

Code of Conduct Policy

HCSSS: 1.1.1, 1.1.5.

Purpose

The purpose of this policy is to generally outline what the DRCT considers to be unacceptable behaviour by employees.

Policy

Employees will carry out their duties in a professional manner whilst observing all Codes, legislative requirements and policies and procedures of the DRCT.

Procedure

All employees are expected to operate with integrity. The following behaviours are clearly unacceptable and will result in disciplinary action. The list is not exhaustive and the DRCT reserves the right to add, amend or delete items on this list from time to time.

Misconduct

The DRCT considers the following actions to be misconduct and if breached by a employee, may result in a warning being given.

- Not complying with DRCT policies and procedures.
- Breaches of client or DRCT confidentiality.
- Failure to report any accident or safety breach immediately to management.
- Wasting time or materials.
- In client homes without being on official DRCT business.
- Not on the premises and completely ready to start work at the required start time.
- Failure to report lateness or absence to management prior to required start time.
- Leaving an assigned place of work without authority, not completing the stipulated hours of work, continual lateness, or lack of application to an assigned task.
- Non-compliance with time recording procedures.
- Smoking in restricted places, or outside break times.
- Not dressed and groomed in a clean, tidy and professional manner (including name badge) when on duty.
- Posting offensive notices.
- Interfering with or preventing another employee from carrying out their work.
- Insistent imposition of personal beliefs on others.
- Misuse or unauthorised use of DRCT or client property.
- Behaving in an irresponsible manner.

- Act as a witness to any legal document pertaining to the client's personal or financial affairs
- Not adhering to the work boundaries set for staff learning new tasks under supervision.
- A sexual relationship with a client who has received services from the employee in the previous 6 months.
- Non disclosure of the development of an intimate relationship with a client to the Home Care Co-ordinator, Home Care Manager or General Manager.
- Not disclosing the receipt of a gift given as a result of business conducted on behalf of the DRCT.

Serious Misconduct

The DRCT considers the following actions to be serious misconduct by a employee and if breached, may result in a employee being instantly dismissed from their employment.

- Bringing unauthorised alcoholic liquor or non-prescription drugs into the workplace, and/or consuming these without management consent.
- Displays of aggression or dissatisfaction about a situation in-front of clients.
- Failure to carry out procedure if unable to work.
- Failure to report to DRCT management any concern or case of client abuse by a employee or volunteer.
- A highly intimate or sexual relationship with a current client.
- Breaches in client or DRCT confidentiality.
- Unauthorised removal or loss of DRCT keys.
- Unauthorised possession or removal of property not belonging to self. It is DRCT's policy to prosecute.
- Giving away services of the DRCT free of charge without the authority of DRCT management.
- Refusal to carry out the lawful instructions of management and/or walking off the job.
- Falsification of records, including time sheets.
- Deliberate acts adversely affecting hygiene, safety, quality or the reputation of the DRCT, clients, suppliers or employees.
- Wilful damage to property or malicious conduct that would affect the business or reputation of the DRCT.
- Any form of physical or emotional abuse, neglect or violence against another person.
- Gambling in the workplace without management consent.
- Rudeness or abusive language.
- Unauthorised acceptance of any gift, fee, gratuity from a client, Whanau or Supplier.
- Misrepresenting the DRCT, self and/or others for personal gain.
- Unauthorised disclosure of confidential information.

- Reporting for work in such a condition that duties are unable to be performed properly or safely.
- Activities resulting in the injury of another person.
- Harassment of any kind, sexual or otherwise.
- Criminal conviction, leading to imprisonment or adversely affecting ability to carry out assigned work.
- Unauthorised absence from work.
- Misuse of fire or safety equipment.
- Any fundamental breach of the contract of employment.

Related Information

- Staff Dress Code, Confidentiality and Privacy Policy
- Health and Safety Manual
- Code of Health and Disability Services Consumer's Rights 1996
- Employment Agreement.