

Code of Conduct

Murrumbidgee Allied Health Services' (MAHS) Code of Conduct outlines the expectations regarding the behaviour of employees, contractors, volunteers, and students on clinical placement. We promote flexibility, and open communication, but expect all employees, contractors, volunteers, and students on clinical placement to follow the Code of Conduct. All workers should work towards fostering a respectful, well-organised, collaborative environment at MAHS.

Scope

The Code of Conduct applies to all employees, contractors, volunteers, and students on clinical placement.

Compliance with law

All employees, contractors, volunteers, and students on clinical placement must protect MAHS's legality. All workers should comply with all environmental, safety and fair dealing laws. We expect all workers to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

Respect in the workplace

All employees, contractors, volunteers, and students on clinical placement should respect their colleagues. We won't allow any kind of discriminatory behaviour, bullying, or harassment.

Protection of Company property

All employees, contractors, volunteers, or students on clinical placement should treat MAHS's property, whether material or intangible, with respect and care. All workers should not misuse company equipment or use it frivolously. All workers should respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports, templates etc.) All workers should use them only to complete their job duties. All workers should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

Professionalism

All employees must show integrity and professionalism in the workplace, specifically in areas of:

Personal appearance	All employees must follow the MAHS dress code and personal appearance guidelines.
Corruption	MAHS discourages employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.
Job duties and authority	All employees, contractors, volunteers, and students on clinical placement should fulfill their job duties with integrity and respect toward clients, stakeholders, and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.
Professional requirements	All employees, contractors, volunteers, and students on clinical placement should work within their scope of practice and adhere to all requirements as set out by their professional body. All Allied Health Professionals must adhere to the Code of Conduct as set out by the Australia Health Practitioner Regulation Agency (AHPRA), if registered, or the National Code of Conduct for Healthcare Workers if not registered with AHPRA.
Absenteeism and tardiness	Employees, contractors, volunteers, and students on clinical placement are expected to be on time to scheduled appointments and meetings.
Conflict of interest	We expect employees, contractors, volunteers, and students on clinical placement to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their job duties.

Collaboration	Employees, contractors, volunteers, and students on clinical placement should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.
Communication	All employees, contractors, volunteers, and students on clinical placement must be open for communication with their colleagues, supervisors or team members.
Policies	All employees, contractors, volunteers, and students on clinical placement should read and follow our company policies. If they have any questions, they should ask the Company Directors.
Client safety	All employees, contractors, volunteers, and students on clinical placement must ensure safety of all clients at all times. Refer to the Client Safety Policy and Procedure for more information.

Consequences

MAHS may have to take disciplinary action against employees who repeatedly or intentionally fail to follow the Code of Conduct. Consequences will vary depending on the violation. Possible consequences include counselling, performance improvement plans, reprimand, demotion, suspension, or termination of employment. MAHS may choose not to renew contractors' agreements if contractors repeatedly or intentionally fail to follow the Code of Conduct. MAHS may take legal action in cases of corruption, theft, embezzlement, or other unlawful behaviour.

Review

This Code of Conduct will be reviewed on or before February 2022.

Questions or comments

If you have any questions or comments about the Code of Conduct, please contact the MAHS office on 6963 9377 or admin@mahs.com.au.