

Waikato District Health Board

Code of Conduct and Employee Expectations¹

The State Services Commissioner has issued Standards of Integrity & Conduct. In addition to complying with Waikato DHB's Code of Conduct, employees of Waikato DHB must comply with the State Sector code which entails in part that an employee *"must act with a spirit of service to the community and meet the same high standards of integrity and conduct in everything we do"*².

Professionalism of Duties

All employees are expected to carry out their duties in a professional of duties manner by:

- meeting the requirements of the relevant position description;
- complying with the terms of the relevant employment agreement;
- complying with all Waikato DHB policies, procedures and practices;
- maintaining currency of all required qualifications and relevant industry experience (including registration and practising certificates) necessary for the performance of their duties;
- informing appropriate colleagues of any relevant matters which may impinge on the performance of their duties;
- exercising responsible care with all Waikato DHB resources;
- ensuring the safe use of Waikato DHB equipment;
- comply with the Code of Health and Disability Services Consumers' Rights;
- reflecting professional standards of presentation and demeanour at all times;
- acting in a way that does not damage, or have the potential to damage, the reputation of the Waikato DHB; and
- assisting colleagues where appropriate and in particular act as mentors towards junior colleagues

Respect of the Rights of Others

All employees are expected to respect and contribute to the rights of their colleagues, patients and the community they serve by:

- avoiding behaviour which might cause distress to or disruption of the Waikato DHB;
- refraining from all forms of discrimination, intimidation, sexual and racial harassment;

- respecting the privacy of individuals at all times and ensure personal and confidential information is used only for the purposes for which it was intended; and
- fostering collegiality amongst members of the Waikato DHB.

Fair, Responsible, Trustworthy, Lawful

All employees are expected to act in a fair, responsible, trustworthy and, lawful manner by:

- treating everyone fairly and with respect;
- being professional and responsive;
- acting lawfully;
- not utilising Waikato DHB property or resources for personal use;
- advising their line manager promptly of any matter that is likely to adversely impact on their performance of their duties; and
- being prepared to act appropriately and constructively where a colleague's behaviour is clearly in breach of this code.

Honesty & Impartiality

All employees are expected to perform their duties honestly with impartiality and to avoid situations which may compromise their professional integrity or lead to conflicts of interest.

All employees have a professional responsibility to act in good faith in all employment dealings and to avoid conflicts of interests.

¹ Appendix C of Waikato DHB's Performance Management and Discipline Policy

² Refer www.ssc.govt.nz/code