

Code of Conduct

Personal and Professional Behaviour

Your Duties

Temporary workers must never attempt to perform any duties of care or otherwise that fall outside their expertise and/or qualifications.

Confidentiality

Temporary workers will at times become privy to information concerning a client or service user, this information must be treated with respect and remain confidential at all times. At no time may any temporary worker discuss the confidential affairs of Synergy Medical, a client or a service user unless in a Court of Law or where a service user's wellbeing is at risk.

Discrimination

Temporary workers should not discriminate between people on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, sex or sexual orientation.

Professionalism

Temporary workers must at all times remain professional whilst on assignment

Personal Relationships

Temporary workers must take specific care to keep the professional nature of relationships intact in the working environment.

Respect

Temporary workers must always respect the working practices and demands of service users unless unreasonable or if a working practice may breach health & safety.

Notifications

Temporary workers should always in the first instance notify the manager within the workplace of any concerns followed by contacting Synergy Medical.

Reputation

Temporary workers are representing Synergy Medical and as such must look to protect the reputation of the company.

Synergy Recruitment Consultancy Limited

London: 222 Bishopsgate, London EC2M 4QD

T: 0203 815 9020 E: info@synergymedicalrec.co.uk

www.synergymedicalrec.co.uk

Complaints

Synergy Medical has a detailed policy detailing how to report complaints. In the event of a complaint that may affect your duties or obligations please refer to our policy.

Dignity in the Workplace

Temporary workers must not do or say anything that may put the dignity or health of their service users at risk

Updates

Temporary workers must at all times keep up to date with policies and procedures and changes to legislation that may affect them.

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