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| **Work Function Behaviour  & Related Policy acknowledgement** | Insert Logo |

At [Clinic Name] we are committed to providing a safe workplace with clear and transparent boundaries both within the workplace and at work-related functions.

As part of this culture, we expect everyone who is attending our work related function and event to follow and abide by our employment policies and procedures that relate to respectful workplace behaviour and conduct.

In the event guests and partners are invited to [Clinic Name] work events, we also expect them to conduct themselves in a respectful manner, and not breach our standards and expectations around appropriate behaviour and conduct in a work setting. If you have a guest attending the [Clinic Name] work event, please ensure you discuss our expectations around appropriate behaviour and conduct at work related functions and events. Should they conduct themselves in a manner in which we believe is disrespectful, unprofessional or inappropriate, then we will ask them to the leave the event.

Please take the time to read each of the policies listed below, and sign to acknowledge that you have read and understood each one. A copy of this signed Work Function Behaviour & Related Policy Acknowledgement form must be returned to the Practice Manager by [insert date eg. close of business on 14 November 2022]. You understand and accept that if your own behaviour and conduct at work related events is not respectful, professional or appropriate, you may be subject to performance management action, up to an including dismissal.

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| **Policy** | **Date Read** | **Team Member Acknowledgement**  I confirm I have read this policy and understand and accept what is appropriate and acceptable behaviour and conduct and what’s not. I also understand and accept that if my behaviour and conduct at work related events is considered disrespectful, unprofessional or inappropriate by the Clinic it may result in performance management, up to and including termination of my employment. |
| Work Health & Safety (WHS) Policy covering topics such as:   * Reporting a Near Miss, Incident & Injury * Workplace Bullying & Harassment * Fitness for Work + Drug & Alcohol Free Workplace |  |  |
| Technology & Communication Policy covering topics such as:   * Internet & email use * Social Media |  |  |
| Respectful Workplace Policy covering topics such as:   * Sexual harassment * Bulling * Discrimination |  |  |
| [Clinic Name] Code of Conduct |  |  |