

NKBA Code of Conduct and Event Standards

1. Purpose and Scope

The National Kitchen and Bathroom Association (NKBA) is committed to promoting excellence, professionalism, safety, and integrity across the kitchen and bathroom industry. This Code of Conduct outlines the standards of behaviour expected of all individuals engaged in NKBA-related activities, including employees, contractors, members and their staff, students, and event attendees.

We adhere to standards of behaviour which encourage a safe, supportive, and productive environment and this Code applies to all NKBA business, whether conducted in person, online, or at NKBA-hosted events, meetings, courses or social functions.

Failure to comply may constitute misconduct and may result in disciplinary action under the NKBA Constitution.

2. Guiding Principles

NKBA's conduct expectations are grounded in:

2.1 Integrity and Professionalism

We act honestly, ethically, and transparently in all dealings, upholding the reputation of NKBA and the wider industry.

2.2 Respect and Fair Treatment

We treat all people with dignity, courtesy, and fairness, fostering an inclusive and supportive environment.

2.3 Safety and Wellbeing

We prioritise the physical and psychological safety of all individuals, consistent with obligations under the Health and Safety at Work Act 2015. Everyone has a responsibility to:

- Take reasonable care of their own health and safety
- Ensure their actions do not harm others
- Follow all NKBA safety instructions, policies, and procedures
- Report hazards, unsafe behaviour, or incidents promptly

2.4 Compliance with Law and Policy

All individuals must comply with:

- New Zealand laws and regulations
- NKBA policies, procedures, and standards
- Event-specific rules and lawful instructions

3. General Conduct Expectations

3.1 All individuals engaged in NKBA activities must:

- Comply with all relevant New Zealand legislation, including employment, privacy, and health and safety requirements
- Uphold NKBA's values and professional standards
- Behave respectfully and responsibly in all NKBA-related interactions
- Avoid any behaviour that may bring NKBA into disrepute
- Maintain confidentiality where required
- Use NKBA resources and information appropriately and lawfully

3.2 Harassment and Harmful Conduct

NKBA has zero tolerance for harassment or inappropriate behaviour, including sexual, physical, emotional, or professional misconduct. This includes:

- Verbal, physical, or sexual harassment
- Discriminatory comments or actions relating to gender, race, ethnicity, disability, religion, age, sexual orientation, gender identity or expression, or appearance
- Unwanted physical contact
- Intimidation, threats, or aggressive behaviour
- Drunken, disorderly, or unsafe conduct
- Publicly disrespectful or derogatory comments about the event, awards, attendees, or staff
- Sustained disruption of presentations or proceedings

Any reported behaviour will be investigated. Substantiated complaints may result in disciplinary action, removal from the event, referral to external authorities, or consequences for individuals who enabled the behaviour.

To report concerns confidentially: Executive Officer – rachael@nkba.org.nz | 027 233 3994

4. NKBA Events Code of Conduct

NKBA is committed to providing events that are safe, inclusive, enjoyable, and professional. Everyone must be fit to participate and act in a way that does not put themselves or others at risk. All attendees are required to uphold the following expectations:

4.1 Behavioural Expectations

Attendees must:

- Show respect to all fellow attendees, participants, and staff (including venue staff)
- Comply with all lawful instructions, signs, and event rules
- Uphold the NKBA brand and the professional nature of NKBA events through their words and actions before, during, and after the event
- Take responsibility for the behaviour of their guests and/or staff

5. Conditions of Entry to NKBA Events

Attendance at NKBA events is subject to NKBA's Terms and Conditions. NKBA may deny entry or remove individuals where reasonable grounds exist, including if a person:

- Breaches event Terms and Conditions
- Is intoxicated or under the influence of illicit substances
- Is inappropriately attired
- Adversely affects the enjoyment or safety of others

Additional conditions:

- Late arrivals may be admitted only during suitable breaks
- Photographic or recording equipment may not be used where prohibited by the presenter

6. Protecting Commercial Rights

6.1 Commercial Integrity

NKBA relies on the support of partners and sponsors. Members must not engage in activities that undermine these partnerships.

6.2 Ambush Marketing

Members must not, directly or indirectly, engage in marketing practices that:

- Create a misleading or deceptive association with NKBA events
- Imply endorsement or partnership without prior written consent

6.3 Compliance with Sponsorship and Event Terms

Members must adhere to all agreed partnership or event participation terms.

6.4 Enforcement

Breaches may result in warnings, suspension, or expulsion under the NKBA Constitution and this Code of Conduct.

7. Drugs and Alcohol Policy

In accordance with the Health and Safety at Work Act 2015, all individuals must take reasonable care to ensure their actions do not harm themselves or others. The misuse of alcohol or drugs can create significant health and safety risks and undermine the professional standards expected of NKBA members and attendees.

7.1 Expectations

All individuals engaged in NKBA activities must:

- Arrive and remain in a fit state to work, participate, or attend events
- Consume alcohol responsibly where it is available or permitted
- Avoid behaviour that could compromise safety, wellbeing, or professionalism
- Follow all venue rules and New Zealand laws relating to alcohol.

7.2 Prohibited Conduct

The following behaviours are not permitted:

- Possession, use, sale, or distribution of illegal drugs
- Attending NKBA events or activities while impaired by drugs or alcohol
- Excessive drinking or behaviour caused by intoxication that is unsafe, disruptive, or disrespectful.

7.3 Medication

If taking medication that may cause impairment, individuals must take reasonable steps to ensure they can participate safely.

7.4 Managing Breaches

Where NKBA has reasonable grounds to believe a person is impaired or behaving unsafely due to drugs or alcohol, NKBA may:

- Deny entry or remove the individual from an event
- Take steps to ensure the safety of others
- Initiate disciplinary action under the NKBA Constitution and this Code
- Refer matters to external authorities where required

8. Consequences of Breaching the Code

Breaches of this Code will be taken seriously. Consequences may include:

- Removal from an event
- Bans from future NKBA events
- Revocation of honours
- Termination of membership
- Retrospective action for past behaviour that violates this Code

9. NKBA Commitment

NKBA is dedicated to ensuring that all members, participants, and guests can enjoy NKBA events and activities in a safe, supportive, and welcoming environment where achievements can be celebrated with professionalism and respect.

Related Documents:

- NKBA Health & Safety Policy
- NKBA Code of Ethics & Professional Standards
- NKBA Access to Information & Privacy Policy