

Staff Code Of Conduct

As a member of the Angy Care Temporary Staff Team, I will follow the below code of conduct:

- I will regularly read and review the staff handbook (see angycareuk.com for this) to ensure I am up to date with all mandatory requirements.
- I will keep a record of my supporting documentation, and will provide updates where necessary.
- I will arrive on time to all shifts possible, and will call ahead to the office if I am ever running late.
- I will treat all patients with dignity and respect, and will do everything I can to ensure them a good quality of care, within the given regulations.
- I will act with honesty and responsibility at all times.
- I will report any incidents or accidents during my working hours to the respective authority.
- I will ensure all office issues are handled during office hours, and will not call office staff on their personal lines to discuss work related matters.
- I will ensure that all information entrusted to me is kept confidential and I will not discuss work matters outside of my workplace.
- I will not, under any circumstances, discriminate against any patients or staff, regardless of age, gender identity, sexuality, religion, race, ethnic background, social class or political background.
- I will contact the office in regards to any work based expenses.
- I will not engage in inappropriate sexual conduct with other staff, or with patients, including (but not limited to) sexual contact, sexual discussions, sexual harassment or sexual advances of any kind.
- I will place the health of service users and other staff as a priority, and will not work when ill, or consume alcohol and cigarettes during work with service users and other staff. In the event of illness, I will contact the office directly to make arrangements for cover.
- I will ensure I conduct myself well during night shifts, and have made suitable arrangements to make sure I am awake, alert and able to function as well as I could during a day shift.
- I will ensure my mobile phone is switched off during shifts, and if possible, left in a secure location. If I need to make calls, I will speak with my supervisor and request to use the phone at my working location.
- I will arrive to shifts with my name badge, and in presentable, practical clothing. If I need a reissued ID badge, I will contact the office as soon as possible.
- I will take a copy of the company time sheet (see angycareuk.com for this) to every shift, and will have it signed by a staff member at the end of my shift. I will not ask for my time sheet to be signed during my shift and will wait until the end of my shift.
- I will make sure to send my time sheet before the deadline of 12pm on Monday, every week, and to contact the office if I have any concerns in regards to this. I will handle any payment queries during office hours.
- I will not allow personal friendships and relationships to effect my working environment and will remain professional at all times, regardless of who I will be working with.
- I will maintain professionalism while working with Angy Care, and will ensure to represent the company in the best way possible.
- I will be respectful in my manner of approach with all staff, including temporary staff I work with, permanent staff where I am working, and Angy Care office staff.

Print Name:

Signed:

Date: