

## University of Otago – Residential College Code of Practice for Sub-Wardens 2022

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This Code of Practice defines some of the requirements, expectations, standards and personal attributes you will bring to your role.

*For the purposes of this document*

- “College” is the college where you live or the college where you work.
  - “Resident” is defined as a student living in the College, but not another Sub-Warden.
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- You will abide by the rules and policies of the College and the policies of the University of Otago. Your Sub-Warden Handbook is your reference and guideline in regard to College operations, activities, and expectations.
  - It is expected that you will give priority to your academic studies as an Otago student and to your role as a Sub-Warden.
  - You may undertake other commitments or work provided you do not compromise your responsibilities to the College.
  - At all times your communication and manner with staff, residents and guests should be professional, courteous, honest, fair, timely and ethical.
  - You should maintain a social balance with the residents and not socialise excessively or repeatedly with any particular group or individual.
  - You may not purchase or supply alcohol to College residents and you may not drink alcohol with College residents except in compliance with rules sanctioned by the College.
  - You must not be under the influence of alcohol or other intoxicating substances while on duty.
  - You shall not make any statement to the media concerning any matter relating to the College or the University of Otago or any of its staff or residents.
  - Your use of social media and electronic communication must adhere to Otago policy. You should take due care with social media interactions concerning the College of University of Otago communities
  - During the term of appointment you may receive confidential information about the College, its staff and residents. You shall not use, disclose or permit to be used or disclosed any such information except in the proper course of fulfilling your responsibilities of employment.
  - As a Sub-Warden you will interact with other residents and may have access to information of a personal nature. You must be seen by the residents as impartial and able to maintain a confidence. In some situations you will be required to discuss such confidential matters with the College management.
  - You should not be alone with a resident in their room behind a closed door. You may find yourself at times dealing with sick or inebriated students who need to be cleaned up or put into bed. You should ensure there is another responsible person present in such instances.
  - You hold a position of responsibility and have a level of supervisory authority over College residents. It is unacceptable to form a relationship or be involved sexually with a College resident, as to do so risks taking advantage of the intrinsic trust, power and status differential implicit in the Sub-Warden/Resident relationship. It is potentially an abuse of authority and could be considered serious misconduct.
  - You must respect and not misuse the privileges given to you. College equipment and resources such as vehicles, telephones and photocopiers should not be used for personal matters.
  - You must discuss with senior College management anything that may affect the health or safety of an individual or the health or safety of others.

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