

TOP.

CODE OF CONDUCT

1 - SUMMARY AND PURPOSE

This Code of Conduct provides a shared ethical framework for everyone involved with The Opportunities Party (TOP) - whether they're a volunteer on the ground, a candidate, staff member, or a digital supporter.

TOP is a political party built on fearless honesty, equitable opportunity, practical ingenuity, and measurable impact. Living those values starts with how we treat each other.

The Code is not an exhaustive list of rules. It is a guide for how we can work together constructively, debate ideas respectfully, and represent the kaupapa of TOP with integrity - both internally and publicly.

2 - SCOPE

This Code applies to all team members, meaning anyone working with or for TOP. This includes Party members, volunteers, employees, and contractors.

3 - OUR VALUES

Team members actively uphold TOP's core values in everything they do. Team members must not behave in a manner that could reasonably be interpreted as being inconsistent with TOP's core values.

Expression	Core value	Application
Fearless honesty	Based on the value truthfulness	Everyone deserves to know the unspun truth—it unlocks opportunity, even when it's uncomfortable or inconvenient. Fearless honesty requires courage and integrity .
Equitable opportunity	Based on the value equality	Every individual is entitled to dignity, respect, and self determination regardless of background, situation, or beliefs. In the spirit of empathy, fairness, and kotahitanga we extend the same rights to, and expect the same responsibilities of, all.

<p>No too-hard basket</p>	<p>Based on the value ingenuity</p>	<p>Fixing complex, systemic issues is hard, but it's why we're here. We don't shy away. Rather, we employ creativity and critical thinking, informed by evidence, to arrive at smart solutions.</p>
<p>We are our results</p>	<p>Based on the value efficacy</p>	<p>We exist to drive actual change towards our vision, and our aspirations aren't achievable without a place at the decision-making table. The focus must be on effective action, not words.</p>

These values are grounded in manaakitanga, kotahitanga, and a commitment to Te Tiriti o Waitangi. Acting against these values – intentionally or otherwise – undermines our shared kaupapa.

4 - PARTY RESPONSIBILITIES

TOP will foster a respectful, safe, and lawful environment. We will:

- Brief every team member on this Code at induction.
- Offer training as needed on safe conduct, inclusion, privacy, and compliance, including Electoral law compliance.
- Regularly review and improve this Code.
- Maintain systems to receive and resolve concerns promptly, confidentially, and without retaliation.
- Offer reasonable support to anyone affected by bullying or other misconduct.

5 - STANDARDS OF BEHAVIOUR

5.1 – Communication and debate

We all share a common purpose: to enact policy that affords every Kiwi equal opportunity to pursue their potential, in ways that are socially, economically, and environmentally sustainable.

In pursuing this purpose however, individual views will differ. Debate is a vital part of testing and refining ideas. Debate of ideas should contest and challenge respectfully, using theory and evidence. Debate of ideas that contests or challenges based on the personal characteristics of the person or group of people putting forward those ideas is inconsistent with TOP's values.

Use of Slack must be in accordance with the [Slack Policy](#).

5.2 – Respect and anti-bullying

We are committed to being a Party where everyone is treated with dignity, fairness, and respect. All team members are to uphold this commitment, to address or report bullying or other misconduct, and cooperate with any inquiry.

Bullying is unreasonable and repeated behaviour directed at an individual or group that is likely to cause physical or psychological harm. Examples of bullying include:

- belittling remarks,
- persistent public put-downs,
- deliberate exclusion, or
- the sabotage of someone's work.

If bullying is identified, the Board will investigate it and may take disciplinary action.

A single serious incident of unreasonable, aggressive, or discriminatory conduct is not bullying, but it still breaches this Code and may trigger disciplinary action under the Constitution. Reasonable and fair performance management is not bullying.

Any team member who is the target of bullying or observes potential bullying or other misconduct should attempt to resolve the issue in good faith, where it is safe to do so. If it is not safe or the issue is unresolved, it should be treated as a dispute and escalated to a Team Lead or the Secretary.

Reprisal against a person who raises a concern is itself a breach of this Code and will lead to disciplinary action.

5.3 – Harassment and discrimination

TOP is committed to an inclusive environment free from harassment or discrimination, including on grounds protected by the Human Rights Act 1993. Any breach will be investigated.

5.4 – Digital and media comms

Team members must protect TOP's reputation online, in person, and to the media. In particular:

- All team members must communicate to give effect to TOP's values, using respectful language and accurate information. This applies in person, and online on social media, email, and messaging apps.
- Authorised spokespeople represent TOP; all other team members must clearly label their public comments as personal views.
- Respect privacy, including by seeking consent before sharing internal messages or content.
- Team members may use Party branding, logos and imagery only for approved Party purposes and must follow the Brand Guidelines.

- Keep internal polling results and draft policies confidential, including within the Party, until they are approved for release.

5.5 – Confidentiality and data protection

Team members must safeguard any personal, financial, strategic, or other confidential or politically sensitive information obtained in the course of their involvement with TOP. This includes internal communications and documents, voter information, and donor details.

All team members must:

- Handle and store such data in compliance with the Privacy Act 2020 and relevant Electoral Act provisions.
- Access, copy, share, or retain Party data only when authorised for Party work, and delete or return it when that work ends.

5.6 – Integrity and finance

All team members must:

- Only act within the specific financial or operational limits that have been formally delegated to them.
- Comply with the Electoral Act and any directions from the Party Secretary or Treasurer regarding making, soliciting, or receiving donations.
- Report suspected bribery, corruption, or misuse of Party funds immediately.
- Avoid conflicts of interest, and where unavoidable, disclose them in writing as detailed below.
- Keep accurate financial and fundraising records and submit them promptly for audit or reporting.

5.7 – Conflicts of interest

A conflict of interest may occur when the interests or activities of a team member interfere/conflict (or appear to interfere/conflict) with the interests of TOP. This may include where the interests of a team member influence (or appear to influence) their decisions or actions in a way that is inconsistent with TOP's constitution and in particular TOP's values.

Team members may take part in other political activity as a private individual, but must:

- Make it clear they speak in a personal capacity, and
- Ensure the activity neither creates a conflict of interest nor brings TOP into disrepute.

If a conflict of interest is identified the team member or the Team Lead must immediately report the situation to the Secretary. Upon appropriate inquiry and consideration, the Board may decide that:

- No action is necessary.
- The team member should no longer be involved in the situation which has given rise to the conflict.
- Changes should be made to remove and avoid the possibility of conflict.
- The team member's decisions or actions amount to misconduct and should be the subject of further investigation by the Board, including possible disciplinary proceedings.

5.8 – Use of Party resources and IP

Team members must use Party resources exclusively for authorised activities, and must return or delete them when their role ends. This includes Party equipment, funds, mailing lists, documents, imagery and intellectual property.

Protect passwords, avoid unauthorised software or file-sharing, and do not reproduce or distribute Party materials without permission.

5.9 – Health and safety

All team members share responsibility for health and safety. Team members must:

- Follow Party safety instructions and any site-specific rules when campaigning or attending events.
- Identify, assess and, where practicable, eliminate or minimise risks.
- Maintain clear judgement and ensure safety by avoiding alcohol or drugs that could impair judgment or endanger others.
- Report hazards, near-misses and injuries without delay, and co-operate with any investigations.

6 - SPEAKING UP AND RESOLVING CONCERNS

TOP advocates for open and constructive communication amongst the wider team – which includes speaking up and identifying areas where there are genuine concerns that an individual, action, process, or system does not align with TOP's constitution, and in particular TOP's values. Team members are encouraged to contact their Team Lead or the Secretary immediately with concerns.

Members must attempt to resolve disputes directly and in good faith. Disputes which cannot be resolved between members should be escalated to a Team Lead, the General Manager, or where necessary, the Secretary. A formal complaint should only be made to the Secretary where resolution at lower levels has been unsuccessful.

The Secretary will acknowledge receipt of any formal complaint within 5 days, and will notify the complainant within 30 days whether an investigation will proceed. Further details of how disputes should be resolved, and how complaints can be made, are provided in clause 14 of the [Constitution](#).

TOP cultivates behaviours that strengthen our unity; divisive or destructive conduct will be addressed.

7 - CONSEQUENCES OF BREACH

Failure to abide by the Code may lead to disciplinary action which, in serious or repeated cases, could include termination of a volunteering position, removal as a TOP member, and termination of any employment agreement or contract. Where necessary, concerns may also be referred to external authorities such as the Electoral Commission and the Police.

Before any action is taken, the Board will inform the team members concerned of allegations and will give them a chance to respond.

Questions about the Code, or its application, should be directed to a relevant Team Lead, or if that is not practical, the General Manager or Secretary.