

15 March 2023

9(2)(a)



RE Official Information Act request ChChD 11076 / HNZ00012800

I refer to your email dated 3 March 2023, requesting the following information under the Official Information Act from Waitaha Canterbury.

In a Newshub article published yesterday the Te Whatu Ora Canterbury interim chief people officer is quoted as saying, "Our employment policies make it clear to staff that if they are identifiable on social media as a staff member, they must ensure that their content does not reflect negatively on the reputation of our organisation and that it is in line with an employee's profession's social media guidelines and our wider policies (such as our code of conduct)."

- **I'd like to please request a copy of the employment guidelines and policies referred to, such as any employee codes of conduct and social media guidelines that you hold.**

Please find attached as **Appendix 1** the Waitaha Canterbury Staff Code of Conduct Policy and **Appendix 2** the Waitaha Canterbury / Te Tai o Poutini West Coast External Communications Policy.

Please also note there is a Digital Security online learning module that is mandatory, and which is completed annually and includes a segment on social media. Some of our collective agreements also contain clauses on media commentary. These collective employment agreements are available online at: <https://tas.health.nz/employment-and-capability-building/employment-relations/employment-agreements>; and therefore have not been provided as the information is available publicly online.

I trust that this satisfies your interest in this matter.

Please note that this response, or an edited version of this response, may be published on the Te Whatu Ora website after your receipt of this response.

Ngā mihi / Yours sincerely,



Keith Wright
Senior Manager, OIAs
Waitaha Canterbury / Te Tai o Poutini West Coast.

Doing the Right Thing – Our Code of Conduct

Purpose

At the Canterbury DHB, we're focused on creating healthy communities. Communities where people know how to care for themselves and their whānau in their everyday lives and receive timely healthcare when they need it. The ability to deliver the highest quality of care starts here: with you and your experience at work.

Our Code sets out what's expected from everyone working in our health system (minimum standards of behaviour). It confirms our commitments to you, our stakeholders, our patients and service users.

Applicability

Our Code applies to everyone working within, or contracted to, the Canterbury DHB including all employees, board members, contracted individuals or services, volunteers, visiting health professionals and students.

It's also expected that our suppliers, service providers and business partners work in the same way.

Guiding Principles

Our Values

Our values are what's expected of us and our attitude towards our work and relationships with our colleagues, patients and external partners. They are:

1. **Care and respect for others - Manaaki me te kotua i etahi**
2. **Integrity in all we do - Hapai i a matou mahi katoa i ruka i te pono**
3. **Responsibility for outcomes - Kaiwhakarite i ka hua**

Bringing our values to life

Thousands of people in our Health System were asked what these values look like to them in action and three behaviours emerged:

- **Doing the Right Thing – He tika te tika**

These are the standards of behaviour and performance expected of all of us.

Some examples of what this looks like are: Acting professionally and with integrity, being truthful and transparent, honouring your commitments, voicing concerns (even when it's hard), being responsible for outcomes and mistakes, and using our initiative to get things done.

- **Being and Staying Well – Oranga tonutanga**

It's important that we look after our wellbeing, health and safety, so we can bring our best to work and provide the most effective care for our patients and service users.

Some examples of what this looks like are: Keeping yourself and others safe and well, checking in with your colleagues in times of stress, voicing your concerns about the wellbeing, health or safety of yourself or others, taking leave in a consistent and planned way and encouraging others to do the same.

- **Valuing Everyone – *Mana tangata***

This is about creating a positive workplace where people are valued for their contribution and for who they are, and accepting and respecting everyone's diverse backgrounds, experience, perspective and skills to innovate and deliver even better care.

Some examples of what this looks like: Acknowledging those you work with when they do something well, being curious about who you work with beyond work, accepting and embracing diversity, valuing the opinion of others, genuinely listening to what others have to say, being considerate of others and being respectful.

These behaviours will guide us in to making work, work better for everyone

Roles and Responsibilities

We're all expected to live out these values and 'do the right thing' in our daily work and actions. We're all responsible for:

- Meeting minimum standards of behaviour set out in our Code and all applicable laws, regulations, policies, processes and guidelines
- Assisting others to meet minimum standards of behaviour set out in our Code and all applicable laws, regulations, policies, processes and guidelines
- Speaking up if you're concerned that minimum standards of behaviour set out in our Code and all applicable laws, regulations, policies, processes and guidelines are not being met

Our leaders have additional responsibilities under the Code. Leaders are responsible for:

- Reminding their people of the minimum standards of behaviour expected of them in their employment.
- Supporting people to meet these minimum standards of behaviour.
- Acting fairly, reasonably and consistently when dealing with breaches or potential breaches of minimum standards of behaviour.
- Encouraging team members to ask questions and raise any concerns by:
 - Striving to create a culture where everyone feels safe to raise concerns, give feedback and support each another
 - Dealing with conflict, issues and poor behaviour in a timely and informal way where appropriate.
 - Developing the skills needed to support positive workplace culture and to help teams to reach their potential
 - Taking all reasonable steps to ensure anyone who voices a concern is treated fairly and without retribution

Policy

Our code provides information, guidance and examples to enable us all to be clear about expectations of behaviour and to hold ourselves and each other to account for our behaviour.

While our Code provides core principles and guidance on the standards expected of all of us, it doesn't attempt to address every situation you might experience. Our Code will help you head in the right direction on what's expected and valued, and the key principles to guide your behaviour and decision making.

Everyone makes mistakes and we know that we don't always show up as our best selves. It's important for all of us to reflect on our own behaviour and support each other to grow and learn from our experiences. We're all responsible for the culture at our DHB.

Having a voice

We all have a part to play in making this a great place to work. An important part of this is recognising when we do things well, being honest about our mistakes and voicing our concerns when something isn't right.

It's important to make every effort to voice concerns and bring them to the attention of our organisation as soon as possible so there's an opportunity to resolve them. You can get independent support from places and people such as, but not limited to:

- EAP (Employee Assistance Programme)
- Your union
- A trusted colleague
- Family/whānau

Unacceptable Behaviour

Voicing concerns and challenging inappropriate behaviour takes courage and is not always an easy thing to do. The CDHB is committed to creating a safe environment where people can confidently voice their concerns knowing they will be treated respectfully and fairly.

How to voice a concern:

It isn't easy to voice your concerns, especially to those involved. However, open and honest communication is valued and addressing concerns quickly creates a better workplace culture for everyone.

There are three ways concerns can be voiced:

- **Provide feedback directly**

Have a chat to those involved in a constructive way, calmly and with compassion. Although this is often the hardest action to take, it's often the one that leads to the best outcome for everyone – and an actual change in behaviour! If you need some guidance on how to have the conversation, have a look at our [Having Harder Conversations](#) online module or join us on the next [Courageous Conversations Workshop](#).

- **Raise it with your manager**

If you can't provide feedback directly, you should discuss any issues or potential issues with your manager. You can also raise it with your manager's manager if it's not appropriate to raise the concern with your own.

- **Raise it with the People and Capability team**

If you don't feel you can discuss the concern with your manager or their manager, you should raise it with your People and Capability team by using *Send a Question* on max.

If you're faced with a concern, ask yourself:

- Is it consistent with our values and principles?
- Is it legal and professional?
- Does the concern put you, your colleagues or those we provide a service to at risk?
- Can I explain it comfortably to family, friends or colleagues?
- Will I be comfortable if it appears in the media?
- And perhaps the most important question of all... **Does it feel right?**

If the answer is "No" or "Not sure" to any of these questions, you should always voice your concern.

Helpful links

- [Having Harder Conversations](#) online module
- [Courageous Conversations Workshop](#).
- [Active Bystander online module](#)
- [Maintaining a Bullying, Harassment and Discrimination Free Workplace Policy](#)

Diversity and Inclusion

Our organisation and community are diverse. It's important for all of us to value the diversity of everyone and recognise the importance of reflecting our communities to deliver the best care to them. We're expected to embrace and support our colleagues - regardless of who they are, and where they are from.

What does "Doing the Right Thing" look like?

- Acknowledge that New Zealand is a bicultural nation, and support and respect the integration of Tikanga Māori and te reo Māori at work
- Always act in a way that values everyone in line with our Diversity and Inclusion policy
- Commit to providing equitable outcomes for everyone including our patients and service users - take all reasonable steps to eliminate bias in your actions
- When making decisions, consider - and seek - a diverse range of viewpoints. Ensure you include those affected in designing changes and new initiatives, especially representatives from minority groups. Remember: "nothing about us, without us"
- Always respect and value everyone's differences
- If you overhear comments that isolate or marginalise, bring it to the attention of the person saying them and remind them that's "not how we do things around here"

Helpful links

- [Diversity and Inclusion Policy](#)
- [Why Diversity Matters](#)
- [Health Equity](#)

Recruitment, Development and Progression

Having a workforce with the right skills and experience which represents our communities, will deliver the best possible outcomes for the people we care for.

We're committed to supporting you to become successful in your role by investing in your success, development and progression. We encourage you to have regular feedback conversations with your manager to develop and work to your strengths.

What does "Doing the Right Thing" look like?

- Participate fully in success and development conversations
- Be prepared for these conversations by looking at what you need to be successful, what goals you want to achieve, and what progression opportunities you'd like to work towards.
- Seek support or professional development which will enable you to be successful in your role

What this looks like for those involved in recruiting, leading or developing our people:

- Consider all candidates in a way that's free from bias and prejudice.
- Make decisions in accordance with the principles of fairness, equity, equal employment opportunities, and in alignment with our organisational vision and values.
- Have an understanding and appreciation of cultural differences.
- Have regular Success and Development conversations with your team members and check-in regularly about their progress
- Make sure everyone in your team can seek, access, and apply for development and progression opportunities

Helpful links

[Recruitment and Selection Policy](#)

[How we Hire Around Here](#)

[How We Hire Around Here Workshop](#)

[Leading Success and Development Conversations](#)

[Success and Development](#)

Maintaining a Workplace Free from Bullying, Harassment and Discrimination

A positive workplace culture can significantly improve care outcomes for patients. To maintain a positive culture, everyone has the right to work in an environment free from bullying, harassment and discrimination. This behaviour undermines all our rights to respect and dignity at work and won't be tolerated.

What does "Doing the right thing" look like?

- Build and maintain good working relationships with others by getting to know your colleagues
- Address issues with colleagues directly where you feel safe to do so and avoid talking negatively about people when they're not present.

- Recognise the value of everyone’s contributions by acknowledging your colleagues when they do something well
- Always make decisions and/or act in a way which prevents any harm, isolation, exclusion or disadvantage to others
- Reflect on your behaviour to ensure you are never perceived to be rude, snide or disrespectful in the way you interact with or speak about others
- Consider how you may come across, even unintentionally, so that you never behave in a way that is unwanted, intimidating or offensive, including but not limited to, inappropriate jokes, behaviours of a sexual or racial nature, abusive or derogatory.
- Ensure that you are always treating everyone equally and with respect, regardless of a person’s sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientations.
- Never retaliate against anyone who speaks up about bullying, harassment or discriminatory behaviours or who co-operates in an investigation of a complaint.

Helpful links

- [Having Harder Conversations](#) online module
- [Courageous Conversations Workshop](#).
- [Maintaining a Bullying, Harassment and Discrimination Free Workplace Policy](#)

Professional Standards and Obligations

It’s important for us to always act professionally and in the best interests of our community and comply with legal, professional, ethical and other relevant standards set by our organisation and/or professional bodies. Many of us work in professions regulated by professional bodies. It’s our individual responsibility to maintain our ability to practice in accordance with our professional body if we’re affiliated with or regulated by one.

What does “Doing the Right Thing” look like?

- Act in the best interests of our patients and service users.
- Always maintain necessary qualifications (i.e. registration, annual practising certificates etc.) to enable you to legally and competently perform your role.
- Make sure your most up to date annual practising certificate is uploaded to max.
- Let your manager know immediately if any necessary qualifications are no longer valid.
- Always comply with legal, professional, ethical and other relevant standards set out by our organisation and/or professional bodies
- Speak to your manager immediately if you need further development and/or support to meet the requirements of your role.

Helpful links

- [Having Harder Conversations](#)

- [Courageous Conversations Workshop](#).
- [Maintaining a Bullying, Harassment and Discrimination Free Workplace Policy](#)

Representing our DHB

Our actions can harm our organisation's reputation or put colleagues and those we provide a service to at risk. It's important that we're mindful of how we act in and outside of work; especially when we're identifiable as associated to our DHB.

Social Media

Social media is a great tool for appropriate communications. However, we should be mindful of what we post online as it could have unintended consequences such as potentially damaging your own or the organisation's reputation.

What does "Doing the Right Thing" look like?

- Never discuss confidential information in a public setting
- Seek and gain approval before sharing information on behalf of our DHB and/or engaging in any requests to share internal information
- Model the behaviour expected of you in your role and as one of our people
- Always declare any changes in circumstances that could put trust and confidence in you at risk. For example: any charges or criminal convictions that occur during your employment with us.
- Remember that what you share may be public for an indefinite period and will be associated to you and, possibly, the organisation.
- Never post material considered to be illegal, abusive, discriminatory, defamatory or harmful
- Always maintain confidentiality and privacy by not discussing personal health information on social media [unless it's your own]
- Be mindful of when you are identifiable as a CDHB employee. It's best to cover or put away any items that would identify you as one of our people outside of work. For example; your lanyard, ID Badge, uniform
- Remember that you have issues or concerns regarding the workplace or your colleagues, it's best to raise them through the appropriate channels rather than on social media.

Helpful links

- [External Communications Policy](#)
- [CDHB Communications Guide](#)

Conflict of Interest

As a large organisation with a people focus, our integrity is important. It creates trust between our staff and the community.

Conflicts of interest are where personal, social, financial or political activities can interfere with work-related decisions and should always be disclosed immediately.

What does “Doing the Right Thing” look like?

- Ask yourself the following question from the Conflict of Interest and Disclosure of Interest Policy:
 - Do I or a related party stand to gain/lose financially or in any other way, from the DHB’s decision or action on this matter?
 - Have I received a benefit or hospitality from someone who stands to lose or gain from the DHB’s decision/ action?
 - Might I be perceived as favouring an external third part because of a long-standing association?

If you’re unsure if something is a conflict, refer to the Conflict of Interest and Disclosure of Interest Policy, speak to your manager or use *Send a Question* on max.

Helpful links

- [Conflict of Interest and Disclosure Policy](#)

Technology Use

Any devices tools or systems should be used safely, professionally and appropriately for the work you need to do. There may be times when we need to respond to a personal call, message, or email during work time – but personal use of technology should be occasional and limited.

What does “Doing the Right Thing” look like?

- Always keep your password confidential, change it when prompted or if you suspect it’s known by anyone else, and comply with the organisation’s Password Acceptable Use Practice.
- Ensure all sensitive information transmitted across networks (such as the internet) is encrypted. Have a look at our [policy](#) for more guidance and information.
- Take care of and keep technology safe. If unattended, ensure any technology is in a physically secure area, preferably out of sight.
- Make sure virus protection software and firewall protection (where available) is up-to-date and active on any technology (personal or otherwise) used to access our information and technology.
- Never let your family members or friends use DHB technology.

Helpful links

- [Information Security Management Policy](#)

Privacy and Confidential Information

Most roles in our organisation are responsible for collecting and protecting Personal Information and/or Personal Health Information confidentiality.

- Personal Information is information which can be used to identify a person. This includes our employee information.
- Personal Health Information requires the greatest level of confidentiality. And relates to a person’s health, disability or treatment.

What does “Doing the Right Thing” look like?

- Always comply with your legal obligations under the Privacy Act 2020 and Health Information Privacy Code 1994 when dealing with personal information and personal health information
- Always protect information assets, patient records and other confidential and sensitive information, from accidental or intentional disclosure, damage, modification, denial of use, or total or partial loss
- Only access personal information and/or personal health information for yourself or others when it's work related
- Always return unsolicited confidential personal information and/s personal health information you receive to the sender or ensure it's deleted. If it's sent by email this means deleting it out of your deleted items folder.
- Always discuss or share personal information and/or personal health information in a place where others, who shouldn't have access to the information, can't overhear.
 - Report any breaches of privacy and/or confidential information.
 - Be objective when making written comments about people, as all personal information may be disclosed. Personal information, including your opinions, should be relevant, appropriate, accurate and justifiable.
 - Where possible, all computers should be placed so that PC screens can't be read except by people who should see the information. Screen savers should be used.
 - Make sure you lock any computer you're working on when you're away from it.

Helpful links

- [Privacy policy](#)
- [Health Privacy module](#)

Working safely, responsibly and reliably

Safety plays an important part in making sure we're able to deliver a safe and high-quality patient experience. Our wellbeing, health and safety, and the safety of our patients is important in everything we do. It's not just our physical safety that's important, but our psychological and emotional safety, too.

We're all responsible for keeping ourselves and others safe, and should speak up when something, physical or otherwise, is posing a risk.

What does “Doing the Right Thing” look like?

- Strive to always be fit to work, sufficiently rested and alert enough to carry out your role
- Ensure you comply with all safety laws and procedures and know the requirements specific to your area or role.
- Never compromise on safety or knowingly create situations where the safety and wellbeing of any person is put at risk.
- Always act with the intention of keeping each other and those we provide a service to safe and well
- Voice your concern if there's something that's putting our people or anyone at risk; including when your wellbeing is at risk. Prevention is critical - Identify and report any hazards.
- Report events immediately where safety and wellbeing have been compromised, including any incident, injury, illness, unsafe or unhealthy condition.

Helpful links

- [Health and Safety at Work Policy](#)
- [Wellbeing, Health and Safety Induction](#)

Alcohol and Drugs

Our organisation is a drug and alcohol-free environment. Being impaired by the effects of alcohol or drugs at work can;

- Pose a safety risk to our people, patients and/or visitors to our DHBs
- Impair judgement, concentration, performance or behaviour

What does “Doing the Right Thing” look like?

- Remain free of the influence of alcohol and drugs at all times while at work, including when you arrive at work or when you’re on call and could be required to work
- Tell your manager if you’ve taken any drugs (prescription or otherwise) that could impair your judgement, performance, behaviour or ability to operate equipment (including driving if that’s part of your role)
- If you’re concerned about a colleague’s drinking or drug use, let your manager know so that they can take the appropriate steps as set out in our *Alcohol and Drug Policy*. Never use your authority to access or prescribe drugs for personal use and/or for unauthorised purposes
- Always appropriately return, store and discard drugs (prescribed or otherwise) in line with policy, processes, legislation and relevant regulation
- Never use, sell, distribute or be in possession of alcohol or other drugs while at work or working;
- Where there’s reasonable cause and/or if you’re returning to work following a breach of our Alcohol and Drugs Policy, you’ll be required to undergo alcohol and/or other drug testing.

Helpful links

- [Alcohol and Drug Policy](#)

Breaking the Code

If your behaviour or performance falls short of the minimum standards set out in this Code, this could lead to disciplinary action in line with our Disciplinary Policy.

How's a breach of our Code and the seriousness of the breach determined?

When considering if a behaviour is a breach of our Code and how serious it is, the factors that may be considered are:

- The nature and circumstances
- Intent – did you knowingly decide or act out of line with our Code or related policies and procedures?
- Your position, duties and responsibilities
- Your ability to fulfil your duties and responsibilities
- The impact on the organisation, its relationships and reputation
- The impact on the trust and confidence the organisation has in you

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External Communications Policy

Purpose

This policy aims to support clear and consistent communication by Canterbury & West Coast DHB to the public. External communications, including corporate communication, media and social media, publications and public events, should:

- Maintain public trust and confidence in the DHB
- Ensure timely, accurate information is delivered to the public
- Uphold the organisation's values and reputation
- Respect people's right to privacy.

Policy

Canterbury & West Coast DHBs aim to reflect the organisation's values in keeping the public informed. The role of the Communications Team is to manage external and internal communications on behalf of the DHB. This provides external agencies such as media with a central contact point and means that communication going out of the organisation passes through a single source, so it can be checked for consistency and accuracy. The Communications Team specialises in developing strategies and content that help make sure communications are accessible and engaging and delivered in the most effective way to reach various audiences.

This policy recognises that our people (encompassing employees, volunteers, contractors or interns) sometimes engage in public communications or receive requests to do so.

The Communications Team provides guidance, support and, in some cases, approval for external communications undertaken by our people. As a representative of Canterbury or West Coast DHB, you're expected to uphold our organisation's values, reputation and policies in all public communications.

Media

If you receive a request from the media to provide comments as a Canterbury or West Coast DHB spokesperson speaking on behalf of the organisation, please refer them to the Communications Team (communications@cdhb.health.nz).

If you are asked by the media to provide comments related to your own opinion or area of expertise, please inform the Communications Team so they can provide advice and support.

If you are presenting internal information at a conference where media may be present, please clear the content with your manager.

Media requests for interviews, photos or video filming of patients or their family/whānau need to be referred to the Communications Team.

Leaks of confidential information to the media will be treated seriously and may be subject to disciplinary action.

Media are not allowed on any Canterbury or West Coast DHB property unless they have received permission to do so – you can confirm their status with the Communication Team. At all times

patient care takes priority over media access. Media can be asked to leave if the patient or their next of kin, senior clinician or service manager deems it necessary.

Social Media

Canterbury and West Coast DHB is active on most major social media platforms and aims to have a consistent and positive online presence.

If you are identifiable on social media as a Canterbury or West Coast DHB representative, please make sure:

- it is clear your personal posts are your own view and not the DHB's view on an issue.
- your content does not reflect negatively on the reputation of Canterbury or West Coast DHB. It must also be in line with all Canterbury DHB policies [refer [Code of Conduct](#), [Photo/Video permission form](#), [Patient Story Policy](#)] and your profession's social media guidelines [[Nursing Council Guide](#), [NZNO Nursing Guide](#), [Medical Practitioners Guide](#), [Government Guide](#), [District Health Boards Guide](#)].

If you want to have a public, work-related social media presence and represent Canterbury or West Coast DHB, contact the Communications Team for advice.

Publications

If you are using Canterbury or West Coast DHB's name or logo in a publication or presentation please follow the [Brand Guidelines](#). For public signage you must follow the [Wayfinding Strategy](#).

Endorsement

Requests by providers/suppliers to use the Canterbury or West Coast DHB logo to endorse their work should be forwarded to the Communications Team who will seek approval from the Chief Executive or delegate.

Public events or consultation

Please contact the Communications Team if you are looking to hold an event on behalf of the DHB involving members of the public, media and/or VIPs.

If you are seeking to formally consult with or seek feedback from the public, please contact the Communications Team and they can provide guidance or direct you to the appropriate people who can help.

Please note formal visits to Canterbury or West Coast DHB sites are coordinated and approved by the Communications Team working alongside the Chief Executive's Office and relevant areas.

Applicability

This policy applies to all our employees, contracted individuals, volunteers, visiting health professionals and students (referred to as our people).



This policy does not override employment agreements that have agreed alternative rights around external communications.

Principles

We are guided in this policy by the organisation's values/a matou uara:

- Care and respect for others – Manaaki me te kotua i etahi
- Integrity in all we do – Hapai i a matou mahi katoa i ruka i te pono
- Responsibility for outcomes – Kaiwhakarite i ka hua

Roles and Responsibilities

Our people must: Adhere to this policy and uphold our organisation's values, reputation and policies in all public communications.

Our Executive Director, Communications will: Hold accountability for maintaining a standard of Canterbury and West Coast DHB communications that: maintain public trust and confidence in the DHB; ensure timely, accurate information is delivered to the public; uphold the organisation's values and reputation; respect people's right to privacy.

Definitions

Public/external communications: the transferring of information relating to an organisation from a representative of the organisation, to a person or entity outside the organisation.

Policy measurement

The success of this policy will be determined by feedback from our people and the number of reported incidents where the policy has not been adhered to. Any updates to the policy will be determined by the Executive Director, Communications, as required.

Associated material

Controlled documents

- [Code of Conduct](#)
- [Privacy Policy](#)
- [Internet and Intranet Policies](#)
- [Patient Story Policy](#)

Supporting documents

- [Photo/Video permission form](#)
- [Brand Guidelines](#)
- [Wayfinding Strategy](#)
- Nursing Council of New Zealand: ['A nurse's guide to social media and electronic communication'](#)
- New Zealand Nurses Organisation: ['Social media and the nursing profession: a guide to online professionalism for nurses and nursing students'](#)



- New Zealand Medical Association: [‘Guide for medical practitioners’](#)
- [Social media guide for district health boards](#)
- Department of Internal Affairs: [‘Social Media in Government – High-level Guidance’](#)

References

Relevant legislation includes, but is not limited to the following:

- Code of Health and Disability Services Consumers’ Rights 1996
- Copyright Act 1994
- Defamation Act 1992
- Employment Relations Act 2000
- Films, Videos and Publications Act 1993
- Films, Videos and Publications Classification Act 1993
- Health and Disability Commissioner Act 1994
- Health Information Privacy Code 1994
- Local Government Official Information and Meetings Act 1987 and amendments
- National Library Act 1965 and amendment 1994
- Official Information Act 1982
- Privacy Act 1993
- State Services Commission Web Guidelines
- Trade Marks Act 1953
- Unsolicited Electronic Messages Act 2007
- Protected Disclosures Act 2000