standards tell us what we need to do to follow the Code of Conduct for each:

- principle
- value.



The Code of Conduct also says:

- what the standards mean
- what happens if we do not follow them
- how to let people know if we think there is something wrong.



The Code of Conduct explains what different people in the organisation like managers need to do to make sure that everyone follows the rules.

What is the Public Sector?



In the Code of Conduct the Public Sector means all the organisations that the Code applies to like:



- Ministries like Whaikaha the Ministry of Disabled People

WORK AND INCOME
TE HIRANGA TANGATA

- government departments like Work and Income



- Crown entities like ACC
- many other organisations that are funded by the government.



Most of the people who work for these organisations are Public Servants who need to follow the Code of Conduct.

What are the 5 public service principles?



1. Political neutrality



Political neutrality in this case means not doing things in our work that favour any political party.



The standards say:

We are politically neutral so we can serve:

- the government in power now
- any government that is in power in the future.





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The standards also say that we follow what the government that is in power now tells us to do.



2. **Free and frank** advice

In this case **free and frank** means that we give advice to Ministers in a way that:

- is honest
- does not hide anything.



The standards say:

We support our organisation to give Ministers advice that is based on good information:

- when they need it
- that is unbiased / fair.





3. Merit-based appointments

Here **merit-based appointments** means choosing people for jobs because of the skills they have.

The only thing to change that is if a law tells us to do it differently.

The standards say:

We have to give jobs to the people who are best suited to do the work.

This applies to:

- recruitment / advertising jobs
- selection / choosing who to give the job to.



4. Open government



Here **open government** means making sure that people can understand government:

- information
- decisions.



The standards say:

We aim to make things the government does:



- transparent so people know what is happening
- accessible so people can understand the information
- available so people can use government services.





5. Stewardship

Here **stewardship** means looking after the resources available to the Public Sector like:

- money
- services
- buildings.

The standards say:

We care for the Public Sector to meet the needs of New Zealanders:

- now
- in the future.

What are the 5 public service values?



1. Trustworthy



Here **trustworthy** means:

- being honest / telling the truth
- not hiding information.



The standards say:

We are honest / tell the truth.



We are professional / follow the standards that are expected in our work.



We follow the law.



We use any power that we have as public servants in ways that are:

- fair
- **reasonable.**



Here **reasonable** means we do things in ways that most people would expect.



We try not to do things that would make it hard for us to do our job:

- when we are at work
- outside of work.



2. Respectful

Here **respectful** means that we treat everyone with care.

It also means that we do not think we are more important than the people we serve.



The standards say:

We treat everyone with care.



We make the place we work:

- a good place to be
- a safe place.



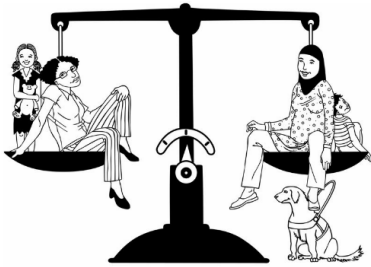
We do not behave in ways that could hurt others.



3. Impartial

Being **impartial** means:

- being fair to everyone
- not treating some people differently.



The standards say:

We act objectively which means we do not allow the things we believe in to change the way we do our work.



We also do not let other things change the way we do our work like:

- activities we do outside of work
- our relationships / family.





We tell our work about **interests** that might affect our work.

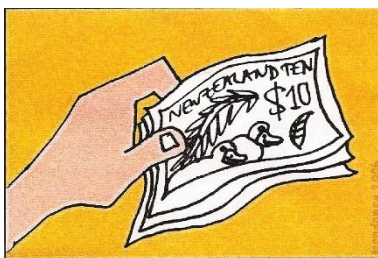


Interests are things in our lives like:

- family / whānau
- things that we own like property
- a business / where we work
- clubs we are members of.



We manage all **conflicts of interest** appropriately.



A **conflict of interest** is when someone gains something from what is being talked about.



The things you might gain could be:

- money
- private information
- something else.



We never misuse our job to:

- get things for ourselves
- get things for other people
- make things worse for other people.



We do not take gifts from people if it might make it seem like they can tell us what to do in the future.



4. Accountable

Here being **accountable** means we take responsibility for the things we do.



The standards say we are responsible for:

- our work
- the things we do
- the decisions we make.



We treat everything that belongs to our organisation with care like:

- information
- resources





We only use the things that belong to our organisation for what they are supposed to be used for.

We try to make our organisation work as well as it can.



5. Responsive

Here **responsive** means that we do what people tell us they need.

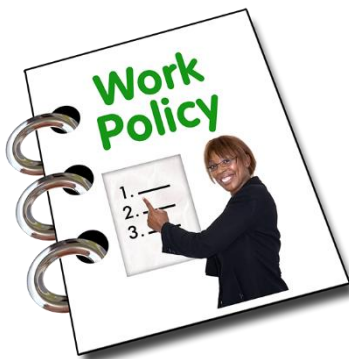


The standards say:

We take the time to listen to people so we can understand what they need.



We talk to New Zealanders so we can meet their needs when we:



- write policies
- deliver services.

What do I need to do as a public servant?



All public servants must follow the standards in the Code of Conduct.



If you are a public servant, your organisation / employer will ask you to:



- read the Code
- understand the Code
- do what the Code says you should do
- do training about the Code to help you learn more about it.



What if my organisation has its own Code of Conduct?



Some Public Sector organisations may have their own:

- Code of conduct
- values
- principles.

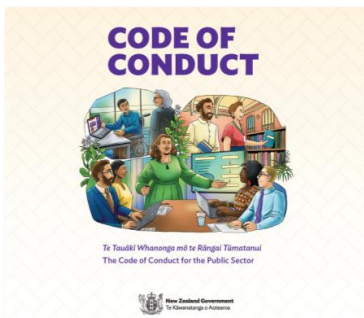


If the place where you work has its own rules you may need to follow:

- the rules for your workplace

and

- this Code of Conduct.





Any other Public Sector code of conduct will have rules that are consistent / work well with this Code of Conduct.

Where to find more information



If you are a Public Servant with questions about the Code you can talk to:

- your manager
- the Integrity Champion in your organisation.



Some frequently asked questions are on Te Kawa Mataaho Public Service Commission website:

<https://bit.ly/4bK72CW>



You can also contact the
Commission by:

- Email:
enquiries@publicservice.govt.nz
- Phone: 04 495 6600 (Monday-Friday 8:00am to 5:00pm)



If you find it hard to use the phone
the **New Zealand Relay** service is for
people who are:

- Deaf / hard of hearing
- deafblind
- speech impaired / find it hard to talk.



You can find out more about the New
Zealand Relay service at:

www.nzrelay.co.nz



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Make it Easy
Kia Māmā Mai



It has been translated into Easy Read by the Make it Easy Kia Māmā Mai service of People First New Zealand Ngā Tāngata Tuatahi.

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