

North West Residential Support Services Inc.
EMPLOYEE CODE OF CONDUCT

1. All staff are required to dress in a clean, tidy, work safe fashion and to be punctual.
*Rationale: To act as a role model for the people being supported.
To present a positive image to the public.
To assist team morale.*
2. Staff are not to consume alcohol or illegal substances while working.
Rationale: To ensure that duty of care responsibilities are not compromised.
3. Staff are not to smoke tobacco in public places whilst supporting people and under no circumstances should staff smoke inside whilst at work.
*Rationale: To act as a role model for the people being supported.
To present a positive image to the public.
To ensure that no-one is harmed by tobacco smoke.*
4. Staff are to treat the people they support and other staff members with dignity and respect and not participate in actions that may harm people.
Rationale: To ensure that professional standards are maintained and people's rights are respected.
5. It is the responsibility of all staff to familiarise themselves and act in accordance with the policies, procedures and guidelines of the service.
Rationale: To ensure compliance with the organisation's service standards.
6. It is mandatory that staff report to their supervisor or the manager any incidences of abuse or breaches of human rights.
Rationale: To ensure that the people we support are protected from abuse.

The following acts, whilst not exhaustive, are deemed to be acts of serious misconduct. Any employee who engages in any of these acts will be subject to a disciplinary procedure and may, under some circumstances, be immediately dismissed. Where alcohol or illegal substances are thought to be involved an employee may be requested to submit to a blood test.

- Engaging in sexual activity in the workplace when visiting or during rostered working hours.
- Using the workplace for unauthorized or illegal activities.
- Abuse as listed in Definitions of Abuse in the Orientation Package.
- Acts of dishonesty including the theft of money and property.
- Breaches of confidentiality.
- Breaches of occupational health and safety standards.
- Consuming alcohol or illegal substances whilst working.

- Discrimination and harassment.
- Turning up for work under the influence of drugs or alcohol.
- Assisting the people we support to engage in illegal activities.
- Failure to obey lawful instructions.
- Fighting.
- Neglect of duty.
- Smoking outside agreed arrangements between staff and management.

You are expected to derive your detail on these issues from:

- The Employment Package.
- The Position Description.
- The Orientation Manual.
- Staff Memos.
- Team meeting minutes.
- Manager and Supervisor's directions.
- Staff training presentations.
- The website.

Version number: 01. Authorised by Neal Rodwell, General Manager.

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