



COMMUNITY CARE TASMANIA

CODE OF BEHAVIOUR FOR EMPLOYEES AND VOLUNTEERS

Staff/Volunteers Agree To:

- Abide by the philosophy of Community Care TASMANIA
- Observe all the rules of Community Care TASMANIA, including those specified in the constitution and any others determined by the Board
- Adhere to all the accounting procedures of Community Care TASMANIA
- Work in a safe and competent manner in accordance with the policies and procedures of Community Care TASMANIA
- Respect the dignity and culture, values and beliefs of all individuals
- Represent Community Care TASMANIA in a positive way
- Not discuss confidential issues of Community Care TASMANIA with people outside the organisation; meet the requirements under the Code of Conduct regarding social media.
- Regard all information provided to them by a client as confidential
- Never disclose personal information to a client including sharing of personal issues
- Undertake to inform Community Care TASMANIA immediately if convicted of any disclosable offences following date of issue of their previous National Police Check
- Not have sexual relationships with clients or take them to their (staff) homes or engage in a relationship with clients outside that of a Community Care TASMANIA professional relationship
- Follow any grievance procedures set down by the CEO to try to resolve any conflicts with other staff or members of Community Care TASMANIA
- Not harass in any form clients, other staff or members of Community Care TASMANIA
- Not abuse, physically, verbally or psychologically, clients, other staff or members of Community Care TASMANIA
- Not give advice to clients
- Not attempt to diagnose the condition of a client's health (except health promotion advice provided by a Registered Nurse). If requested by the family as to your thoughts regarding the condition of a client – refer them to their GP or hospital
- Not do any behavior that might alienate clients from their family or might be construed to do so.
- To be honest and reliable in all dealings with Community Care TASMANIA and its clients.

Failure to abide by the above rules and code of behaviour may lead to dismissal from Community Care NESB. Inc. trading as Community Care TASMANIA.

SIGNED _____

DATE _____
(EMPLOYEE/VOLUNTEER)

SIGNED _____

DATE _____
(EMPLOYER)