

Policy Statement

The purpose of the Employee & Volunteer Code of Conduct, Child Safe Code of conduct, Aged Care code of conduct and NDIS code of conduct are to promote adherence to Beechworth Health Service's values as prescribed in the organisation's Strategic Plan, legislative requirements, as well as the behaviour expected of Beechworth Health Service (BHS) employees, contractors, consultants and volunteers.

BHS 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

BHS is committed to the promotion of respectful relationships, gender equality and the demonstration of a culture of zero tolerance of violence.

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 BHS employees and volunteers. It is designed to help employees and volunteers 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 BHS employees, contractors, consultants and volunteers.

Child safe code of conduct (Appendix 2)

This code of conduct outlines child safe behaviours that BHS require the relevant staff (Primary health, DNS, Acute RN'S, ADON's) and volunteers to support. It also identifies behaviours that BHS considers unacceptable.

Aged care code of conduct (Appendix 3)

This code of conduct sets out how BHS employees and volunteers, contractors and sub-contractors must behave and treat consumers when providing aged care services. The code creates expectations of foundational behaviour that all consumers can expect from any BHS worker or volunteer.

NDIS code of conduct (Appendix 4)

This code is designed to work alongside other elements of the quality and safeguarding arrangements to promote a safe and skilled workforce within the NDIS. Providing quality supports for people with disability involving not only the right capabilities but also the right attitudes.

Employees and volunteers are required to familiarise themselves with these codes and observe its provisions. Employees or volunteers who breach the standards of conduct detailed in these codes may face performance management and/or disciplinary action and/or be subject to the aged care quality and safety commission banning order process if working in

aged care. (See HR 58) 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 BHS has issued policies or guidelines on related matters or if a professional code of practice also applies to their work. If an employee or volunteer 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 BHS 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.

Appendix

Appendix 1 [Org 55 Codes of Conduct - Appendix 1 VPSC Employee Code of Conduct](#)

Appendix 2 [Org 55 Codes of Conduct - Appendix 2 Child Safe Code of Conduct](#)

Appendix 3 [Org 55 Codes of Conduct - Appendix 3 Aged Care Worker Code of Conduct Fact Sheet](#)

Appendix 4 [Org 55 Codes of Conduct - Appendix 4 The NDIS Code of Conduct](#)

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 Clinical governance Aged Care Standards:- 7 and 8 NDIS: Core module 2 Governance and operational management 				
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	<table border="0"> <tr> <td>Finance Resources & IT Service Committee.</td> <td>Approval Date: 28/06/2023</td> </tr> <tr> <td>Finance and Audit Committee (FAC)</td> <td>Approval Date: 21/02/2023</td> </tr> </table>	Finance Resources & IT Service Committee.	Approval Date: 28/06/2023	Finance and Audit Committee (FAC)	Approval Date: 21/02/2023
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Contact Point	Chief Executive Officer				
Review Dates	<table border="0"> <tr> <td>Issue Date: 29/04/1998</td> <td>Last Review: 28/02/2023</td> <td>Next Review: 28/02/2026</td> </tr> </table>	Issue Date: 29/04/1998	Last Review: 28/02/2023	Next Review: 28/02/2026	
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