



National Disabled Students' Association

Code of Conduct (2025)

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1. Purpose

This living document is a part of the handbook of our policies and processes as an organisation. The Code of Conduct (2025) states the values and behaviours important to us, and how we keep our Executive and Members safe. It also discusses how our Executive interacts with external partners, such as government organisations, other students' associations, and tertiary institutions. This document will be reviewed yearly to ensure it represents our organisation and its Members' needs.

2. Audience

This Code of Conduct applies to how the National Disabled Students' Association (NDSA) Executive interacts internally, externally, and with our Members. It also applies to how our Members interact with one-another and with the NDSA Executive.



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3. Manaakitanga — kindness, respect for others, reciprocity, accountability, and support

3.1. We as an Executive and Members of the NDSA should value, respect, and be compassionate towards the Executive and members of the NDSA community. This means:

- a. Appropriate behaviour between members of the Executive: respect the boundaries of fellow Executive members during communications, meetings, trips representing the NDSA, and outside of work.
- b. Act professionally when representing the NDSA at events, meetings, and in the media. Professionalism refers to:
 - I. The use of safe, trauma informed language that is culturally appropriate and considers the experiences of others
 - II. Behaviour, language and clothing should reflect what you would wear in any professional setting
 - III. Acting in a manner that helps to represents the NDSA's goals and aspirations, and shows respect to our community
 - IV. Disagreements may be passionate, however they must also be respectful, and psychologically and culturally sensitive, with consideration to the wellbeing of those involved.
- c. Unless existing prior to election, sexual and romantic relationships between Executives are discouraged, due to the potential impact on working relationships and operations.
- d. Unless existing prior to election, sexual and romantic relationships between Executives and other NDSA members are discouraged, due to potential impacts from power imbalances, and on working relationships with the Executive, our Members, and external organisations.
- e. We will endeavour to ensure those attending NDSA events feel safe to participate.



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- f. We all are working to have and maintain a safe environment free of harassment, discrimination, and bullying of any kind. Any reports of harassment and inappropriate behaviour will be addressed according to our Constitution and [Complaints Policy \(2025\)](#).
- g. Executives will strive to work in a manner which is transparent and allows other Executive members to remain up-to-date on activities, communications, and research.
- h. There may be additional rules or guidelines for interactions on certain platforms. Please refer to rules provided by the NDSA when joining platforms such as Discord, Facebook, and other providers.
- i. Each member of the Executive will endeavour to act with professionalism and meet standards set of them. Members of the Executive shall act in a way that respects the privacy and safety of other Executives. Concerns regarding Executive members shall be processed according to our [Complaints Policy 2025](#) and Constitution.

4. Contacting members of the Executive

4.1. Each Executive member has set their own work hours and preferred modes of communication, which can be found in our [Communications preferences \(2025\)](#) document.

4.2. Please contact Executive members during their stated hours where possible, through the channels stated on the [Communications preferences \(2025\)](#). We encourage Members to first communicate via email, with preference then given towards Discord. We request Members respect that some Executives may wish to not be contacted via Facebook, and use alternative modes of communication where possible.

4.3. Members of the Executive when contacting Members should always communicate, in the first instance, by the most formal avenue in keeping with professionalism. If an official email exists for a Member, such as an email belonging to a local disabled students' association, that should be the primary means of reaching them. Executives should prioritise email communications where possible.



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4.4. Violation of boundaries expressed by an Executive or Member may be treated as harassment and may be addressed according to our Constitution and [Complaints Policy \(2025\)](#).

5. Advocacy and community

5.1 Advocacy is an important aspect of the National Disabled Students' Association. Our advocacy work falls into two categories: advocacy projects and campaigns, and advocacy cases. Advocacy projects and campaigns can be brought forth and agreed upon by Members and Executives.

- a. The privacy of our Executive and Members shall be respected, and information related to them or the NDSA's operations shall be stored securely and according to the [Privacy Act 2020](#).
- b. Advocacy cases and procedures are defined in our [Advocacy Policy \(2025\)](#)

6. NDSA Complaints Policy

6.1. Members and Executives should work together in good faith to resolve any issues. Should there be the need, a complaint may be made in accordance with our Constitution and [Complaints Policy \(2025\)](#)

6.2. Should you feel there has been a breach of this Code, please follow the procedures laid out in our Constitution and [Complaints Policy \(2025\)](#)

7. Privacy

7.1. Members of the Executive sign Non-Disclosure Agreements (NDAs) which affect how we can discuss information with members and the public. This prevents the NDSA Executive from



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discussing information such as advocacy cases, information provided to us by external parties and funders, and internal operations where it is appropriate to withhold such information.

- a. The NDSA is required to provide certain information to the Registrar in accordance with the [Incorporated Societies Act 2022](#).
- b. Members may be entitled to some forms of information such as governance, policies, and operations; where appropriate, the NDSA will act in a way which is as transparent as possible, in accordance with the [Incorporated Societies Act 2022](#), and in the best interests of our Members and disabled students across the country.

7.2. For how information is held by the NDSA, please refer to our Privacy Policy (2025) (coming soon).

8. Interactions with media

8.1. Please see our [Media Policy \(2025\)](#) for information regarding how the NDSA, our members, subcommittees, and representatives interact with the media, and how the NDSA may acquire media such as in events and hui.

9. How to contact the NDSA

For any questions regarding this Code of Conduct (2025), please contact the Co-Presidents (President@NDSA.org.nz).



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10. Ratification

Approved by the NDSA Executive: Yes

Date created: 12th May 2025

Date of most recent ratification: 12th May 2025

Related minutes: Executive meeting 12th May 2025

Date due review: 12th May 2026

Signature from: Eloise Fleming, Co-President for the NDSA 2025

Signature: