

## Professional Conduct Policy

It is the Policy of St Chads Communication Centre Trust to maintain a professional, safe and healthy working environment for the benefit of employees, tāngata whaikaha, whanau, volunteers and visitors in the St Chads workplace. St Chads Communication Centre is committed to ensuring all staff, volunteers, tāngata whaikaha and whanau are safe. This is of upmost priority and it is the responsibility of each individual staff member (paid or unpaid). This includes holding to professional standards at all times. Professional conduct supports the outcomes of St Chads and supports the positive reputation of St Chads in the community.

We will do this by:

- maintaining a high quality of Workplace Ethics within St Chads
- adhering to current legislation requirements including (but not limited to) the Privacy Act and the Health Information Privacy Code
- understanding the policies surrounding Health and Safety and acceptable Professional Conduct
- Ensuring any unsafe practices are addressed in a timely and appropriate manner
- Providing the opportunity for professional supervision to senior staff and regular in-house supervision for senior staff by the General Manager

This Policy is for the benefit of all stakeholders.

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes at the discretion of the Board Chairperson.

### **Guidelines:**

It is not appropriate for employees to:

- Form personal or business relationships with tāngata whaikaha
- Discuss tāngata whaikahas by name outside of St Chads in a way that they can be identified. Allowance is made for meetings offsite as part of professional practice. All practical steps are to be taken to ensure privacy, confidentiality and professionalism is maintained
- Discuss the private or professional conduct of tāngata whaikaha or colleagues outside the scope of professional practice
- Visit St Chads tāngata whaikaha at their home outside of working hours without consulting with the Manager
- Have any friends or family members on St Chads premises whilst working unless permission granted from Manager
- Discuss work concerns/issues with tāngata whaikahas
- Discuss personal concerns/issues with tāngata whaikahas
- Condone or take part in any form of discrimination on the basis of Ethnicity, Race, Sex, Sexual Orientation, Age, Religion, Nationality or mental or physical disabilities, including on any online/social media platforms
- Take part in any conduct that deliberately demeans the rights and/or dignity of tāngata whaikaha staff or colleague
- Give out personal contact information to tāngata whaikaha
- Use their personal money to make purchases for tāngata whaikaha
- Accept personal gifts. St Chads acknowledges that some tāngata whaikaha and their families appreciate the support they receive from St Chads and deems gifts which are perishable to generally be acceptable as long as it is disclosed to the General Manager who will consider value and regularity in determining appropriateness
- Give clinical opinions or recommendations/advice outside of their scope of practice
- Engage in sexual/intimate activities with tāngata whaikaha
- Engage in any relationship with tāngata whaikaha or tāngata whaikaha whanau outside of St Chads unless it is authorised by the General Manager

Employees will at all times:

- Respect the dignity, privacy and confidentiality rights of tāngata whaikaha
- Only provide support to tāngata whaikaha within the hours, days and locations as agreed with the Manager

**Definitions:**

- 'tāngata whaikaha' relates to any current, past or potential tāngata whaikaha of St Chads. It can be further defined as other vulnerable people that staff may come into contact with

**Supporting Documents:**

Confidentiality Policy  
Health and Safety Policy  
Privacy Act  
Staff Handbook  
Code of Conduct

**Document Control Parameters:**

The provisions of this Policy supersede and replace all previous Professional Conduct Policies, procedures and guidelines.

**Policy Review:**

This Policy is to be formally reviewed every second year.

<b>Date ratified:</b> January 2015	<b>Date reviewed:</b> March 2021	<b>Next review:</b> March 2023
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