

## **HRPG59 - APPENDIX 1 – STANDARDS OF CONDUCT**

Temporary Workers need to be aware of the standards required of them in the course of their normal day-to-day duties and the possible consequences of any failure to adhere to these standards.

Listed below are the types of issues that, if breached, may result in formal action. These rules are not exhaustive and serve only as a guide

### **MISCONDUCT**

- Poor Attendance and/or Timekeeping
- Breach of Confidentiality
- Failure to follow Instructions
- Failure to take reasonable care to avoid injury to themselves and others
- Misuse of Trust Facilities
- Failure to comply with the Trust's requirements for all employees to declare interests and any gifts, bequests and hospitality
- Inappropriate Communication with Press, Media or Other Third Parties that is likely to cause harm to the interests of the Trust, patients, service users, employees or property
- Inappropriate Appearance and Personal Hygiene
- Poor performance or conduct

## **GROSS MISCONDUCT**

- Theft
- Fraud
- Assault
- Criminal Action/Inquiries
- Gross Negligence
- Harassment, Bullying and Discrimination
- Inappropriate Relationships with Patients or failure to acknowledge professional boundaries
- Breach of Confidentiality
- Failure to Follow Instructions
- Breach of the Trust's Standing Orders or Financial Instructions
- Corruption
- Serious Misrepresentation
- Poor Records Keeping
- Misuse of Information Technology
- Breach of requirement of General Data Protection Regulations
- Malicious or Wilful Damage to Property
- Serious breaches of health and safety legislation and/or the Trust's Health and Safety Policy.
- Being unfit for Duty, other than disclosed medical reasons for example, through substance and/or alcohol misuse. This may include sleeping whilst on duty.
- Breach of Policies and Statutory Codes
- Failure to maintain Professional Registration
- Engage or attempt to engage in behaviour of a sexual nature with a person with a mental disorder.
- Conduct likely to bring discredit to the Trust or relevant organisation or profession
- Breach of Trust and Confidence
- Offences described under the Bribery Act
- Breach of Duty of Candour