



Organisational Wide Policy - Org 55 - Employee Code of Conduct

Policy Statement

The purpose of the Employee Code of Conduct is to promote adherence to Beechworth Health Service's values as prescribed in the organisation's Strategic Plan as well as the behaviour expected of Beechworth Health Service employees, contractors, consultants and volunteers.

Beechworth Health Service will endeavour to provide care of the highest quality to the community and believes every member of staff has a professional and ethical obligation to respect and preserve the dignity, values, culture and beliefs of co-workers, clients, the organisation and the community at all times.

Process

Application of Policy:

This policy is to be read in conjunction with the Code of Conduct for Victorian Public Sector Employees - June 2015, Appendix 1.

This code of conduct outlines the standard of behaviour expected of Beechworth Health Service employees. It is designed to help employees understand their responsibilities and obligations, and provide guidance if they are faced with an ethical dilemma or conflict of interest in their work. It applies to all Beechworth Health Service employees, contractors, consultants and volunteers.

Employees are required to familiarise themselves with this code and observe its provisions. Employees who breach the standards of conduct detailed in this code may face performance management and/or disciplinary action. All contractors, consultants and volunteers who breach the standards of conduct detailed in the code may have their contractual agreements terminated.

A code of conduct cannot cover every situation. Employees are responsible to check whether Beechworth Health Service has issued policies or guidelines on related matters or if a professional code of practice also applies to their work. If an employee is unsure of the appropriate action to take in a particular situation, they should discuss the matter with their line manager. Breaches of the Code of Conduct may result in performance management and/or disciplinary action.

Outcome

All employees, contractors, consultants and volunteers employed/engaged within Beechworth Health Service will be respected and valued.

All employees, contractors, consultants and volunteers will be aware of their responsibilities and act in accordance with these.

All employees, contractors, consultants and volunteers conduct themselves and perform their work functions with impartiality, integrity, accountability, fairness, lawfully and in line with the organisation's values.

Definitions

Nil.

Quality & Risk Management

Goal	Risk	Rating (with controls as per this policy)	Required actions
All employees, contractors, consultants and volunteers at BHS will conduct themselves in line with BHS Values and the VPSC Code of Conduct	Breach of this code may lead to action under relevant performance management or misconduct processes. Also loss of reputation to the organisation	Freq= Unlikely Conseq = Minor Rating = Low (3)	<ul style="list-style-type: none"> • Manage with routine procedures • Monitor Trends

Policy Quality Improvement Action Plan

Specify accountability and responsibility	<ul style="list-style-type: none"> • Ongoing education on code of conduct.
Monitor Trends	<ul style="list-style-type: none"> • Ongoing policy review
Education	<ul style="list-style-type: none"> • Executive Committee will monitor the use of this policy.
Quality Improvement	Quality Improvement to this policy will be informed at review by: <ul style="list-style-type: none"> • Feedback (if any)

Employees/ Volunteer Statement

Please sign below to acknowledge that you have read, understand and agree that your employment at Beechworth Health Service is conditional upon complying with the content of Beechworth Health Service Employee Code of Conduct.

Employee Name..... Signature..... Date.....

Program Manager/Department Head.....Signature.....

(copy of document to be given to employee to retain and signed copy placed on personnel file)

Document Control

Standards	<ul style="list-style-type: none"> • National Safety and Quality Health Service Standards Standard 1 Governance for Safety and Quality in Health Service Organisations • Aged Care Standards:- 1.4 Comments and complaints, • Aged Care Standards 3.6 Privacy and Dignity, • Aged Care Standards 1.2 Regulatory Compliance • Community Care Common Standards (HACC) Standard 1 Effective Management • Human Resource Management 1.7 • Risk Management 1.6
References	<ul style="list-style-type: none"> • Beechworth Health Service, Strategic Directions 2015-2017 • NSQHS Standards • Aged Care Standards • Aged Care Act 1997 • Privacy Act 2000 • Public Sector Management and Employment Act 1998 • Public Administration Act 2004 • Health Records Act 2001 • Information Privacy Act 2000 • Code of Conduct for Victorian Public Sector Employees – June 2015 • HR 16 Drug & Alcohol Use In The Workplace. • ORG 40 Witnessing of Signatures Policy. • BHS Organisation wide Policies • BHS HR Policies
Approving Committees	Finance Resources and IT Committee (FRITS) Approval Date: 22/09/2015
Contact Point	M. Ashcroft, Chief Executive Officer Approval Date:
Review Dates	Issue Date: 29/04/1998 Last Review: 05/10/2015 Next Review: 21/09/2018

Appendix # (delete if not required)

[Org 55x Appendix 1 Employee Code of Conduct.pdf](#)