

Organisational Wide Policy - Org 55 - Employee Code of Conduct Policy

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.

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.

Quality & Risk Management

Policy 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

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

Appendices:

- [App 1 - Code of Conduct](#)

Standard:

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:

- 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

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)

CONSULTATION:

Validated by: Finance Resources and IT Committee

Cameron Butler, Chief Executive on behalf of Finance Resources and IT Committee
Date: 22nd September 2015

Initiated: 29 April 1998

Focus Area(s):

- CCCS Standard 1 Effective Management
- NSQHS Standard 1 - Governance for Safety and Quality in Health Service Organisations
- Operational
- STD 1: Residential Aged Care Services - Management Systems, Staffing & Org Dev
- STD 4: Residential Aged Care Services - Physical Environment & Safe Systems

Departments:

- Human Resources

Revision History:

Date Issued: 29/4/1998
 Date of Last Review: 5/10/2015
 Date of Next Review: 21/9/2018
 Committee(s): [Finance, Resources & IT Services Committee](#)
 Approved By: Chief Executive
 Unit Manager: [Chief Executive](#)
 Identifier: 5858
[Developing Team](#):

- [Dyan Hill](#)

- [Cameron Butler](#)
- [Annette Chalkley](#)

Hits since last Publication: 293

[Suggest change](#) (0 changes already suggested)

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