



therapyfocus
growing potential

CODE OF CONDUCT

DIVISION: Corporate Services Unit
AREA/TEAM: Workforce Team
LAST REVIEWED: June 2015
DUE TO BE REVIEWED: June 2017



Therapy Focus commits to encouraging a safe, supportive and productive work environment. As employees of Therapy Focus we have significant influence in developing an informed dynamic workforce that inspires and facilitates learning.

In a growing organisation this relies on the ethical principles and good judgement of each individual employee. Employees are required to be familiar with the code of conduct and how to follow it.

The code of conduct establishes a common understanding of the standards of behaviour we expect of all employees.

Guided by our values we agree our expectations of conduct

The code of conduct requires that as Therapy Focus employees:

- We abide by the law and the spirit of the law of the State or Territory in which we are working.
- We behave as professional's and are respected as professional's.
- We are honest and act with integrity.
- We behave in a way that upholds Therapy Focus values within the community.
- We comply with any lawful and reasonable direction.
- We maintain confidentiality about any personal or other information that becomes available in the course of our duty
- We use Therapy Focus resources in a proper manner and for the proper purpose.
- We abide with Therapy Focus policies and procedures, both written and practices.
- We work to uphold the vales and ethical culture of Therapy Focus.

1. DATE OF REVIEW

This policy should be reviewed on a biennial basis to ensure that its contents remain appropriate. The Executive Manager is responsible for the deployment, implementation, modification and review of this policy.

2. RELATED DOCUMENTS

- Disability Services Standards (1993) of Western Australia
- Disability Services Act (1993) of Western Australia
- Disability Discrimination Act (1992)
- Equal Opportunity Amendment Act (1992)
- Freedom of Information Act (1992) of Western Australia
- Privacy Act (1988)
- Guidelines to the National Privacy Principles (2001)
- Therapy Focus Policy and Procedures
- Therapy Focus Strategic Plan