



Massey at Wellington Students' Association

POLICY LIST

JULY 2016

Contents

Part A: Introduction to MAWSA	4
Vision.....	4
Mission Statement.....	4
Values.....	4
Part B: Policy List	5
General.....	5
1.0 Code of Conduct	5
2.0 Confidentiality.....	10
3.0 Alcohol and Drugs.....	10
4.0 Smoking.....	10
5.0 Fraud and Theft Prevention	11
6.0 Harassment (including Sexual Harassment).....	13
7.0 Intellectual Property.....	15
8.0 Health and Safety	15
9.0 Marketing.....	16
10.0 Mawsa Digital Media Use Policy.....	16
11.0 MAWSA Social Media Accounts.....	18
12.0 Asset Management.....	18
13.0 Security	19
Financial.....	19
14.0 Signatories for Bank Accounts.....	19
15.0 Reporting to the Executive.....	19
16.0 Financial Processes.....	20
17.0 Expenses.....	20
18.0 Debt Recovery.....	21
19.0 Purchase Orders and Quotes	22
Employment.....	22
20.0 Staff Appointments	22
21.0 Leave	23
22.0 Responsibilities	23
23.0 Training & Professional Development.....	24
Executive.....	24
24.0 Executive Access to, and Use of, MAWSA Office and Facilities.....	24
25.0 Executive's Remuneration.....	25

26.0	Computers.....	25
27.0	Reporting.....	25
28.0	Elections.....	26
29.0	MAWSA Grants	26
Staff.....		28
30.0	Staff Reporting	28
31.0	Hours of the Office.....	28
32.0	Weekend Office use	28
33.0	Lunch Breaks	29
34.0	Staff Meetings.....	29
35.0	Personal Phone calls.....	29
36.0	Cleaning.....	29
Equipment.....		29
37.0	MAWSA BBQ.....	29
38.0	Contact Persons	31
Part C: Appendices		32
Appendix 1: Events Grant Application Form		32
Appendix 2: Club Grant Application Form		32
Appendix 3: Hardship Grant Application Form.....		32

Part A: Introduction to MAWSA

Vision

To be the centre of student experience at Massey Wellington, contributing to and cultivating an engaging, vibrant, dynamic and inclusive culture by setting a benchmark for comparable student Associations in New Zealand, through the delivery of relevant services, and high integrity representation.

Mission Statement

"To represent, advocate and provide services for the present and future students of Massey Wellington"

Values

These values underlie all that we do as an Association working for and on behalf of our members:

- Maintenance of a strong independent student voice.
- Democratic principles
- Promotion of high quality, barrier free education
- Social and academic rights
- High quality student experience
- Open communication
- Strong and transparent Association
- Demonstrating ethical behavior and professional standards:
 - Integrity,
 - Reliability
 - Honesty
 - Consistency
 - Respect
 - Accountability
- Innovation, enthusiasm and passion
- Remaining relevant
- Being compassionate and understanding
- Upholding the principals of equity
- Strong sustainable relationships

Part B: Policy List

General

1.0 Code of Conduct

***Note:** This code of conduct differs from the Executive Code of Conduct signed in the Executive Handbook, however the stance remains the same.*

The Code of Conduct (the Code) sets out MAWSA's expectations for employees, Executive members, contractors and volunteers (hereby known in the Code as 'employees') within the workplace. As employees are in a position of trust, both students and external clients will rely on quality service and support from anyone affiliated with MAWSA. All employees, either directly or indirectly, impact on the experience people have of MAWSA and this can impact the level of confidence students and external clients have in MAWSA.

1.1 Purpose

The purpose of the Code is to ensure that:

- a) MAWSA have set clear guidelines and expectations and fulfil their responsibility to inform all employees about what is expected, and to ensure that all employees are treated fairly and with respect.
- b) Employees are fully aware of such expectations and know their responsibility is to read and understand the Code, and to meet and to adhere to the standards of performance and integrity that it describes.
- c) Working relations are improved through understanding and adhering to the Code by all parties.

1.2 Expectations

As an employer, MAWSA has certain expectations of all staff and other employees. Employees should act in a professional manner and always act in the best interests of the association. When these expectations and standards of the Code are not upheld, MAWSA reserves the right to take disciplinary action against the employee in question.

1.3 Complaints

MAWSA is committed to ensuring that complaints are dealt with fairly and promptly.

1.3.1 The complaints policy seeks:

- i) To outline the steps MAWSA members should take to show concern at all levels.
- ii) To ensure that concerns are communicated to the appropriate person(s).
- iii) To deal constructively, promptly and fairly with concerns as they arise.
- iv) To provide positive developments or outcomes.

1.3.2 Informal Complaints

- i) Concerns should be expressed to the staff/Executive member closest to the problem.
- ii) The complainant should expect constructive communication by the next day.
- iii) If the concern is not resolved at this level, the Association Manager and/or President should be consulted.
- iv) In the case of staff, any further concerns should be referred to the Association Manager and/or President.

- v) In the case of the Exec, concerns should be referred to the President.
- vi) The Association Manager and/or President will look into the matter and seek to resolve it as informally and as quickly as possible.
- vii) The Association Manager will keep the President informed regarding concerns expressed by staff members.
- viii) Other people who may have played a part in the incident or may have seen what happened may be interviewed.
- ix) The complainant will be informed of the outcome of the investigation.
- x) If any of the parties involved are unhappy with the investigation, they may refer the matter to the Executive for consideration and action.

1.3.3 Formal complaints

- i) The Welfare Vice President will deal with formal complaints against the President in the first instance.
- ii) The President will deal with formal complaints against the Association Manager in the first instance.
- iii) The Association Manager will deal with formal complaints involving staff in the first instance.
- iv) If not resolved by the Association Manager the matter should be taken to the President.
- v) If the matter is still not resolved, an appointed sub-committee of the Executive will deal with all formal written complaints.
- vi) The process will be the same if complaints against the President and Association Manager are unresolved at the first level.
- vii) The sub-committee will have the power to decide on the course of action.
- viii) All participants to the action of a complaint are to maintain confidentiality of information and documents.
- ix) Anyone who is dealing with a complaint shall have access to HR support as needed. Sources of support can come from the Massey Harassment contact and Wellington Operations Manager. MAWSA also has access to paid HR support:

Ross Jamieson
 Jamieson Partners
 (04) 562 7231
 (027) 427 319
jampa@xtra.co.nz

External advice may be sought from:
 EMA Legal Advice

1.4 Misconduct/Serious Misconduct

1.4.1 Misconduct

Misconduct includes (but is not limited to) poor attendance, poor work performance, behavioral problems and poor work safety methods.

1.4.2 The following items shall constitute misconduct:

- i) Failure to report to work without notifying the President or Association Manager of the reason.

- ii) Failure to complete the normal day's work except in circumstances of sickness or emergency.
- iii) Persistent lateness
- iv) Working in an unsafe manner.
- v) Leaving the assigned place of work during work hours without the permission of your supervisor or the President.
- vi) Misuse or unauthorised use of MAWSA property, including internet facilities.
- vii) Deliberate use of abusive language causing offence to another person while on Mawsa business or MAWSA premises.
- viii) Not complying with time recording procedures.
- ix) Preventing or interfering with another person carrying out work functions.
- x) Failure to report work-related accidents.
- xi) Failure to achieve stated objectives or required work standards.
- xii) Deliberate avoidance of duties.
- xiii) Any other action, which, by its nature and in light of reasonable community standards, can be regarded as misconduct.

Note: *The above list is not exhaustive and where there is negligence or an act is carried out by an individual which is not specifically covered by these rules but is of a similar nature, MAWSA reserves the right to implement the disciplinary procedure (see below).*

1.4.3 Serious Misconduct

The following are examples of what constitutes serious misconduct and shall result in instant dismissal and/or expulsion from MAWSA membership:

- i) Refusal to perform assigned work or walking off the job.
- ii) Unauthorised possession or willful damage of another staff members', Executive's, or any other person's property without consent.
- iii) Physical or verbal violence (including threats or intimidation) against any persons or MAWSA property.
- iv) Falsification of MAWSA timesheets or records.
- v) Falsifying medical certificates, birth certificates, character references, application forms or other similar documents
- vi) Copying or divulging confidential MAWSA information without Executive authority.
- vii) Inability to carry out duties due to the consumption of drugs or alcohol.
- viii) Sexual harassment of other members of staff, Executive, or other person while on MAWSA business.
- ix) Harassment of any person(s) – such as on the basis of sexual, religious, gender or nationality, or any other form of such unacceptable behavior and attitude.
- x) Requesting, storing, downloading and/or distributing objectionable material from the internet/web.
- xi) Misrepresenting MAWSA for personal gain, or seeking or accepting unsolicited bribes or inducements.
- xii) Negligence, incompetence, or disobedience, which seriously jeopardizes safety, property or the good conduct of MAWSA.
- xiii) Any misrepresentation at an interview, or in their application for a position, subsequently discovered during the performance of their position.
- xiv) Any actions that brings MAWSA into disrepute.
- xv) Any other action that, by its very nature, and in light of reasonable community standards, can be regarded as serious misconduct.

Note: *The above list is not exhaustive and where there is negligence or an act is carried out by an individual which is not specifically covered by these rules but is of a similar nature, MAWSA reserves the right to implement the disciplinary procedure.*

1.5 Disciplinary procedures

Where an act or omission by an employee relates to misconduct (see above) or poor performance (except in cases of serious misconduct where summary dismissal is warranted), a warning procedure will be followed by the President/Association Manager.

1.5.1 Performance/warning procedures

In the case of a first offence a verbal, followed by a written, warning shall be given and shall include:

- i) A statement of the problem.
- ii) Identification of any rule that has been broken
- iii) Any consequences that may have resulted from the breach.
- iv) The corrective action required of the individual/
- v) The proposed action by the Executive if corrective action is not taken.
- vi) A reference to any previous verbal warning(s) and the date(s) given

In the case of a second offence a written warning shall be given and shall include:

- i) A statement of the problem.
- ii) Identification of any rule that has broken.
- iii) Any consequences that may have resulted from the breach.
- iv) The corrective action required of the individual.
- v) The proposed action by the Executive if corrective action is not taken.
- vi) A reference to any previous warning(s) and the date(s) given.

Note: *The giving of a warning is not restricted to repetition of the same offence committed by the individual.*

In the case of a third offence:

- i) Dismissal

Note: *In any case, if the sub-standard work performance or misconduct is sufficiently serious the first and/or second warning may be by-passed and a final written warning given.*

The understanding is that all cases of discipline should be treated according to the facts of the case. When any disciplinary action is considered every opportunity will be provided for the individual to present his/her side of the story.

1.6 Dispute Resolution

In the event of an employment relationship dispute arising, MAWSA is committed to ensuring appropriate resolution.

The following is a "plain language" explanation of services available for the resolution of employment relationship problems.

An "*employment relationship problem*" is any problem relating to or arising out of the employment relationship. It includes personal grievances and disputes about the interpretation, application or operation of employment agreements but does not include

any problems relating to or arising from fixing new terms and conditions of employment. (e.g. bargaining, contract variation).

This clause sets out the procedure to be followed and services available to help resolve any employment relationship problem that might arise during the term of the agreement.

1.6.1 Step One:

- a) The problem should be referred to the Association Manager in the first instance in order that the problem can be dealt with speedily and effectively.
- b) In the absence of the Association Manager, the problem should be referred to the President. The President must inform the Association Manager of the situation as soon as possible.
- c) If the Association Manager or President are both unavailable, the matter may be referred to the Vice President who will then inform the Association Manager and President as soon as possible.
- d) Executive or staff members may use a representative to act on their behalf if they are uncomfortable with raising the problem themselves.
- e) If the problem relates to a personal grievance (see definition below) you or your representative must raise it by providing a written statement setting out:
 - i) The nature of the grievance
 - ii) The facts relied upon, and
 - iii) The remedy you seek to achieve.

If for some reason you do not wish to raise the problem with this person or the Association Manager, you (or your representative) can refer it instead to the President. It is agreed that this process shall constitute "reasonable steps" for the purpose of s.114, Employment Relations Act 2000.

Note: *A personal grievance must be raised with 90 days of the action giving rise to it or coming to your attention whichever is the later - if you fail to do so we shall not be obliged to give the matter further consideration unless you make an application to the Employment Relations Authority for leave to raise it outside the 90-day period*

1.7.2 Step Two:

If the problem is not resolved to your satisfaction within 21 days of raising it, it may be referred by either of the Association Manager or President to:

- i) The Mediation Service of the Department of Labour,
Or
- ii) It may be agreed to refer the matter to Arbitration of other alternative dispute resolution providers. If the matter is referred on, it will not preclude the problem from being referred to the Mediation Service of Employment Relations Authority.

Note: *To help resolve employment relationship problems that cannot be satisfactorily dealt with at employer or management level, the Department of Labour provides a variety of mediation services. The Department has telephone, fax, internet and e-mail services where relevant information can be found or that indicate where relevant information can be found. The Department also publishes pamphlets, booklets, brochures and codes that may be of assistance. Where further help is needed, the Department has mediation specialists who will help find the best way to resolve a particular problem.*

1.7.3 Step Three:

If settlement is not reached through mediation (or through any alternative agreed procedure), an application can be made to the Employment Authority that will resolve the matter if it is satisfied that we have first attempted to resolve the problem in good faith through mediation.

1.7.4 Personal Grievance means:

Any claim by an employee against the employee's employer or former employer that the employee has (in relation to the employee's employment) been unjustifiably dismissed; unjustifiably disadvantaged with respect to conditions of employment; discriminated against on prohibited ground; sexually harassed; racially harassed; subjected to duress in relation to membership or non-membership of a union or employee's organisation.

To contact the Department of Labour:

Telephone: 0800 800 863

2.0 Confidentiality

In undertaking MAWSA tasks, staff and/or Executives have access to confidential and/or privileged information. Each person is required to ensure that such information is not conveyed to any other person or organisation other than is necessary for the course of MAWSA business.

For the advocacy service, confidentiality is of the utmost importance and personal information will only be shared with the permission of the person or persons involved. The advocacy service must actively discuss who and what can be shared about the case. Confidentiality can be broken for the purposes of safety, if harm to the individual or to others is a concern, and this will be discussed with the individual(s) involved. Cases may also be discussed for the purposes of professional supervision, and will remain confidential between the supervisor and Advocate.

3.0 Alcohol and Drugs

Alcohol and drugs (including some medications) can seriously impair performance in the workplace. Staff and Executive members are not permitted to conduct MAWSA business under the influence of alcohol, drugs or any other substance that may impair their judgement.

No Executive or staff member will be permitted to operate equipment that is owned, leased or rented by MAWSA if they are considered under the influence of any of the above substances.

Any member of the Executive or staff who are found using illegal substances, or found to be under the influence of alcohol, while attending conferences, hui or training; will be immediately sent home from the venue and will be expected to reimburse MAWSA for all costs incurred for their attendance at said event.

4.0 Smoking

In accordance with the Smoke Free Act and Massey University Policy there is to be no smoking on campus other than the designated smoking areas.

5.0 Fraud and Theft Prevention

5.1 Objectives:

- 5.1.1** To prevent and detect theft and fraudulent actions by persons who are employed or contracted by MAWSA or who are service recipients of MAWSA.
- 5.1.2** To conduct any investigation into any theft or fraudulent actions in a manner that conforms to the principles of natural justice and is procedurally just and fair.
- 5.1.3** To establish systems and procedures to guard against the actions of theft and fraud. The Association Manager is to report such actions to the MAWSA President as prescribed in the guidelines below.

5.2 Guidelines:

- 5.2.1** As preventative measures against theft and fraud, the Association Manager is to ensure that the association's physical resources are kept secure and accounted for, including ensuring that:
 - a) The Association's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards set out in the Public Finance Act 1989, Section 45C(b) and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
 - b) Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Association Manager are proven competent to carry out such responsibilities, and that such persons are held accountable for the proper execution of their responsibilities.
 - c) All staff members are aware of their responsibility to immediately inform the Association Manager should they suspect or become aware of any improper or fraudulent actions by staff, executive, suppliers, contractors, students or other persons associated with MAWSA.
- 5.2.2** In the event of an allegation of theft or fraud the Association Manager (or MAWSA President in the absence of the Association Manager) shall act in accordance with the following procedures:
 - a) Immediately refer the matter to the New Zealand Police or proceed as outlined in this paragraph.
 - b) So far as it is possible, and within 24 hours, the Association Manager is to:
 - i) Consult with the person(s) who provided the information and request a written statement from them. The statement is to include details as to the nature of the theft or fraud, the time and circumstances in which it occurred, the quantity and/or value of the theft or fraud and the person(s) allegedly involved;
 - ii) In cases where the person(s) is/are unwilling to provide a written statement, record details of the allegation as per 5.2.2b (i) above;
 - iii) Decide on the initial course of action to be taken, including informing and consulting with the MAWSA President and/or Vice President.
 - c) In conjunction with the MAWSA President, the Association Manager shall decide whether or not a *prima facie* case of theft or fraud exists.
 - d) Where a *prima facie* case is deemed *not* to exist, then the Association Manager is to document this decision and record that no further action is to be taken.
 - e) Where a *prima facie* case is deemed to exist, then the Association Manager shall:

- i) In writing, inform the person who is the subject of the allegation of theft or fraud concerning the allegation that has been received;
 - ii) Meet with the person (and his or her representatives if desired) to discuss the allegation;
 - iii) Obtain a written response from the person. (If they wish to supply only a verbal response, then the written response is deemed to be the minutes of the meeting described in 5.2.2e (ii), with the accuracy of the minutes attested by all persons present.);
 - iv) Advise the person in writing of the processes that will be followed thereafter.
- f) Further, the Association Manager may, as appropriate:
 - i) Investigate the matter further and, if necessary, commission an independent expert investigation and/or seek legal advice;
 - ii) In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
 - iii) Inform the Association's auditors and/or accountants.
- g) Once all available evidence is obtained, the Association Manager shall consult the MAWSA President. The MAWSA President may, if necessary, seek legal or other advice as to what further action should be taken. Possible actions include, but are not restricted to:
 - i) Taking no further action;
 - ii) Invoking appropriate disciplinary procedures contained in any applicable contract of employment should the person be a staff member;
 - iii) Referring the matter and copies of all documentation to the New Zealand Police.

5.2.3 The procedures outlined in 5.2.2 are to be followed *mutatis mutandis* where there is more than one person involved in the allegation.

5.2.4 The Executive recognise that supposed or actual instances of theft or fraud can affect the rights and reputation if the person(s) implicated. Therefore the following principles shall apply:

- a) All matters related to this case shall remain strictly confidential;
- b) All written information is to be kept secure;
- c) Should any staff or executive member disclose information related to an alleged or proved case, the Association Manager and/or the MAWSA President shall decide whether a breach of confidence occurred and whether further action is required. Any such action must align with the pertinent conditions contained in any applicable contract of employment and/or code of conduct by which the person is bound.

5.2.5 Any intimation or written statement made on behalf of the Association and related to any instance of supposed or actual theft or fraud shall be made by the MAWSA President who shall do so after consultation with the Association Manager.

5.3 Allegations concerning the Association Manager or a Trustee

5.3.1 Any allegation concerning the Association Manager should be made to the MAWSA President. The President will then advise the accountants and auditors and investigate in accordance with the requirements of this policy.

5.3.2 Any allegation concerning the Mawsa President should be made to the Association Manager. The Association Manager shall then inform the MAWSA Executive, accountants and auditors and investigate in accordance with the requirements of this policy.

6.0 Harassment (including Sexual Harassment)

MAWSA is committed to providing an environment that is free from harassment of any kind.

6.1 Harassment is a form of discrimination and is unlawful under the Human Rights Act 1993. Harassment of any kind is defined broadly as:

Any behaviour directed towards an individual or group that a reasonable person, having regard to the circumstances, would expect to insult, intimidate, victimise or disadvantage the recipient, and which is unwelcome, hurtful or offensive to the recipient; and is repeated, or is of such significance as to adversely affect the recipient's employment or well-being.

6.2 Harassment includes but is not confined to the following categories:

6.2.1 Discrimination:

Conduct which is likely to result in less favourable treatment, or create a less favourable environment, for any person/group than for another under similar circumstances, by reason of any of the prohibited grounds set out in the Human Rights Act 1993:

- Sex, including pregnancy and childbirth
- Marital status
- Religious belief
- Ethical belief
- Colour
- Race
- Ethnic or national origins, which includes nationality and citizenship
- Disability
- Age
- Political opinion
- Employment status
- Family status
- Sexual orientation.

Discrimination may arise from official statements, actions, omissions, decisions or policies as well as from informal or personal statements or conduct. It may also be indirect, that is it may have the effect of treating someone differently on a prohibited ground, even if the discrimination is not explicit.

6.2.2 Sexual Harassment:

Sexual Harassment may occur irrespective of the recipient's gender. It is unwanted attention of a sexually orientated nature. It may include an implied or express promise of reward for complying with a sexually orientated request and/or an implied or expressed threat of reprisal for not complying with a sexually orientated request.

Examples of sexual harassment include but are not limited to:

- Offensive verbal comments of a sexual nature
- Sexual or smutty jokes
- Repeated comments or teasing about someone's alleged sexual activities or private life
- Persistent, unwelcome social invitations, telephone calls or emails from other students

- Following someone home from university
- Offensive hand or body gestures
- Leering or ogling
- Unwelcome physical contact e.g. patting, pinching, touching or putting an arm around another person
- Provocative visual material in either hardcopy or electronic media.

6.2.3 Personal Harassment

Personal harassment means any behaviour by a student, which explicitly or implicitly intimidates, humiliates, undermines or dominates another person; or involves the use of abusive and/or threatening language, verbal or physical threats; or any form of physical assault.

6.2.4 Bullying

Bullying is a form of personal harassment, as described above, which is characterised by repeated and persistent offensive, abusive, intimidating, malicious or insulting behaviour. Overt bullying can include:

- Threats and intimidation
- Manipulation and coercion to do things against one's will
- Verbally abusive or degrading language or gestures
- Shouting, yelling; using a raised voice and unpleasant tone
- Unexplained displays of rage
- Constant humiliation
- Belittling remarks either to the recipient, publicly, or behind their back.

6.2.5 What Harassment Is Not:

The following are examples of behaviours that are *not* considered to be harassment or bullying:

- Friendly banter, light-hearted exchanges, mutually acceptable jokes and compliments
- Friendships, sexual or otherwise, where both people consent to the relationship
- Assertive expressing of opinions that are different from others'
- Words or actions that are directed at the advancement of knowledge, add to critical debate, or which serve as pedagogical framework and which are not targeted at individuals.
- Free and frank discussion about issues or concerns, without personal insults
- Legitimate criticisms made to another student about their behaviour or academic performance (which is not expressed in a hostile, harassing manner).

6.3 Dealing with Harassment

6.3.1 MAWSA endeavors to protect staff, students and visitors from harassment and to handle any complaints of alleged harassment fairly, swiftly and effectively in accordance with relevant current legislation (in particular Human Rights Commission Act 1977, Human Rights Act 1993 and Employment Relations Act 2000).

6.3.2 Any complaints of harassment involving members of the Executive, should be directed to the Mawsa President or if this is not appropriate the Mawsa Welfare Vice President. Complaints involving students may also be directed through University harassment channels such as the

[Harassment Contact People](#)¹ at any time. Any complaints of harassment involving MAWSA staff should be directed to the Association Manager.

- 6.3.3** Anyone involved in a harassment case complaint are able to have a support person act on their behalf.
- 6.3.4** Anyone who would like assistance with the preparation of a complaint can approach the MAWSA advocate or a [University Harassment Contact Person](#)¹.
- 6.3.5** Where a complaint of harassment is received, the President will investigate promptly, thoroughly and in a manner that preserves the dignity and respect of the parties.
- 6.3.6** The President will maintain a fair and impartial investigation and appeal process. This process will be culturally appropriate, adequate records will be kept and MAWSA will ensure there is appropriate training to ensure the President and Vice-President are equipped with the skills to undertake these roles.
- 6.3.7** MAWSA will work within the Massey University harassment policies.

7.0 Intellectual Property

All work produced for the Association by an employee under their conditions of employment or otherwise and the right to the copyright and all other intellectual property in all such work is to be the sole property of the Massey at Wellington Students' Association.

8.0 Health and Safety

- 8.1** MAWSA has a responsibility under the Health and Safety at Work Act 2015 to take all practicable steps to ensure that staff will be kept safe at work. To comply with this, MAWSA must:
 - Provide and maintain a safe working environment to prevent from harm.
 - Provide and maintain facilities and training for the safety and health of staff at work.
 - Ensure equipment at the place of work is safe.
 - Ensure that working arrangements are not hazardous to staff by identifying all hazards in the workplace and then eliminating, isolating or minimizing them.
 - Develop procedures for dealing with emergencies that may arise whilst staff or visitors are at the office.
 - Have accident reporting procedures that include notifying Worksafe New Zealand in the case of a notifiable event, (which is defined in the Act), occurring in the workplace.
- 8.2** MAWSA is committed to protecting staff and visitors from personal injury. In meeting this commitment, MAWSA shall:
 - Provide a safe workplace, safe equipment and proper materials;
 - Establish and ensure the use of safe practices at all times;

¹ www.massey.ac.nz/massey/student-life/services-and-resources/harassment-resolution/campus-contacts

- Comply with all legislative requirements including the Health and Safety at Work Act (2015)
- In addition to this staff and Executive members have a responsibility to observe safe work practices and rules relating to their work and to not cause intentional harm to others. This involves promptly recording accidents and unsafe work conditions and attending any health and safety training that may be necessary.

9.0 Marketing

9.1 MAWSA has a commitment to marketing in order to make students aware of the services and to encourage involvement by students in the decision-making processes of the Association.

9.2 To achieve this goal an annual marketing plan will be developed, with budgets, and approved by the Executive.

MAWSA supports the trading in promotional clothing e.g. t-shirts & sweatshirts.

9.3 Any promotional material for events should have MAWSA logo placement.

Any material featuring the MAWSA logo must be signed off by the President, Vice President or Association Manager.

10.0 Mawsa Digital Media Use Policy

The purpose of this policy is to keep participants safe from online bullying and harassment. The policy aims to create an environment where online communications are shaped by a 'cause no harm' principle.

10.1 The Online Environment

The online environment can be tricky, as anyone posting can't see the direct action or effect their comments have on the person they are posting to. It can be easier to say things online that are harsher than would be said face to face because the immediate effect is not seen. These harsh comments can quickly increase in both volume and audience in the digital environment and be overwhelming for the people involved.

When posting comments or communications online we encourage students to consider if the comment is something they would say to the person face to face, and if a group view is strengthening the force of their comments. People posting are also encouraged to consider that they cannot see the other person and their reactions to what is being said, thus misinterpretations can be easy. Social media users should consider if potentially inflammatory conversations could be held more productively face to face. This is not to say that face to face conversations are without the potential for bullying and harassment (and are covered by University bullying and harassment policy), but face to face can allow for better interpretation of meaning.

10.2 Bullying And Harassment Definitions:

Massey has clear bullying and harassment definitions, and has a zero tolerance on these behaviours. The following definitions seek to mold existing definitions into an online context. These definitions can be viewed [here](#)².

10.2.1 Online Bullying

Online bullying means any posts or other online interaction, which explicitly or implicitly intimidates, humiliates, undermines or dominates another person; or involves the use of abusive and/or threatening language or symbols.

Overt bullying can include:

- Threats and intimidation
- Manipulation and coercion to do things against one's will
- Abusive or degrading language, symbols or other visual material
- Humiliation
- Belittling remarks either to the recipient or behind their back.

10.2.2 Harassment

Online harassment is a form of bullying, as described above, which is characterised by being repeated and persistent. It included offensive, abusive, intimidating, malicious or insulting online posts or interactions.

10.2.3 What Bullying and Harassment Is Not:

The following are examples of behaviours that are *not* considered to be harassment or bullying:

- Friendly banter, light-hearted exchanges, mutually acceptable jokes and compliments
- Friendships, sexual or otherwise, where both people consent to the relationship
- Assertive expressing of opinions that are different from others'.
- Words or actions that are directed at the advancement of knowledge, add to critical debate, or which serve as pedagogical framework and which are not targeted at individuals.
- Free and frank discussion about issues or concerns, without personal insults.
- Legitimate criticisms made to another student about their behaviour or academic performance (not expressed in a hostile, harassing manner).

There may be situations that one party considers to be banter and the other finds offence at the comments. It is advisable that people involved seek to understand the other perspective, and seek support if this is not achievable.

10.2.4 Areas to Be Aware Of:

- Online users should not use abusive, indecent or insulting words -this includes any inappropriate reference to ethnic origin, colour, race, nationality, faith or religion, gender, sexual orientation or disability. By sharing anything of this nature, you then become responsible for its content.
- Users should not react to potentially provocative messages sent by others
- Users should not post when you are in a bad mood or immediately after a tough situation

² www.massey.ac.nz/massey/student-life/services-and-resources/harassment-resolution/what-is-harrassment

- Once posted online, content can always be tracked back to the user. This is true even if it is deleted.
- Images of illegal activity can be traced back to users. Students should also be wary of posting photos of activities that may be accessed by future employers such as excessive drinking.

10.3 MAWSA Takes Online Bullying and Harassment Seriously

MAWSA takes online bullying and harassment seriously and will take concerns raised seriously. MAWSA aims to educate students about online safety in the first instance. Complaints can either be addressed through Mawsa bullying and harassment policies, or through Massey's bullying and harassment policies, depending on who is involved.

NOTE: *If any person feels that any Facebook group or any other online site they are part of has breached these guidelines they should let MAWSA or one of the [harassment contact people](#)¹ know. They will work with you to address the situation and have a number of options to help including mediation.*

11.0 MAWSA Social Media Accounts

- 11.1** The MAWSA website (www.mawsa.org.nz) shall be run with equal input from the governance and management bodies. As such, content for the website shall be uploaded by the MAWSA designer and executive member (preferably a Vice President).

The MAWSA executive shall have the final say on MAWSA website content, and can require content to be amended if necessary.

- 11.2** The MAWSA Facebook page shall be updated by MAWSA staff and the Executive member who holds the social media portfolio. All communications with students via social media shall be in accordance with the social media policy, and all information posted must be in the best interests of the student population.

12.0 Asset Management

As part of good business practice, MAWSA will take a yearly inventory of its assets to ensure MAWSA knows what resources they have available for their members. The Association Manager shall keep a record of this on file.

- 12.1** These assets are not available for personal use unless prior consent has been sought from the President.
- 12.2** Assets that are available for member use will have a loan form to go with them, which must be signed before use. It is the Association Managers job to make sure this is abided by, and their job to enforce the consequences if the loan agreement has not been met. (The consequences such as cleaning costs, shall be outlined on the loan form).
- 12.3** Any equipment removed from the office is to be noted and returned by the agreed time.

- 12.4** MAWSA shall maintain a cell-phone for the President so that they are able to conduct MAWSA business at all times. Personal calls made on this must be paid for on receipt of the monthly account unless it is a part of the Presidents employment agreement.

13.0 Security

- 13.1** Security of MAWSA property is the responsibility of all staff and Executive members.
- 13.2** The last person in the building is responsible for ensuring that windows are closed; the office locked and the building alarmed.
- 13.3** Cash shall be locked in the safe located in the Co-Lab office.
- 13.4** Keys for the association are primarily the responsibility of the President and Association Manager.

Financial

14.0 Signatories for Bank Accounts

- 14.1** For all MAWSA accounts, there are to be up to four signatories: the MAWSA president, up to two Vice Presidents, and the Association Manager and the Financial Administration Officer on approval from the Executive.
- 14.2** Two signatures shall be required for all financial authorisations. A Vice President and President shall not (unless in the case of an emergency) sign together.
- 14.3** Where a single financial transaction exceeds \$15,000, a management signatory and an executive signatory must authorise.
- 14.4** Monthly accounts payable run must be sighted and authorised by the President or a Vice President. Accounts incurred that are not within the authorized budget and operations of the MAWSA office must be authorized by the MAWSA President and one Vice President before being processed.

15.0 Reporting to the Executive

An electronic list of accounts payable and receivable shall be authorized by the MAWSA President or one Vice President each month.

- 15.1** A financial report shall be prepared by the Association Manager at the end of each month and will include:
- A printout of all bank transactions for the MAWSA trading account for the reporting month.
 - A printout of bank accounts showing all account balances
 - Profit and Loss for year to date, budget versus actual from Xero accounting system
 - Profit and loss showing tracked areas of MAWSA operations e.g. functions and events, clubs, general operations from Xero accounting for financial year to date
 - Any report asked for by the Executive that will give clarity and understanding to the financial position

- 15.2** Twice yearly, a set of financial accounts will be presented to the Association by the Association Manager, or Chief Financial Officer if different:
- i. By 30 June, an interim financial report prepared by Accountant to that date
 - ii. By 31 December, a full set of audited financial statements for financial year end.
- 15.3** All financial statements and accounts are to be accessed by the President or Vice Presidents on request.

16.0 Financial Processes

- 16.1** Where a cost is budgeted, the President can expend up to \$300 without prior Executive approval. This does not include the payment of accounts. All unbudgeted expenditure must have approval from the Executive first.

16.2 Invoicing

- i. All accounts payable and receivable are to be authorized by two approved account signatories before final process.
- ii. Invoicing accounts receivable to be sent at end of each month service is delivered or contracted.

16.3 Cash and Cheques

All cash and cheques received are to be banked into the MAWSA trading account as soon as practically possible within 24 hours of being received.

16.4 Float

Where a cash float is requested for an event this will not exceed \$400 and will be arranged by the Association Manager

16.5 Petty Cash

A maximum of \$100 petty cash is to be held in the safe. Full receipt and account transactions are to be recorded. If petty cash is required, this is to be approved by Financial Administration Assistant or the Association Manager

16.6 EFTPOS Cards

The Association shall have EFTPOS cards in the name of the President and the Association Manager. The cards shall be kept in the safe in the Co-Lab office and shall be signed out in the appropriate log sheet when being used. The amount on each card shall not exceed \$100 unless authorised by the Association Manager or the President.

16.7 Financial Transactions

- i. Where possible all transactions are encouraged through the use of the EFTPOS terminal.
- ii. All financial accounting transactions are to be made online through direct credit to creditors' nominated bank account
- iii. Where cash is received, a receipt shall be issued.

17.0 Expenses

17.1 Use of private vehicles

Reimbursement will be made at a rate of 72c per kilometer. This rate shall be full for use of vehicle and fuel costs. Any such vehicle must be warranted and registered. Use of private vehicle must first be authorised by the Association Manager. Distances shall be calculated according to the AA guide of the current year.

17.2 Use of MAWSA vehicle

Drivers of the MAWSA vehicle must be approved by the MAWSA Association Manager and abide by all applicable rules and guidelines, including the MAWSA vehicle policy. All drivers must disclose any driving convictions, demerits and suspensions before use of the Mawsa vehicle. All drivers must have current and full New Zealand Driver's License.

17.3 Use of hire vehicles

MAWSA shall pay for the use of hire vehicles used, only when the MAWSA vehicle is unavailable, if approved by the Association Manager.

17.4 Accidents

MAWSA will not be responsible for any costs associated with any accident/incident where the Student Association driver is negligent. In the case of an accident where the Student Association driver is not at fault, then MAWSA will pay costs as necessary.

17.5 Airfares

Where travel by air is necessary because of time and distance, every effort should be made to get the cheapest possible flights by booking well in advance or bulk booking.

17.6 Meal Allowances

Where meals are not pre-paid or invoiced (registration costs for nation conferences normally include some meals) allowances shall be paid to staff and Executives. Presentation of receipts shall be required. A cap of \$12.5 for lunch and \$25 shall apply to reimbursements.

18.0 Debt Recovery

As part of good financial practice, and to ensure that MAWSA maintains an unqualified auditor's report, MAWSA shall maintain a debt recovery program at all times to recoup all overdue accounts.

If due payment date is not met, a reminder shall be sent within 10 days requesting payment and asking the debtor to contact MAWSA Association Manager if they are having difficulties.

If there is no response by 20th of the following month, a phone call shall be made to the debtor to confirm expected payment date and to advise that we expect payment by the end of the present month or the debt will be passed to our debt recovery service.

If payment is not received, the debt shall be lodged with our debt recovery service, NRC.

19.0 Purchase Orders and Quotes

All purchase orders must be authorised by Association Manager and an order form must be filled out and presented when the order is placed. The order form number is to be the reference.

19.1 Quotes

Where asset purchases or services are to be purchased by MAWSA, a minimum of two quotations are to be obtained for comparison.

Employment

20.0 Staff Appointments

20.1 Applicants for staff appointments shall be interviewed by a panel consisting of the President, the Association Manager, and an external body with relevant expertise agreed on by the President and Association Manager.

20.2 MAWSA is an Equal Employment Opportunities employer and therefore does not discriminate on the grounds of gender, ethnicity, sexual orientation, disability or other grounds given protection by Human Rights legislation and/or the Employment Relations Act, and any other relevant legislation.

20.3 If appointing a new Association Manager, the panel shall consist of the President, Vice President and a person appointed by the Executive.

20.4 The panels' decision shall be final and the Executive will be notified of the successful applicant for each position.

20.5 Trial Period

20.5.1 Upon employment, the staff member shall enter into a trial period pursuant to the Employment Relations Act 2000 section 67A as per the following:

- a) The trial period shall be for 90 days and shall start at the commencement of the staff member's employment.
- b) During the trial period the employer may dismiss the employee and;
- c) If the employer does dismiss the employee, the employee is not entitled to bring a personal grievance or other legal proceedings in respect of the dismissal.

20.5.2 The employee shall remain employed after the ninety days if they have proved to the Association manager that they have:

- a) Proven the necessary skills, aptitude and attitude necessary for the position.
- b) Punctuality, integrity and commitment to the position.
- c) Co-operated in reasonable manner with the other employees of the Association in order that the Association's business can operate in an efficient and business-like manner.

21.0 Leave

21.1 Annual Leave

- i. After each year of employment, staff shall be entitled to four weeks annual leave. This entitlement shall accrue on a daily basis and shall be taken at times as shall be mutually agreed between the Association Manager and staff member. In the case of the Association Manager, it shall be agreed between the President and Association Manager.
- ii. Annual leave shall be paid in the pay period that relates to the period in which the leave was taken. Annual leave will otherwise be allowed and paid or in accordance with the provisions of the Holidays Act 2003.
- iii. Annual leave shall be taken within one year of the entitlement arising. Annual leave shall only be accumulated with the prior written consent of the Association.
- iv. At the discretion of the Association Manager sick leave may be paid in advance. If an employee leaves their employment before new leave is accrued this leave will be deducted from their other leave entitlements and final pay.

21.2 Sick Leave

- i. In accordance with the provisions of the Holidays Act 2003, after six months of employment, staff members are entitled to up to 5 days sick leave on pay each year. Sick leave may be taken if the staff member, their spouse/partner or a dependent is sick or injured.
- ii. The Association may require the staff member to produce satisfactory evidence of sickness or injury for which sick leave has been claimed for more than 3 days, from a medical practitioner or where the Association reasonably suspects the cause of the illness or injury may not be genuine.
- iii. Sick leave entitlements may be carried over up to 15 days from one year to the next, up to a maximum of 20 days current entitlement in any year.

21.3 Bereavement Leave

- i. In accordance with the provisions of the Holidays Act 2003, in the case of the death of a spouse, parent, child, sibling, grandparent, grandchild or spouse's parent, a staff member is entitled to take up to three days leave for each bereavement.
- ii. In the case of the death of any other person whose death the Association accepts has caused the staff member to suffer bereavement, the staff member shall be entitled to one days bereavement leave.

21.4 Leave without pay

Upon application, a staff member may be granted special leave without pay on whatever conditions is agreed between the staff member and the Association Manager.

22.0 Responsibilities

All staff employed by MAWSA must have a current position description and employment agreement which shall include details of remuneration, hours of work and leave conditions.

All staff employment agreements shall be negotiated between the individual staff member concerned, the Association Manager and the President on behalf of the Executive.

The employment agreement for the Association Manager shall be negotiated between the Association Manager and the President on behalf of the Executive.

Any difficulties in negotiation must be brought to the attention of the Executive immediately at its next meeting.

The Association Manager shall be responsible to the President on behalf of the Executive.

The staff shall be responsible to the Association Manager on behalf of the MAWSA Executive.

23.0 Training & Professional Development

23.1 Funds shall be allocated in the annual budget for the training of staff and Executive.

23.2 Training needs for both staff and Executive members shall be identified as an outcome of performance appraisals and the identification of specific skills required for their positions.

23.3 Training requirements and courses for staff will be discussed and, where possible, assigned at the performance review meeting.

23.4 Training courses must be provided by an accredited professional.

23.5 Applications to attend training courses must be presented and approved by the Executive in writing to be considered at the next meeting. This written presentation must include details of the workshop such as the duration, venue, cost, objectives and benefits to the applicant and the association.

Executive

24.0 Executive Access to, and Use of, MAWSA Office and Facilities

MAWSA shall work on the basis of Governance and Management. This means that one side is Management (staff) and the other is Governance (Executive). Although everyone must work together, the functions are different.

To ensure this important distinction is maintained the following rules shall be followed:

- If an Executive requires photocopying or printing they shall use the swipe card allocated to the president. For stationery or other items they shall ask the Association Manager to acquire it for them from.
- Staff often have to deal with confidential and sometimes sensitive matters and as such confidential documents may be on their desks. Executives shall respect this if they are in the office at any time.

- If there are any problems with these arrangements the situation shall be discussed with the President in the case of Executive and with the Association Manager in the case of staff.
- The MAWSA staff and Executive shall be entitled to use the MAWSA kitchen facilities including consumption of tea, coffee and milk.
- The MAWSA Executive office shall be reserved for Executives only, students who are not involved with MAWSA are not permitted to use the Executive office facilities.

25.0 Executive's Remuneration

- 25.1** The Executive shall receive payment for attending Executive and College Board meetings.
- 25.2** The Executive shall receive pay for assisting with MAWSA events (clubs, advocacy and events team). This pay shall come from the budgets of the activity of which they are assisting with.
- 25.3** The Executive team shall hold individual portfolios. Each portfolio shall have allocated hours. Executives who hold a portfolio shall submit their actual hours each fortnight for payment.
- 25.4** The Executive are responsible for communicating their hours worked in a timely manner, these will be paid in the next pay run.

26.0 Computers

- 26.1** MAWSA computers in the MAWSA executive office are provided for the use of MAWSA President, Vice Presidents and Executive team.
- 26.2** Use of internet facilities shall be strictly for MAWSA purposes. This may include communication, resource searches, acquisitions and professional development.
- 26.3** Inappropriate or offensive material shall not to be accessed through these facilities. Such misuse shall constitute misconduct and disciplinary procedures will be instigated.
- 26.4** The Massey Code of Conduct for the use of computers and internet shall be adhered to.
- 26.5** The Massive team shall be provided with computers (paid for with Massive grant money). MAWSA shall provide internet access via the University. The Massive team must comply with Massey's use of computers and internet policy.
- 26.6** The computers in the Co-Lab space are leased from Massey. The MAWSA staff using them shall be provided Massey University logons, email addresses and access to software.

27.0 Reporting

As part of their remuneration, Executive members shall be required to submit written reports throughout the year as follows:

27.1 Fortnightly Reports

A report shall be presented according to the template provided to the Executive and shall be presented and/or discussed at each fortnightly meeting. It shall summarise what each Executive has been working on for the previous fortnight and also express what goals they wish to achieve before the next Executive meeting. These reports shall then be submitted to the President to evaluate the progress of the Executive and to provide evidence of the work of each team member throughout the year.

27.1.1 Final Reports

The final fortnightly report shall include additional information for the handover to new executive members of each position to aid with the training of newly elected members starting out in the association. This will help new executives to be aware of what their position has involved previously and what work is expected of them in their role.

27.2 End of Semester Reports

A report shall be presented according to the template available on the executive resource disc and shall be submitted twice a year and summarise the Executive's work in that semester. This helps increase transparency and helps the President evaluate remuneration.

27.3 Event Reports

As part of the Executive portfolio, a report shall be submitted after an executive member conducts an event for their constituents. It is a review that helps show the effectiveness of the Association's spending in regards to the event.

27.4 End of year Reports

A report shall be submitted at the end of the year to act as a closing to the Executive's role for the year. Important contacts, events and other activities should be included as this report also acts as handover notes for new executive members.

28.0 Elections

The election policy for Executives shall be set out in the MAWSA Constitution.

29.0 MAWSA Grants

A portion of the annual budget shall be set aside to accommodate requests for grants, which shall be awarded in accordance with the following objecting: "to promote the welfare, intellectual, educational, social, cultural and recreational interests of members of the association". The following policy guidelines shall be referred to when considering grant applications.

29.1 Events Grants

A budget line shall be established within the Events budget to enable MAWSA to award a grant of \$250 per month and shall be awarded on a case by case basis. The purpose of this is to assist students with the organisation and successful completion of events. Events grants shall also enable MAWSA to aid events that shall be of benefit to students (E.g. contributing to an event co-organised by Massey and MAWSA).

29.1.1 Events grant application process:

1. Applicants shall meet with the events coordinator to discuss the viability and details of events.

2. Applicants shall submit an event grant form if approved by events coordinator.
3. The application shall be submitted to the events grant committee
4. If approved, the events coordinator shall assist applicant(s) in organising the event.
5. Either
 - i. Applicant(s) shall fund the event and then be reimbursed by MAWSA, or
 - ii. MAWSA shall be invoiced by service provider(s), which shall be paid for directly using approved grant money, or
 - iii. A MAWSA employee or MAWSA exec shall assist applicant(s) in person to purchase goods or services needed to fulfill event
6. Applicants shall return an event report assessing the success or failure of the event.

29.2 Clubs Grants

A budget line shall be established within the Clubs budget for grants to be allocated throughout the year to assist clubs with activities. These applications shall be subject to the Massey University policy regarding Clubs, Societies and Cultural Groups.

29.2.1 The clubs grant application process:

1. Clubs shall complete a grant application form online at www.mawsa.org.nz
2. This shall be received by the Clubs Team where it will be assessed at the first stages against a prescribed checklist and then shall be sent to the CSCG grants committee.
3. The grants committee shall meet and discuss the application. The committee may request further information or evidence, which shall then be discussed with the club.
4. The grant shall be approved if or when all criteria are met. Each grant approval may have conditions attached and the applicants must adhere to those conditions.
5. Grant funding shall either be deposited into the club's bank account or the invoice shall be paid by MAWSA directly.
6. The club shall submit an event report online after the event, including receipts and photos.

29.3 Hardship Grants

A budget line shall be established within the Advocacy budget for grants to be allocated throughout the year to assist students who are facing financial hardship.

29.3.1 The hardship grants application process:

1. The applicant shall meet with the Student Advocate.
2. The applicant shall fill out the application form in as much detail as possible.
3. The application shall be assessed confidentially by a small committee.
4. The committee may require further information.
5. The committee may require the applicant to receive budgeting support.
6. The grant shall only be paid to creditors directly.
7. The applicant shall receive an email detailing the decision within five days of application.

Applicants shall have the right to appeal the decision by contacting the MAWSA President directly within one calendar month from the date of the email.

The application process can take up to two days; every effort shall be made to process urgent requests as quickly as possible.

29.3.2 Conditions of Hardship Grants

- No student shall be approved more than two applications in one year.
- Money shall only be used to pay for costs directly; for this reason payments will only be made out to the company/individual to who the money is owed - NOT to the student.
- Original documents provided to support the application shall be returned to the applicant at the interview, with photocopies being made where necessary.
- The application shall be assessed by a committee of up to three Mawsa staff or executive members who are pre-approved and have background knowledge of the hardship process.
- The application shall be held confidentially by the Student Advocate. The committee considering the application shall keep the details confidential. The applicant can request that the committee consider the application anonymously.
- If the Advocate needs to ask agencies for information about the case, this shall be done only with consent of the applicant.

Staff

30.0 Staff Reporting

MAWSA staff shall provide monthly reports to the Executive. This will enable the Executive to monitor the services that the Association provides.

31.0 Hours of the Office

The hours that the office of the Association will be open shall be scheduled to provide maximum access to student members. These may change from time to time as agreed by the President and Administration Manager.

Currently the Hours are: Monday - Friday 9am - 5pm

Hours shall remain the same for term breaks.

These shall exclude statutory holidays and times where the association would normally be closed, such as Christmas holidays.

During Semester breaks there may be reduced hours for various services as a result of leave being used and other arrangements to assist in delivering greater service during semester time.

32.0 Weekend Office use

If staff need to be in the office on the weekend they shall let the Association Manager know by Friday afternoon. In the case of the Association Manager being away, they shall inform the President.

33.0 Lunch Breaks

Lunch breaks shall be recorded in an individual's outlook calendar. Breaks shall be taken so that smooth running of the office is ensured. Breaks are to be taken in accordance with the staff employment agreement. For most agreements, this is one half-hour of unpaid break per day. If you wish to take a lunch break longer than one half-hour, staff shall seek permission and ensure it will not compromise the smooth running of the office.

34.0 Staff Meetings

Staff meetings are considered part of the working week. There should be a minimum of one staff meeting a fortnight, held at a time that is convenient for all those involved. Unless there are issues that are confidential to staff; the President and Vice Presidents (where available) shall attend these meetings. The Association Manager shall Chair all staff meetings.

Individual Staff Supervision time shall be every two weeks unless agreed differently between the employee and the Association Manager. These sessions are for staff to discuss projects, issues, progress and developments. They shall be tailored to meet the needs of each staff member.

35.0 Personal Phone calls

Personal calls shall be kept to a minimum. Personal cellphones should not be used to make MAWSA business calls, as landline access is provided to all staff. 'Fair use' applies to using the landline, for example making a doctor's appointment or vehicle booking is fine, but frequent, long personal calls, or international calls, are not acceptable.

36.0 Cleaning

Staff shall be responsible for keeping their own workspace clean, tidy and presentable. Individuals are responsible for cleaning their own dishes.

Equipment

37.0 MAWSA BBQ

The purpose of this policy is to set out the conditions around using the MAWSA BBQ.

37.1 Organisational Scope

This policy applies to any person or group of persons from Massey University Wellington who wish to use the MAWSA BBQ.

37.2 Objective

The objective of this policy is to ensure the long term sustainability of the BBQ so that it can continue to be used in the future.

37.3 Conditions

The following are the conditions that apply for use of the BBQ.

37.3.1 Contract

A small email contract must be signed by both parties (MAWSA and those using the BBQ) before using the BBQ. The contract will reinforce the conditions outlined in this policy of using the BBQ. The BBQ must be booked through the equipment booking system.

37.3.2 Deposit

A \$50 deposit will be required to be paid in cash before taking the BBQ. This is a bond and will be paid on return of the BBQ on the terms outlined in the contract. This deposit does not apply to any Clubs or Creative Hospitality.

37.3.3 Cleaning

It is expected that the BBQ and its utensils will be cleaned after use to the standard they were taken in.

37.3.4 Bookings exceeding 24 hours

It is expected that if the BBQ be booked for a period longer than 24 hours, the gas bottle is to be refilled or replaced.

37.3.5 Pick-up and Drop-off

It is the responsibility of the party booking the BBQ to pick it up and drop it back off to the MAWSA office.

37.3.6 Damages

Any damages that are done to the BBQ while it is in use by the booking party will be paid in full by them. This is on top of the \$50 deposit, which will not be refunded.

37.4 MAWSA Responsibilities

MAWSA shall be responsible for making sure that the BBQ is well maintained and that it meets all relevant health and safety requirements. MAWSA shall also make sure that the BBQ bookings are well managed and in the event of any issues arising will take appropriate action.

37.5 Requirement of MAWSA staff

If MAWSA staff are required to operate or help operate the BBQ on behalf of those booking it, one (1) weeks' notice must be given.

If no staff are available, then it is the responsibility of the party booking the BBQ to find someone competent enough to operate it. MAWSA staff shall be available at both their own discretion and at the discretion of MAWSA. MAWSA staff will not be available outside of normal work hours and/or weekends, unless otherwise agreed to.

37.6 Responsibilities

Care and responsible use of the BBQ falls to the party who have booked it. MAWSA takes no responsibility for any damages caused to property, possessions and/or persons while the BBQ is being used by those who have booked.

38.0 Contact Persons

The following people may be approached on a routine basis in relation to this policy:

- Student President president@mawsa.org.nz
- MAWSA Administrator admin@mawsa.org.nz
- Association Manager manager@mawsa.org.nz

Part C: Appendices

Appendix 1: Events Grant Application Form

Appendix 2: Club Grant Application Form

Appendix 3: Hardship Grant Application Form