

Lifetime Connect Inc.

7.12 CODE OF BEHAVIOUR FOR STAFF AND VOLUNTEERS

Staff/volunteers agree to:

- Abide by the philosophy of Lifetime Connect Inc.
- Observe all the rules of Lifetime Connect Inc. including those specified in the constitution and any others determined by the Board
- Adhere to all the accounting procedures of Lifetime Connect Inc.
- Work in a safe and competent manner in accordance with the policies and procedures of Lifetime Connect Inc.
- Respect the dignity and culture, values and beliefs of all individuals
- Represent Lifetime Connect Inc. in a positive way
- Wear suitable clothing including closed in shoes, clean and discreet shirt and trousers (or shorts)
- Not discuss confidential issues of Lifetime Connect Inc., our staff and our clients with people outside the organisation, regard all information provided to them by a service user as confidential and never disclose personal information to a service user
- Not take illegal drugs or consume alcohol when on duty or on the premises
- Not accept gifts or purchase any items from service users (except home garden produce)
- Not have sexual relationships with service users or take them to their (staff) homes or engage in a relationship with service users outside of a professional relationship
- Follow any grievance procedures set down by the Board to try to resolve any conflicts with other staff or members of Lifetime Connect Inc.
- Not harass in any form service users, other staff or members of Lifetime Connect Inc.
- Not abuse, physically or verbally, service users, other staff or members of Lifetime Connect Inc.
- Not give advice to service users or diagnose the condition of a service user'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 service user – refer them to their GP or hospital
- Not alienate service users from their family
- Treat service users with courtesy, respect and consideration, act on complaints and provide services to the best of their ability.

Failure to abide by the above rules may lead to dismissal from Lifetime Connect Inc..

Signed:

..... (Employee/Volunteer) (Date)

..... (Employer) (Date)