

Code of Conduct: Behaviour in the Workplace

Introduction

This document explains the standards and behavioural expectations that all members of the HealthBus Trust team are expected to adhere to.

The following points are designed to protect the reputation, credibility and integrity of the HealthBus Trust.

As a member of the HealthBus Team, I promise to:

- treat colleagues and patients with respect and dignity at all times
- treat all matters of a medical nature confidentially
- be responsible for the quality of my work
- be responsible for the safety of myself, colleagues and patients. I will raise any potential issues to the relevant members of authority
- be open and approachable to patients and colleagues
- be polite and courteous to patients and colleagues
- not use inappropriate language such as swear words, potentially offensive words (such as words that could be deemed as blasphemous) and be mindful of the tone and way in which I communicate
- consider the reputation of the HealthBus Trust, by being positive and respectful about the organisation, its work, colleagues and patients
- act with honesty and integrity in accordance with any professional standards
- be positive and accepting of change and direction, raising opinions or concerns in a constructive and respectful manner

Bullying and Harassment

Bullying and Harassment will not be tolerated in any form. The following examples of unacceptable behaviour will be investigated and could lead to disciplinary action including (but not limited to):

- physical conduct ranging from unwelcome touching to serious assault
- unwelcome sexual advances
- demeaning comments about a person's appearance
- unwelcome jokes or comments of a sexual or racial nature or about an individual's age, disability, sexual orientation, or religion
- questions about a person's sex life
- unwanted nicknames related to a person's age, race or disability

- the use of obscene gestures
- excluding an individual because he/she is associated or connected with someone with a protected characteristic, eg his/her child is gay, spouse is black or parent is disabled
- ignoring an individual because he/she is perceived to have a protected characteristic when he/she does not, in fact, have the protected characteristic), eg an employee is thought to be Jewish, or is perceived to be a transsexual
- the open display of pictures or objects with sexual or racial overtones, even if not directed at any particular person, eg magazines, calendars or pin-ups
- spreading malicious rumours or insulting someone
- picking on someone or setting him/her up to fail
- making threats or comments about someone's job security without good reason
- ridiculing someone
- isolation or non-cooperation at work
- excluding someone from social activities

Declaration

I, have read, understand and agree to abide by the HealthBus Trust's Code of Conduct. I understand that adherence to these points is a condition of my employment and any violation could be grounds for disciplinary action and in severe cases, termination of employment.

Signed by _____

Name _____

Date _____