

01 April 2021

C131255

s9(2)(a)

Tēnā koe s9(2)(a)

Thank you for your email of 2 February 2021, requesting information about Corrections policies for staff on different topics. Your request has been considered under the Official Information Act 1982 (OIA).

Corrections' staff do an incredible job in some very difficult circumstances to keep New Zealanders safe, and I am hugely proud of the work they do on a daily basis. We expect a high standard of conduct from all employees and significant emphasis is placed on this throughout our recruitment and selection processes. Corrections' pre-employment screening procedure supports the high standard of conduct and integrity that we expect from our staff. If it was discovered that staff were acting inappropriately, we would take that as a serious breach of our Code of Conduct and would take the necessary and appropriate action against the staff members involved.

Corrections' Code of Conduct sets out the high standard of personal and professional behaviour expected from Corrections staff. The code of conduct states that Corrections staff must:

- comply with the law at all times,
- uphold the policies, procedure and standards of Corrections,
- advise their manager of any criminal charge laid under any law, statute or regulation,
- use Corrections resources lawfully, responsibly, appropriately, effectively and efficiently to provide better public value, and
- show they are committed to their health and safety and the health and safety of others.

Corrections is one of the largest government departments in New Zealand. We employ around 10,000 staff, and the overwhelming majority fulfil their duties with professionalism, integrity and commitment in what is often a pressured and challenging environment. If staff don't meet the standards required we take action. Anyone with concerns about staff conduct is encouraged to contact us on our confidential integrity phone line on 0800 267 000.

You have requested:

copies of the Department's policies for staff relating to:

- *Use of social media*

Corrections' social media policy aims to provide guidance for, and set out the obligations of, Corrections employees using social media both as a representative of the organisation and in a personal capacity. Please see Appendix One – Social Media Policy.

- *Working from home including health and safety policy*

Flexible working arrangements enable employees to balance their professional and personal commitments or as part of an emergency management response, such as the COVID-19 pandemic. Arrangements can be discussed directly with managers. Please see Appendix Two – Flexible Working arrangements, Working from Home Guidelines.

- *Use of work phone and company vehicle*

Please see Appendix Three - Information Technology and Services Acceptable Use Policy for information on the use of mobile phones. For Corrections' company vehicle policy, please see Appendix Four – Safe Driving and Use of Department Vehicles Policy.

- *Forming of sexual or personal relationships in the workplace*
- *Voicing political views*

Please see Appendix Five – Corrections Code of Conduct. For Corrections' policy on relationships and political neutrality please see page five.

- *Speaking to media*

Please see Appendix Six – Media Policy. This policy provides a framework for media management supports the strategic and proactive use of the media and effective management of media issues towards achieving Corrections' objectives.

- *Vaccinations*

Corrections does not have a specific policy on vaccinations. Corrections annually offers free flu vaccination to staff. Furthermore, our collective agreements for frontline staff (both prisons and community-based) provide free Hepatitis vaccination and other preventative vaccinations that are identified by the Ministry of Health.

Please note, a small amount of information has been withheld from some appendices in accordance with section 9(2)(a) of the OIA, to protect the privacy of natural persons. In accordance with section 9(1) of the OIA, we have also considered whether there are countervailing public interest considerations favouring

the release of the requested information. We do not believe such considerations are present in this case.

Please note that this response may be published on Corrections' website. Typically, responses are published quarterly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

I trust the information provided is of assistance. Should you have any concerns with this response, I would encourage you to raise them with Corrections. Alternatively, you are advised of your right to also raise any concerns with the Office of the Ombudsman. Contact details are: Office of the Ombudsman, PO Box 10152, Wellington 6143.

Ngā mihi

A handwritten signature in dark ink, consisting of several overlapping, sweeping strokes that form a cursive, somewhat abstract shape.

Richard Waggott
Deputy Chief Executive
People and Capability