

## **Key messages - Hīkoi to Parliament 19 November 2024**

On 19 November, a [hīkoi coordinated by Toitū te Tiriti will be arriving at Parliament](#). As People Leaders, we anticipate that kaimahi may reach out to you with concerns, questions or leave requests. It is encouraged that kaimahi apply for leave should they wish to attend the hīkoi for an extended period of time, which in turn may impact team operations. This hīkoi may also prompt kōrero around rights and responsibilities of kaimahi, conflicts of interest, and more.

### **Attending the Hīkoi**

Te Tari Taiwhenua is supportive of kaimahi expressing their democratic rights. In doing so, kaimahi are required to have a conversation with their manager to discuss the potential impacts on their work, including upon customers and colleagues. Arrangements need to be agreed with their manager about time spent away from work – this will depend upon the amount of time and, if necessary, leave will need to be taken.

### **Attending During Lunch Break**

Kaimahi hold the right to participate in lawful demonstrations in their own time, including during their lunch break. An employer cannot request an employee to take leave to cover their lunch break. If kaimahi would like to take part longer than their lunch break, we encourage them to discuss this with their manager.

### **Rights and Responsibilities of Kaimahi**

Kaimahi are entitled to their own political views outside of work, including taking part in lawful demonstrations, as long as their views are not associated with the Department. How kaimahi engage with political activity outside of work and its impacts also differs depending on the seniority of their role, the nature of their role, and the scope and scale of the political activity. Below are resources you can direct kaimahi towards to ensure they keep themselves and Te Tari Taiwhenua safe should they choose to participate in the hīkoi.

[DIA Code of Conduct \(revised edition V3 August 2024\)](#)

[Public Service Standards of Integrity](#)

Te Kawa Mataaho Public Service Commission guidelines around [public servants outside of work and political neutrality for public servants as individuals](#)

### **Conflicts of Interest**

If kaimahi are aware that their personal political views may impact their ability to perform their duties in a politically neutral manner, they are required to disclose this to their manager immediately.

For more information around conflicts of interest and the different types, please visit Page 13 of the [DIA Code of Conduct \(revised edition V3 August 2024\)](#).

### **Safety notes for kaimahi in our buildings close to Parliament**

Please watch out for 'tailgaters' when entering the building and ensure the doors at entrances close after you have moved through (arriving and leaving).

- If unsure of the identity of another person that may follow you into the building, ask politely for ID.
- Avoid displaying your access card and IDs when you arrive or leave your building.
- Avoid areas where rally supporters will be present.
- If you are moving around effected areas, be mindful of your surrounding and avoid engaging with rally supporters.
- If you notice any suspicious behaviour in or around our work environments, please inform DIA security on [REDACTED] and log a physical security ticket.
- In the event of a serious incident or emergency, follow your site emergency procedures, contact emergency services via 111.