



Modbury Hospital Foundation

Serving the Community

MODBURY HOSPITAL FOUNDATION

POLICY TITLE: CODE OF CONDUCT

POLICY STATEMENT:

The Modbury Hospital Foundation's Volunteer Program is committed to supporting the Foundation's Mission and Vision Statements. The primary purpose of the Code of Conduct is to ensure the safety and well being of all participants. The Code of Conduct is a statement of behavioural principles, expectations and ideals. The Code aims to reflect the values of the past as well as guide us through the ever-changing future.

The Modbury Hospital Foundation is committed to maintaining appropriate standards of conduct.

As Modbury Hospital Foundation Volunteers we:

Commitment

- accept the responsibility to represent the Modbury Hospital Foundation with dignity and pride
- respect and adhere to the policies and guidelines established by the Modbury Hospital Foundation
- share and promote the culture, purpose and objectives of the Modbury Hospital Foundation

Respect

- respect the cultures, beliefs, opinions and decisions of others, although we may not always agree
- treat each other with courtesy, sensitivity, tact, consideration and humility
- seek to understand and appreciate each other's abilities by working together and providing support
- honour the confidentiality people place in us
- foster an environment of well being, happiness, health and prosperity



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Safety

- put safety first in all our activities
- respect and use all equipment in the way in which it was intended
- follow all procedures to the best of our ability at all times
- promote healthy and safe work practices
- report all injuries, illnesses, accidents and near misses immediately to the appropriate people
- recognise that training is fundamental to our safety
- agree to wear an identification badge and sign in at the start of our shift

Self Discipline

- abstain from and not tolerate physical or verbal abuse nor any sort of harassment or discrimination
- avoid using potentially offensive language
- avoid criminal activities and conflicts of interest
- avoid gossip and the spreading of rumours
- under no circumstances, attend a shift or participate in an event while under the influence of alcohol and/or controlled substances
- refrain from breaching any privacy issues
- refrain from the removal or external use of intellectual data belonging to the hospital
- accept responsibility for confidentiality of patient information
- agree to adhere to all Hospital policies regarding confidentiality and 'best practice' standards
- exercise self control in managing stress, anger and our behaviour
- know when to walk away
- recognise our limitations and those of others
- believe in doing a job the right way and with appropriate enthusiasm
- create an environment that is supportive and encouraging to all members
- share the load and provide encouragement to fellow members
- offer sympathy and understanding when appropriate



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Communication

- value effective two-way communication
- respect constructive comment and feedback
- practice effective listening and be alert to non-verbal forms of communication
- seek advice whenever appropriate
- recognise the directives of Management as part of our leadership structure
- defuse conflict by focusing on the issues
- act in a responsible manner at all times

Equity and Diversity

- treat all people as unique individuals and value their beliefs, opinions, knowledge and experiences
- use language that will not offend the morals and belief of others
- actively discourage bullying, victimisation or demeaning humour
- value others irrespective of race, religion, colour, age, gender or creed

AGREEMENT

- I, _____ have read the Modbury Hospital Foundation's Code of Conduct and I agree to abide by the standards as outlined above whilst undertaking voluntary work at Modbury Hospital.
- It is important that all Modbury Hospital Foundation Volunteers comply with the Code of Conduct. Failure to comply with any component of the Code of Conduct, or participation in other inappropriate conduct as determined by Modbury Hospital Foundation representatives may lead to dismissal as a volunteer.

Signed

Date