



Code of Conduct for Events & Meetings

Version 2.0

13 Feb 2025

Contents

Contents 1

1. Purpose 2

2. Scope 2

3. Expected Behaviour..... 2

4. Unacceptable Behaviour 2

5. Online Conduct:..... 3

6. Reporting and Consequences:..... 3

7. Legal Compliance: 3

8. Agreement to Comply:..... 3

Version Control

This Code of Conduct is subject to regular review and update to ensure that Plastics New Zealand Incorporated remains compliant with relevant laws and regulations. Updates may also reflect changes in organisational practices, technological advancements, or stakeholder requirements.

The AFR Committee is responsible for regular review of this policy and presenting to the Board for approval of any amendments and ratification.

Version	Date	Authors	Status
V1.1	29 Jan 25	Rachel Barker Kelly Buchanan-Johns	Initial version
V2.0	13 Feb 25	Rachel Barker	Board Approved

1. Purpose

Plastics NZ is committed to fostering a professional, respectful, and inclusive environment across all its events and meetings. This Code of Conduct outlines the expected behaviours for attendees at Plastics NZ-hosted events, including conferences, networking functions, factory tours, sporting events, social gatherings, online meetings, webinars, working groups, sector groups and committees.

2. Scope

This Code applies to all individuals attending or participating in Plastics NZ events, including members, guests, speakers, sponsors, staff and contractors.

3. Expected Behaviour

All participants are expected to:

- Show respect and courtesy to all individuals, regardless of background, gender identity, ethnicity, age, ability, religion, personal beliefs, appearance, or any other aspect of identity diversity.
- Conduct themselves in a professional and ethical manner at all times.
- Engage in open, constructive discussions, respecting differing viewpoints.
- Follow all event rules and instructions from event organisers
- Refrain from disruptive behaviour, including excessive interruption, personal attacks, or monopolising discussions.
- Maintain confidentiality where appropriate and respect intellectual property rights.

4. Unacceptable Behaviour

Unacceptable behaviours include, but are not limited to:

- Harassment, discrimination, or bullying in any form, including verbal, physical, or online abuse.
- Inappropriate or offensive language, gestures, or materials.
- Inappropriate display, sharing, or use of nudity and/or sexual images in public spaces, including presentation slides.
- Inappropriate physical contact, and any unwelcome sexual attention (physical or verbal);
- Intimidation or threats towards any participant.
- Excessive alcohol consumption or any drug use, which is not permitted at Plastics NZ events, that leads to disruptive behaviour.

- Possession of weapons or items explicitly designed to cause harm, including firearms, knives, and other dangerous objections, is strictly prohibited.
- Unauthorised recording or sharing of confidential discussions without consent.

5. Online Conduct:

When participating in virtual meetings, attendees must:

- Ensure a professional and respectful tone in all communications.
- Avoid disruptive background noise and use appropriate virtual meeting etiquette.
- Not engage in side conversations or unrelated activities that distract from discussions.
- Maintain confidentiality of sensitive discussions, as required.
- Seek explicit permission before using AI meeting tools or automated transcription services, particularly for commercially sensitive discussions or meetings conducted under Chatham House Rule.

6. Reporting and Consequences:

- Any concerns regarding breaches of this Code should be reported to the event organiser or Plastics NZ staff, even if they seem inconsequential.
- Reports will be assessed by the Plastics NZ CEO and Board Chair, who will determine the appropriate course of action.
- Plastics NZ reserves the right to take appropriate action, including warnings, removal from the event, suspension from future events, or further disciplinary action.
- Serious breaches may be escalated to the full Plastics NZ Board for further review, with potential referral to legal authorities in cases involving harassment, discrimination, or unlawful conduct.

7. Legal Compliance:

This policy aligns with New Zealand's Human Rights Act 1993 and Employment Relations Act 2000. Any actions taken under this policy will comply with these legislative frameworks.

8. Agreement to Comply:

Participation in any Plastics NZ event constitutes acceptance of this Code of Conduct. Attendees acknowledge that failure to adhere may result in exclusion from current and future events.