



## **TALLANGATTA HEALTH SERVICE**

### **CODE OF CONDUCT**

This code of conduct is to be read in conjunction with relevant Health Service Policies and Procedures.

Any perceived breaches of this Code of Conduct should be reported to the Chief Executive Officer for investigation.

#### **In relation to job responsibilities, employees should:**

- Carry out their duties in a responsible, conscientious and safe manner with honest and integrity, demonstrating commitment and loyalty to the Health Service and their profession.
- Utilise their time and the Health service's resources productively and efficiently and in a manner not influenced by personal gain, either for themselves, friends, relatives or acquaintances.

#### **In relation to colleagues, employees should:**

- Cooperate, work harmoniously and treat colleagues with respect and courtesy and in a manner free from discrimination and not use their position or their influence to intentionally degrade, hurt or humiliate.

#### **In relation to patients and members of the public, employees should:**

- Treat patients/clients and members of the public politely, with courtesy and respect and ensure that actions and behaviour are always in the best interest of the patient or public and free from discrimination.
- Treat patients/clients and members of the public in a manner that is culturally sensitive and supportive and in keeping with professional obligations and standards.
- Deal with issues, grievances or concerns promptly and effectively and uphold the good name and reputation of the Health Service



**In relation to dealing with outside organisations, employees should:**

- Treat individuals in organisations external to Tallangatta Health Service with courtesy and respect and ensure that the interests and reputation of the Health Service are upheld.
- No attempt to obtain personal favour/gifts from individuals or organisations.