

Carinya of Bicton *Staff Code of Conduct*

Staff employed at Carinya of Bicton will be expected to follow the organizations code of conduct.

General expectations of staff:

- Undertake all activities in the best interest of our residents and Carinya of Bicton
- To treat all information confidentially.
- To act properly or with propriety at all times while in the facility.
- Understand your duties to ensure the very best resident care is provided.
- To strive to increase your competencies by attending education.
- Not to enter into any activity while at work that may be in conflict with the good name of Carinya of Bicton.
- To adhere to the policies of the organization.
- Not to accept any gifts or other benefits from the residents.
- Not to communicate false or misleading information that may compromise the integrity of any stake holder.
- To report substandard care.
- Work within competence and refuse to do tasks for which you do not have the knowledge and skills.
- Delegate tasks only to those who have been deemed competent.
- Treat colleagues with courtesy .
- Act in a way that will show respect and care for people and property.

I have read the above code, had it explained to me and will Endeavour to adhere to it at all times.

*Staff signature*_____

*Date*_____

*Please print full name.*_____

30th May 2005