



ADM Hospital Code of Conduct Policy

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Code of Conduct Policy

Purpose

Atikokan General Hospital values the respect and dignity of all individuals. We are committed to providing a work environment in which all staff is treated fairly and with respect.

Application

The Code of Conduct applies to all members of the Hospital organization including employees, volunteers, students, independent and external contract workers, and observers. The Board of Directors has its own Code of Conduct which is similar, but specific to board members. The physicians also have their own Code of Conduct which is similar, but specific to physicians.

Policy

Atikokan General Hospital Mission is *Inclusive, Compassionate, Quality Care*. In keeping with Atikokan General Hospital’s vision, mission and values all members of the organization will conduct themselves with the highest standards of ethical behaviour and perform their duties in a manner that establishes, maintains and enhances integrity, compassion, dignity and mutual respect.

It is the expectation that each person follows the Code of Conduct and upholds Atikokan General Hospital’s reputation and values within the organization and the community with:

Learning and Growth

Hospitality

Creativity

Compassion

Dignity

Inclusivity

Integrity: A relentless pursuit of honesty by what we do, what we say and what we say we do.¹

Written by:		Approved by (sign.):	
Reviewed by:		Approved by (name):	
Reviewed on:		Approved on:	
Renewed by:	Jorge VanSlyke	Revision Date:	2024-05-13
Renewed on:	2022-05-13		

Accountability:

All members of the Hospital organization are responsible for:

1. Complying with the Code of Conduct.
2. Ensuring that their attitudes and behaviours are consistent with the Code of Conduct.
3. Speaking to colleagues when their behaviour is inconsistent with the Code of Conduct and addressing issues directly with the person in a confidential, positive and professional manner.
4. Reporting continued inappropriate behaviours to their manager.

Managers, including heads of departments, are responsible for:

1. Complying with the Code of Conduct.
2. Recognizing violations and enforcing standards.
3. Responding to reports of perceived violations in a timely manner.
4. Ensuring that the appropriate parties conduct investigations.
5. Ensuring that appropriate remedial action is taken when warranted.

Definition

Inappropriate Behaviour: Conducting oneself in a way that is undesirable, unsuitable, improper or incorrect. Inappropriate behaviour can be a subjective interpretation based on how an individual expects to be treated.

Examples of inappropriate behaviour or conduct include:

- Comments that are insulting, hurtful, disrespectful or rude
- Body language or tone of voice that is irritating or offensive
- Discussing workplace conduct, concerns and conflicts in front of others
- Physical behaviour with another individual that is perceived as threatening, intimidating or unwelcome
- Passive/aggressive behaviour in which the intent is malicious or aggressive but passive in expression
- Objectionable or unprofessional conduct or comment, directed towards a specific person, which serves no legitimate work purpose and has the effect of creating an intimidating, humiliating, hostile or offensive work environment

Cross Reference: Code of Conduct Procedure

I have read, understood and agree to the above Code of Conduct:

Printed Name

Signature

Date

Please sign, date and forward to the Human Resources department for tracking. Completed forms will be filed on personnel record.