



## Misconduct Policy

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Geneva Health International Limited expects all their employees to act in a professional manner at all times. Engaging in any activity that may be considered unprofessional or that puts the Geneva Health reputation or client's safety at risk is considered to be 'misconduct' and may result in disciplinary action or immediate dismissal. The following list describes some of those misconduct activities but is not exclusive.

Engaging in any of the conduct listed below is a serious matter and may result in disciplinary action or immediate dismissal:

- Failing to maintain Geneva Health standards of professional presentation at all times.
- Deliberately violating or demonstrating behaviour that is in breach of any of the Geneva Health policies or guidelines
- Breach of client or company privacy and confidentiality
- Inappropriate rumour, hearsay or discussion about clients, Geneva Health or staff/colleagues
- Failing to show up for work without advising Geneva in advance
- Deliberately falsifying documents and information requested by Geneva Health, colleagues or clients
- Avoiding duties and/or refusing to complete duties expected of you without discussing with Geneva Health staff
- Inappropriate discussion of your personal problems and/or involving your family/friends in the workplace
- Accepting money/goods from a client or getting involved in client's financial affairs except as specifically authorised and approved.
- Expressing contempt or demonstrating prejudice
- Working while under the influence of alcohol or non-prescribed drugs or bringing alcohol/drugs to client premises.
- Use of insulting or offensive language in a client's presence, to Geneva Health staff, colleagues or others.
- Any form of verbal or physical assault on a client, colleague or employee of Geneva Health including any form of sexual harassment
- Unauthorised or inappropriate use of the internet or email at Geneva Health or their client's facilities
- Smoking in no smoking areas or inside buildings as per current no smoking law.

***Please note that this list is not exhaustive and may be amended in the future.***