

## **Principles and Code of Conduct - Employees**

**The main principles are: Dignity, Privacy, Choice, Safety, Realising Potential, Equality and Diversity.**

This Code of Conduct defines the requirements of employees working for individual employers in the community.

By complying with this code of conduct employees commit to providing a high standard of work at all times.

### **Rights and Values**

As an employee you must:

- Treat the person you support as an individual
- Respect and promote their views and wishes
- Support their rights to control their lives and make informed choices
- Promote equal opportunities
- Respect diversity and different cultures and values
- Respect and maintain the dignity and privacy of your employer\*

### **Confidentiality**

As an employee, you must strive to establish and maintain the trust and confidence of the person you are working for. This includes:

- Being honest and trustworthy
- Communicating in an appropriate, open, accurate and straightforward way
- Respecting confidential information
- Being reliable and dependable
- Honouring work commitments, agreements and arrangements

***You must not:***

- Abuse, neglect, exploit or harm your employer\*
- Abuse the trust of your employer\*, or the access you have to personal information about them, their property, home or workplace
- Share information inappropriately
- Form an inappropriate relationship with your employer\*
- Behave in a way which would call into question your suitability to work as a carer/support worker/personal assistant.

***You MUST notify your employer if:***

- Your circumstances change and you are no longer available to work the hours stated in your contract
- You have any other information which may affect your ability or suitability to work as a carer/support worker/personal assistant
- You are the subject of any criminal investigation
- You incur any driving penalties or you are involved in a road traffic accident where you are the driver and could be at fault (if driving is part of your role).

\* Refers to the employer and/or the person receiving support

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