



Bega
Garnbirringu
HEALTH SERVICE

BEGA GARNBIRRINGU HEALTH SERVICE

GOVERNANCE POLICY STATEMENT

CODE OF CONDUCT

1. Context.

This Code of Conduct set out standards of behaviour to which the Board, Financial Members and Employees/Contractors of Bega Garnbirringu Health Services will be bound.

The following policy document will provide all stakeholders with a framework outlining the corporate culture, values and attitudes that underpin the character of the organisation. It will in turn provide clarity and understanding in relation to the organisation's standards and the expectations it has in relation to the conduct of its representative. It will reinforce a commitment to ethical and professional behaviour that is a pre-requisite to quality outcomes in all areas of corporate activity.

Internal and Public Confidence

Confidence in BEGA is critical to the success of the organisation. Through the pursuit of excellence and by developing a reputation for integrity and ethical behaviour BEGA will become a robust, and effective service organisation.

Funding bodies, clients, peers, and the community have a right to expect standards that reflect the highest levels of integrity and competence and quality services that are delivered without favour or prejudice.

Definitions

- Ethics: A set of moral values held by any group, organisation or profession that governs individual and group conduct.
- BEGA – Refers to Bega Garnbirringu Health Service.
- The Organisation: Refers to Bega Garnbirringu Health Service.
- Board: Refers to the elected authority responsible for the organisation's conduct.

2. Values.

Bega Garnbirringu Health Service expects that when you act on its behalf an in your work you will:

- Act with integrity.
- Act in accordance with the law.

- Act in best interest of BEGA.
- Seek to improve BEGA.
- Act reasonably, justify impartially and not discriminate.
- Use the resources of BEGA efficiently and economically.

3. Principles.

Signatories to this Code affirm their commitment to the objective of improving outcomes in Aboriginal Health and social justice.

BEGA affirms that:

- All people are valuable and are to be treated with respect and dignity.
- All people can be empowered to realise more of their potential and to make responsible choices.
- All work with people in need demands a spirit of humility, free from blame or prejudice.

Signatories to this Code share a commitment (not limited) to:

- Providing high quality services and holistic care to all clients irrespective of age, race, religion, lifestyle, or cultural background.
- Cultural respect and awareness – receptive to difference in the Indigenous populations and prepared to first think and consider the implications of cultural differences as it affects understanding and service delivery.
- Responsiveness and sensitivity to client’s needs - listening, offering a service, balancing the needs of individuals with the needs of the organisation.
- Encouraging participation through a community development approach
- Involving clients in the planning, delivery, and review of service provision, assisting clients to know their rights, responsibilities, choices, and options and to be involved and be heard, making appropriate and accessible information and referrals, not assuming literacy and numeracy.
- Consistency – in the provision of information provided to clients.
- Working in partnership with all levels of government, other health agencies, community organisations and client groups to improve services.
- Competence – clear about the law, standards, sector guidelines, rights and responsibilities, policies and procedures and best practice in the Aboriginal Health and human community services sector.
- Confidentiality – maintaining individual and organisational confidence, giving assurances to clients about this rather than assume they know how community organisations operate.
- Equity – non-discriminative and social justice, fairness to all in the aspects of the organisation’s activities.
- Courtesy and respect – being approachable, polite, and non-judgemental.
- Accountability – balancing our own social justice and commercial responsibilities, working with clear written policies and procedures to achieve sector standards, having contracts, running efficient and effective business service, good record keeping, reporting, monitoring, evaluation, and continuous improvement.
- Acting in organisations best interests – declaring conflicts of interest.
- Transparency – being honest and straightforward in our actions and decision making, checking facts before taking action.
- Responsible management of our assets – addressing effective risk management, viability, probity, and good financial management systems.

- Offering fair conditions and safe work environments for staff and volunteers as well as providing opportunities for training, personal development, and career advancement.
- Looking after ourselves and each other – doing the job with good humour and sensitivity but knowing our limitations and minimising risks, treating all with respect and honesty – remaining professional.

4. Scope/Applicability.

Our organisation aims to meet the highest standards of management and to provide excellent services. This policy has been developed to assist Board Members, Financial Members all employees and contractors to meet those standards.

Endorsement (The application of personal signature) to this document is a precondition for:

- a) Membership to the organisation*
- b) Appointment as a member of the Board*
- c) Employment as a member of staff*
- d) Appointment to managerial roles, and engagement of contractors/consultants*
- e) Preceptorship of GP registrars, students, volunteers etc*

Breaches of the Code of Conduct by signatories to the Code may result in severe penalties including expulsion from Membership, dismissal from employment and where appropriate criminal prosecution.

Everybody at BEGA is expected to comply with this code. It is in three parts and is written in the form of a binding agreement between the individual and the organisation.

- Part 1 – Ethics
- Part 2 – Conduct
- Part 3 – Equal Access and Equal Opportunity

All Board Members, Financial Members, Employees, Contractors, Students etc, are required to read and sign the Code of Conduct. This indicates that you have agreed to behave in way that are consistent with this Code, and that you fully understand this. Your endorsement of this code of conduct is a pre-requisite to membership and/or employment and constitute a legal agreement against which you may be held to account. The signed copy is retained on your personal file.

5. Statement/Agreement.

Part 1: Ethics

Legal Standards, awareness, and compliance.

I understand and commit to the following:

The organisation and its members, employees and contractors are required to abide by the highest ethical standards and all applicable legal and regulatory requirements. This includes assurances that the organisation and its constituents are responsible to:

- a) Provide equality of opportunity and access in all activities conducted under its name including the provision of services and recruitment to employment and;

- b) Adhere to accepted protocols in the maintenance of trust and protection of confidentiality in relation to personal records and other sensitive information.

I will make every effort to be fully aware of the way the law may affect my actions and decision on behalf of the organisation. I will not knowingly do anything which contravenes the law.

Specifically, this will include:

- Making a conscious effort to prevent anything illegal (or with potentially illegal consequences) being done in the name of the organisation or whilst undertaking the organisation's business.
- Seeking advice, by reference to printed resources or people with appropriate expertise, whenever in doubt exists about the legality of actions, practices, or policies.
- Being familiar with legislative and regulatory requirements relevant to my role.
- Being familiar with relevant incorporation, company, and employment law, as outline in the relevant policy sections (*this applies particularly to staff with responsibilities in these areas and to all management members*).
- Being aware of the coverage and implications of the Anti-Discrimination Act and other anti-discrimination laws for all my actions, decision making and policy setting.
- Under circumstances engaging in or tolerating physical or verbal abuse of staff, management members, clients, and colleagues in other agencies.

I will take steps to rectify unintentional illegal action, or illegal action as soon as it is known, in accordance with the appropriate operational or management procedures. What happened and what is being done about it will be reported to a management meeting.

I understand that intentional illegal action, or illegal action resulting from my incompetence or negligence, will result in the disciplinary procedure being implemented immediately. Illegal action may result in criminal prosecution.

Conflict of Interest

Conflict of interest concerns the potential for improper conduct by Board Members, Financial Members, Management, and employees carrying out the business of the organisation. This may be a result of relationships and responsibilities we have outside the organisation, or multiple roles and relationships between people inside the organisation.

These external and multiple interests may improperly influence us, it may appear to other that they do.

In many cases only the individual concerned will be aware of the potential for conflict of interest.

I understand that it is my duty to either avoid or disclose these situations and that potential conflict of interest must be brought to the attention of Management at the earliest possible opportunity.

To avoid actual and perceived conflict of interest, **I will**

- Declare all known possible conflicts of interest and disclose any potential conflict of interest in matters as they arise.
- Be excluded from receiving papers, taking part in discussion, or voting in matters where I have an actual or perceived conflict of interest.
- Explain to clients with whom I have any relationships the importance of declaring any relationship to employees or management members i.e., relatives, friends and associates of staff and management will receive no special treatment or disadvantage in access to services.
- Refuse to accept gratuities, personal gifts or personal advantage from contractors, suppliers, or clients of the organisation.
- Document and bring to the attention of management any arrangements I have made with clients relating to services or work carried out for the organisation, whether paid or unpaid.
- Report appropriately on all aspects for payment of money to me, other than contractual payments or claims from petty cash (e.g., sitting fees and reimbursement of expenses to management members, out of pocket claims by staff) for approval before payments is made and preferably before the expense is incurred.

I understand and commit to the following:

Financial Members will be responsible to the Board of Directors and, Employees of the organisation will be responsible to the Chief Executive Officer as their employer, and all are required to abide by the policies of the organisation. This includes appropriate ethical behaviour in relation to (for example) dealing with contractors or suppliers of goods to the organisation, involvement in recruitment processes and the employment of family members, the transference of confidential information etc.

In all matters where this presents a conflict or potential conflict of interest the signatory must declare that interest to their supervisor in the case of staff and the Chief Executive Officer in the case of Board Members or Financial Members. Failure to declare a conflict of interest may result in individual sanctions or constitutional disciplinary action on part of the organisation.

Ethical Behaviour

I will act in accordance with the principles of social justice through a practical commitment to:

- Equity – a fairer application and distribution of services – by not judging people, respecting individual difference, and acting to address inequalities in access and provision of health and related services.
- Access – fair and equal access for all people to services that are important for their health and well-being – by giving information clearly and simply and appropriately to enable clients to make choices in their access to services; being competent and delivering services based on thorough knowledge of policy and practice.
- Participation – maximising the opportunity for people to control and make decisions about issues and circumstances that directly affect their health and personal wellbeing – by facilitating and welcoming appropriate involvement from clients of the service.

Confidentiality and Maintenance of Trust

I will abide by accepted protocols in the maintenance of trust and protection of confidentiality in relation to personal records and other sensitive information.

I recognise that confidentiality is an important principle in many aspects of our work, and particularly the relationships between client and service/worker and employee and employer relationships.

I will always observe our confidentiality principles at all times:

- **I will** not disclose anything about a client, including the fact of their contact with the organisation, noting will be passed on to anyone outside the organisation in a manner that identifies the client without the person's express consent (preferably a completed Disclosure Consent Form)
- **I understand** that some government departments, the police, and the courts have a legal right to information about individuals, but only under some circumstances and to a specified extent (related to a specific Act or Regulation). When such a request for information about an individual is made, their credentials and the legal authority they are invoking will be checked, in writing, before any information is disclosed.
- **I understand** that sometimes in extreme circumstances where a breach of confidentiality maybe deemed to be in the best interest of the client or the service, the matter maybe brought to the attention of the client, the worker responsible and also to management prior to any disclosure.
- **I will** not disclose any personal information about clients, staff, or management to others external to the organisation, or inappropriately with anyone inside the organisation (e.g., information about the employee should not be freely discussed with other than their direct manager).
- **I will** uphold the integrity of the organisation and always represent the organisation in a positive manner. I will not malign the organisation or its management to external parties. I will deal with any issues I may have that relate to the organisation through the appropriate channels. (I understand that a breach of this clause is an offence of Serious Misconduct and may incur summary dismissal).
- **I will** maintain my commitment to confidentiality after BEGA ceases and I am aware that legal action may be taken against me should I fail to comply with this provision.
- **I will** explain to a client who asks me to keep something confidential, that confidentiality cannot be maintained by one person, but will be observed within the staff and within the staff team and within the organisation as a whole on a 'need to know' basis.
- **I will** regularly debrief with other workers about individual clients to ensure that all workers are able to deal with situations appropriately and efficiently.

- **I will** inform anyone requesting information about a client including family members, other organisations, government departments, the police, and the courts of our confidentiality policy.
- **I will** seek the appropriate written authority from government departments, police, and the courts before disclosing any information that I am legally obliged to disclose.
- **I will** in other circumstances, make referrals or discuss a client with other agency only with the express consent of the person concerned, and preferably in their presence.
- **I will** discuss the option of signing a Consent to Disclose form with all clients who have a support or advocacy relationship that may be crucial to successful service delivery.
- **I will** safeguard the privacy and self-respect of applicants and clients by ensuring private space is available when I speak with or interview them.
- **I will** give clients access to any file or written record about them, at their request and with reasonable notice (taking care to protect the privacy and confidentiality of others)
- **I will** make sure that information about clients (including lists with names and addresses, personal files and notes, names on files or whiteboards) are not visible easily acceptable in public areas in the office.
- **I will** expect to have automatic access to personal or identifying information about clients.
- **I will** not ask to view client files without good reason and in appropriate circumstances (e.g., in connection with the resolution of complaint or dispute, or as part of a service evaluation)
- **I will** not request access to personal information or files about staff or other management members, except with the authorisation of management in appropriate circumstances (e.g., in connection with a staff or management grievance or disciplinary action, or to resolve a request for special consideration from that staff member).

Part 2: Personal and Professional Conduct.

Accountability

The organisation is responsible for the maintenance and management of publicly funded assets and will ensure that its policies and practices are transparent, in that they are written and communicated in a way that can be understood by staff and clients are made available for public scrutiny. The organisation will operate as non-profit community services provider that is accountable to its clients, the local community and funding agencies, both government and private.

I will be accountable for my actions in meeting our organisation's financial, legal, and social responsibilities and complying with all contracts and agreements related to the business of managing a non-profit community services organisation. This will include all forms of accountability relationship:

- internal (e.g., staff member to staff member; staff to CEO; CEO to Board).
- external (e.g., management responsibilities to funding and regulatory bodies and to the wider community); and
- with clients

My personal and professional commitment to being accountable is that I will:

- Act according to the spirit and the letter of law.
- Be aware of and implement guidelines to good practice, policy, and procedure.
- Comply with all proper instructions and directions within the bounds of my role cooperate fully in evaluations and appraisals.
- Maintain adequate records in relation to my role.
- Report in the manner required of me.
- Seek to resolve all problems fairly, promptly, and effectively.
- Treat all workplace information and the property of BEGA.

I will uphold my individual and collective responsibility to abide by BEGA systems, policies, and procedures. I will abide by internal protocols and seek redress for any grievances I might have through the appropriate channels.

Professionalism

The Organisation will ensure that professional standards are adopted and maintained in all aspects of its activities, including a commitment to take advantage of any opportunities to access the appropriate training for directors, employees and clients, and the pursuit of relevant qualifications/skills for all those involved in the management of the organisation.

I will carry out all duties and all dealings with clients, colleagues, and others in a professional manner. **I understand** that unprofessional conduct includes:

Official or serious conduct – actions that are improper in the context of carrying out my duties (e.g., a criminal act, being drug or alcohol affected at work, engaging in acts ‘Lateral Violence’, bullying or harassment toward other employees or clients, failing to address issues through the appropriate channels or maligning the organisation externally).

Neglect of Duty – failing to take my responsibilities seriously (e.g., not turning up to a meeting, ignoring crucial areas of my job description, wasting time or money)

Breach of trust - using my position to gain personal advantage or power (e.g., improper relationship with a staff member or client)

Improper use of information – using information for personal gain unlawfully disposing of information belonging to my employer.

Failure to meet care, skills, and diligence obligations – not being competent to the best of my ability (e.g., failing to maintain the safety and security of clients, staff, properties, and the office).

Misrepresentation/fraud – deliberately misleading others in relation to work matters – false timesheets, false reports, passing on rumour innuendo without regard for evidence or truth.

I will:

- Be honest, courteous, non-judgemental, and respectful.
- Be concerned with good client service, in particular empathy (attention to individuals), diligence (attention to the job at hand), competence (attention to knowing what you are doing)
- Avoid causing distress or harm to clients and colleagues.
- Draw a clear distinction between my professional relationships and personal relationships with others in the Organisation.
- Seek to solve problems and avoid conflict.
- Cooperate, consult, and communicate openly with others.
- Create and maintain a safe work environment.
- Take advantage of opportunities to access appropriate training, broaden and develop my skills and gain relevant qualifications.
- Make best possible use of the organisation's resources and property and expect high standards of contractors and suppliers.

I will not:

- Misuse information gained in the course of employment or membership.
- Abuse my personal or organisational power in relationships with others in the organisation or with clients.
- Act in the name of the organisation on any matter or make public comment on the business of the organisation without clear delegation from management to do so.
- Falsify any document or provide misleading or false information to any person in the course of my duties.

Understand, accept, and agree that failure to comply with any of the above provisions will likely result in serious disciplinary action against me including summary dismissal and expulsion from the organisation.

Service Quality

The Organisation will work in the wider sector and with other associated organisations to improve the quality of the service delivered to clients. **The organisation** will undertake regular reviews of individual performance.

I am committed to assisting the organisation to provide services that are appropriate and of an acceptable standard, and **I will** work cooperatively with other organisations, so the clients receive high quality services.

In the delivery of quality service, **I am committed** to demonstrating:

- **Reliability** – consistent performance and dependability (e.g., keeping to advertised office hours and appointment times)

- **Responsiveness** – willingness, readiness, and timelines (e.g., showing interest and being attentive when presented with a client’s support needs, facilitating appropriate and effective solutions)
- **Competence** – application of required skills and knowledge (e.g., only dealing with those issues and situations you have the expertise to deal with, finding out what you need to know)
- **Accessibility** – approachability and ease of contact (e.g., making clients feel welcome, imparting relevant information, providing sound service navigation)
- **Courtesy** – politeness and respect (e.g. being pleasant, treating applicants in distress with dignity)
- **Effective communication** – listening and using language that is understandable (e.g., communicate the policies and procedures of the organisation, listen carefully to what clients say they need)
- **Credibility** – trustworthiness and believability
- **Understanding** – making an effort to understand the real needs (e.g., how domestic violence might affect a variety of life issues)

Inclusion and Participation.

The Organisation is committed to client involvement in all aspects of its activity and will promote the interests of clients and those in the community who seek and require access to services.

Clients may be involved in the planning, delivery, evaluation, and management of our services. The aim of client involvement should be to optimise individual satisfaction with the service for all clients.

I will act in ways that foster appropriate client involvement including:

- Informal feedback on an individual level
- Input into formal consultations or advisor committees’ control and choice in the management of their own affairs
- Formal feedback through satisfaction surveys, evaluations, suggestions boxes etc.

Community Responsibilities.

The Organisation recognises its responsibilities in helping to meet the needs of the community it serves. Our organisation is concerned with improving opportunities for improved health for our whole community, not only existing clients.

I am committed to taking a responsible approach to the needs of the whole community. I will encourage and take part in activities such as:

- Participation in social and community planning.
- Using the services of other organisations.
- Working cooperatively with other services to develop referral networks and coordinated service delivery.
- Fostering and maintaining professional organisational images as a service provider of the excellence in the Goldfields of Western Australia.

- Identifying opportunities for service partnerships.

Culture of Collective Responsibility.

For our organisation to achieve its objective, every individual must take responsibility for their own conduct. Each person must be mindful of the conduct of others and their responsibility to ensure our collective effort creates an effective and healthy organisation. This includes looking after ourselves and each other, doing the job with good humour and sensitivity but knowing our limitations and always acting in ways that minimise risks to ourselves, others in the organisation and the organisation itself.

Part 3: Equal Access and Opportunity Statement.

Purpose

Non-discriminatory employment and service delivery policies are essential for us to meet the objectives of our organisation:

- Successful staffing and management practice require equity of opportunity in the selection and treatment of everyone involved in the organisation, including staff, management, contractors, and suppliers.
- High quality service delivery requires equality of access to all support services, and equity of opportunity for clients in the way these services delivered.

Expected Behaviour.

Equal access and equal opportunity cannot be achieved without the full support of all people in our organisation. It is expected that all staff and management members will:

- Take responsibility for fair, non-discriminatory behaviour in all dealing with each other and with clients.
- Act with respect for Indigenous and other cultures and diversity.

Social Justice.

We will deliver our services, manage our organisation, and use our resources to correct imbalances in the treatment of Aboriginal groups in society who experience discrimination and disadvantage.

We will achieve our social justice objectives by putting in place policies that:

- Take special account of disadvantage and discrimination when planning services, developing policies, and employing staff.
- Reduce the effects of marginalisation by targeting services where they are most needed and developing inclusive strategies.
- Positively discriminate in favour of Aboriginal people in resource allocation and service delivery.
- Promote the interests of Aboriginal people to others who could make a difference.

- Prevent inaccuracies and distortions of fact that can lead to intolerance and discrimination through appropriate information collection and exchange within the organisation.
- Ensure all staff and management are able to implement these policies, through adequate training and support.

Discrimination

Discrimination is treating someone unfairly or harassing them because of fixed, biased, or stereotyped views about their race, age, background, disability, gender sexuality etc.

Harassment is unwelcomed and repeated behaviour that makes a person feel threatened, offended, humiliated, embarrassed, or intimidated.

Discrimination is often unlawful and always undesirable. It will not be tolerated by our organisation.

The law provides basic protection for people who are discriminated against. It is illegal in WA to treat someone unfairly or harass them or allow them to be treated unfairly or harassed, because they (or someone they are associated with) are of a particular gender, race, ethnicity, nationality, religion, marital status, disability, sexuality, or age.

It is unlawful to discriminate on the above bases in regard to:

- Most types of employment.
- When a person seeks to obtain most types of services.

It is also against the law to:

- Have any rule or policy that disadvantages these groups in any of the places listed above.
- Treat someone unfairly because they have made a complaint about discrimination or harassment.

We will not accept or permit:

- Unlawful discrimination- that discrimination against a person on the basis of their sex, marital status, age, race, disability, homosexuality, or who they associate with.
- Other unacceptable discrimination – including elitism (discrimination on the basis of a person’s class background, or the job they do, or their education); making unfair assumptions about a person because of where or how they live or something they have done (e.g., former public housing client, drug user, ex-prisoner); intolerance about a person’s religious, political, or personal beliefs.

We will not allow prejudice or stereotyped views to influence us in relation to who we provide service to or how we treat people in the delivery of services.

We will foster a culture of tolerance and create an organisation where staff, management and clients can have a positive attitude to other people: allowing beliefs, opinions, and personal identities different to their own to exist without any interference or discrimination.

We will not indirectly discriminate; that is, we will not have any requirement, rule or policy that results in disadvantaging one group compared to another (unless it can be shown that the rule is 'reasonable in the circumstances').

We will immediately correct any unintentional discriminatory policy, practice, or behaviour – for example, the use of discriminatory language that stereotypes someone or is derogatory.

We will make every effort to ensure our policies are clearly communicated and adequate in their coverage and consistent with each other in matters of social justice, equal access, and equal opportunity.

Equal Access and Equal Opportunity.

Not discriminating mean that we will give everyone equal opportunity and equality of access.

- Equal access is when the physical and cultural characteristics of an organisation make it easy for everyone to use its services.
- Equal opportunity is giving everyone a fair go and not discriminate unfairly.

Equal opportunity and equal access are what disadvantaged groups get when there is no discrimination. For example, Equal Employment Opportunity (EEO) is when we make sure we are not directly or indirectly discriminating against employees, and do not allow harassment or discriminatory behaviour in the workplace. Our EEO statement is a public statement that we take anti-discrimination seriously, and that every attempt will be made to prevent discrimination happening and to take action to stop it if it does happen.

What we will do about equal access and equal opportunity

We will promote equality of access and opportunity in all areas of our operations.

- Employment of our staff.
- Composition of our management body purchase of goods and services.
- Delivery of services to clients.
- Relationships with other agencies and services.

Equality of opportunity will be available to all staff, management members and clients, and to all applicants for jobs, management positions and services.

Offering equal access to our services means:

- We follow anti-discrimination laws and make sure that everyone working in or managing the organisation understands and follows them too; or
- We have policies and procedures that successfully ensure equality of access in all areas of our service delivery and management (for example, identifying and removing barriers to access and keeping statistics to monitor access for certain groups)

Some of the ways that **we will** ensure that discrimination does not happen, even

unwittingly, are:

- Making the office accessible in terms of its location, physical access, opening hours and appointment systems.
- Making the reception area welcoming.
- Being sensitive to issues of communication for different groups within our community.
- Establishing links with specialist and targeted services and support organisations
- Make every effort to have people from a variety of backgrounds and experiences, reflective of our client group and broader community, represented in our staff and management.

Affirmative Action-Lawful or positive discrimination.

Discriminating in favour of a previously disadvantaged group can ensure people in those groups have equal access. Equal access strategies may often include affirmative action strategies (also called positive discrimination strategies, or the identification and targeting of priority needs).

Affirmative action is discriminating in favour of groups known to face particular disadvantage (in jobs, on committees, in access to services)

The law does allow us to discriminate in favour of some groups over others, in some circumstances. This is where it is obviously appropriate to do so, for example in the case of allocating a vacancy in a house shared by women to a woman or applying Section 50d of the Equal Opportunity Act WA, to positively discriminate in favour of an Aboriginal employee.

5. Circulation

Sharepoint

Commitment Statement

I _____ being a Financial Member/Member/Employee or Volunteer of Bega Garberringu Health Service have read or have had explained to me the CODE OF CONDUCT Policy Statement.

I fully understand the content and the meaning of this document as it applies to me.

I agree to be bound by the standards of behaviour and conduct described herein and acknowledge the sanctions that may be brought against me should I fail to comply.

Signature _____

Date _____

6. Related Documents.

- Bega Garberringu Health Service Constitution
- All Policy and Procedures

End Document
