

TITLE	Values and Behaviours Policy
TARGET AUDIENCE	All Cabrinini Employees
SCOPE	Cabrinini Wide

Please see Cabinet page [Values and Behaviours](#) for supporting resources and documents

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PURPOSE

This document contains guidance to all Cabrini employees and managers on ensuring that Cabrini workplaces are professional, positive and secure places to work.

POLICY

The values of Compassion, Integrity, Courage and Respect form the basis of Cabrini's mission and drive how we behave at work and how decisions are made.

Cabrini is committed to the provision of a safe, supportive and professional work environment, where:

- all employees act in accordance with Cabrini's values;
- all employees meet the requirements of their professional practice, as applicable;
- all employees behave professionally in the workplace;
- all employees treat each other fairly and with respect – including with respect for the principles of diversity and inclusion;
- all community members feel included and respected, regardless of their individual traits, beliefs, characteristics and practices;
- bullying, harassment (including sexual harassment), unlawful discrimination and victimisation are not tolerated;
- all employees demonstrate their professionalism and respect for others by presenting a clean and professional appearance in the workplace at all times; and
- all Cabrini workplaces, property and technology are kept safe and secure.

CONTENTS OF THIS DOCUMENT

This document deals with:

- Professional Practice
- Diversity, Inclusion and Respect in the Workplace
- Family and Domestic Violence
- Professional Appearance
- Workplace Security
- Use of Cabrini Property and Technology

DEFINITIONS

Discrimination means to treat a person unfavourably or propose to treat a person unfavourably because they have a particular attribute OR to unreasonably impose a condition or requirement or practice that disadvantages a person with a particular attribute. An '*attribute*' includes the following: age, gender identity, disability, employment activity, industrial activity, lawful sexual activity, marital status, status as a parent or carer or responsibilities, physical features, pregnancy and breastfeeding, race, sex and sex characteristics, sexual orientation, political or religious beliefs or activities, national extraction or social origin, an expunged homosexual conviction, spent convictions or personal association with anyone who has or is assumed to have one of these attributes.

Bullying means repeated unreasonable behaviour, directed at a person or group of persons at work that creates a risk to health and safety.

Harassment means any form of behaviour that is not wanted or asked for, and that is likely to create a hostile working environment by humiliating, intimidating, undermining or offending someone.

Sexual Harassment means unwelcome or unwanted behaviour of a sexual nature that a reasonable person would anticipate would offend, humiliate, undermine or intimidate someone. It can be a single instance of behaviour, or a course of conduct. It can be physical, verbal, written or other kinds of behaviour.

Victimisation means subjecting or threatening to subject someone to any detriment because that person or someone associated with that person has asserted their rights under equal opportunity laws or this policy, made a complaint or brought a dispute under equal opportunity laws or this policy, provided information or documents regarding a complaint under equal opportunity laws or this policy, reasonably asserted their rights or someone else's rights under equal opportunity laws or this policy, or made an allegation that a person has acted unlawfully under equal opportunity laws or this policy.

PROFESSIONAL PRACTICE

Employee obligations

Where applicable, all employees must:

- comply with all Cabrini policies and procedures and their employment contract;
- comply with all lawful and reasonable directions;
- act in accordance with their own scope of practice;
- be aware of the professional competency framework in which they practise;
- not practise outside their current position description;
- comply with Cabrini's guidance on conflicts of interest;
- be personally accountable for the provision of safe and competent care and professional judgement;
- supervise and work under supervision as required for their role; and
- promptly complete annual AHPRA registration requirements or registration with any other professional body as required including mandatory training and education requirements.

Manager obligations

Where applicable, managers must:

- ensure employees do not work if they do not hold current registration and credentials or do not provide evidence of same upon request;
- manage any mandatory notifications and reporting to AHPRA or any other regulatory authority as required in respect of their direct reports;
- be aware of the level of educational preparation and competency skill level of their direct reports;
- discuss clinical performance relating to scope of practice as part of each employees member's annual performance review; and
- confirm AHPRA registration of their reports as required.

DIVERSITY, INCLUSION AND RESPECT IN THE WORKPLACE

All employees are responsible for ensuring that Cabrini workplaces are environments where: the diversity of our employees is valued and accepted, people feel included and respected; and bullying, harassment (including sexual harassment), unlawful discrimination and victimisation have no place whatsoever.

Manager obligations

Managers must:

- model behaviours that demonstrate inclusiveness and respect for diversity in the workplace;
- make employment-related decisions in a fair and transparent manner that is merit-based and free from bias; and
- address any conduct that undermines or is inconsistent with Cabrini's goal of creating a safe and inclusive workplace for all employees.

Employee obligations

All employees must, in connection with their employment:

- treat all members of employees and visitors to Cabrini's workplaces (including students, volunteers, contractors, job applicants, patients, clients and suppliers) professionally and with courtesy and respect at all times;
- not engage in any form of unlawful discrimination towards other employees and visitors to Cabrini's workplaces;
- not engage in any form of bullying behaviour towards other employees and visitors to Cabrini's workplaces;
- not engage in any form of harassment – including sexual harassment - of other employees and visitors to Cabrini's workplaces;
- not victimise any Cabrini employees because they have made or proposed to make a complaint under this policy or any relevant anti-discrimination/equal opportunity law or participated in any process under this policy or a relevant anti-discrimination/equal opportunity law;
- not take photographs or use any mechanism to video- or audio-record any other employees or visitor to Cabrini's workplace without the person's express consent in advance;
- promptly raise any concerns or complaints of unlawful discrimination, bullying, harassment or victimisation with their manager or in accordance with the Managing Issues in Employment Policy;
- undertake mandatory learning programs that promote a workplace that is diverse, and includes and enables an appreciation for the diversity of the community we serve;
- understand that behaviour which amounts to unlawful discrimination, bullying, harassment (including sexual harassment) or victimisation is in breach of numerous State and Federal laws and Cabrini's policies and may have serious consequences – including personal liability in civil litigation and disciplinary consequences up to and including termination of employment; and
- treat all persons in the workplace in a way that demonstrates inclusiveness and respect for diversity.

FAMILY AND DOMESTIC VIOLENCE

Manager obligations

Managers must:

- consider and provide all reasonable support to employees who advise that they are experiencing family or domestic violence, including via the provision of leave and other practical support mechanisms available; and
- maintain the confidentiality of any information provided by an employee in the context of advising that they are experiencing family or domestic violence, except where disclosure of the information has been agreed to by the employee and is necessary to ensure the employee receives appropriate support or benefits, or where the disclosure is necessary to ensure the health and safety of a person.

Employee obligations

Employees must:

- where required, provide evidence - to the satisfaction of Cabrini – confirming their eligibility for benefits or support relating to family or domestic violence.

PROFESSIONAL APPEARANCE

Employee obligations

All employees must:

- attend for work in neat and clean clothing that presents a professional public image and is suitable for carrying out the employee's duties;
- wear any applicable uniform or other items of clothing as directed; and
- adhere to any applicable dress code for their role.

WORKPLACE SECURITY

All employees are responsible for maintaining the security of our workplaces at all times.

Employee obligations

All employees must:

- wear Cabrini photographic identification and name badges as required;
- ensure any clinical students wear their university or registered training organisation identification badges;
- ensure any volunteers and contractors are readily identifiable;
- ensure that relatives and visitors do not visit a Cabrini workplace in an unauthorised capacity;
- avoid minding or caring for children in a Cabrini workplace;
- escalate and notify their manager if they become aware of unauthorised individuals onsite; and
- obtain permission from their manager where a relative or family member or friend visits the employee in the workplace.

USE OF CABRINI PROPERTY AND TECHNOLOGY

All employees are expected to ensure the security and integrity of Cabrini property and technology in order to preserve its safety and availability for all employees.

Employee obligations

All employees must:

- respect the privacy and confidentiality of Cabrini and patient confidential information, in accordance with their contractual obligations, Cabrini's policies and procedures, and all relevant laws;
- use Cabrini property and technology only for authorised purposes related to work, subject only to minor and incidental personal use, where permitted;
- use Cabrini technology only in accordance with applicable IT policies;
- avoid making any unauthorised modification to any Cabrini property or technology;
- promptly report any missing or damaged property;
- cooperate with any investigation by Cabrini;
- not use Cabrini property and technology in any way that could compromise the integrity or security of Cabrini's networks; and
- promptly return technology and any other Cabrini property when directed or upon termination of employment.

REVIEW

Policy will be reviewed in 12 months or sooner if required

Executive Sponsor	Group Director People and Culture	
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