



Stay Out of Trouble

in the Workplace

Policies & Procedures

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STAY OUT OF TROUBLE IN THE WORKPLACE

Scope

When

- Applies during all service provision
- Applies after hours - social media platforms

Who

- Applies to all 123 Support Services employees including the Management Team

Purpose

All employees have a responsibility to help ensure a comfortable and positive work environment by treating others with dignity, courtesy and respect.

PLEASE CONSIDER AND FOLLOW THE POINTS LISTED BELOW:

- Don't write anything in shared home communication books or diaries that might offend or upset others
- Don't gossip about others or become involved with individual staff matters that don't concern you and have the potential to cause team conflict
- Don't post comments on social media platforms like Facebook, X (formerly Twitter), Tick Tock etc, that may offend or hurt others
- Don't speak to or treat others disrespectfully or in a way you would not want to be spoken to or treated yourself
- Don't share private information or assume confidentiality should only be afforded to you
- Don't go outside of established processes or procedures without approval from the Service Coordinator
- Don't assume the way you would do something is the right or only way, always check with the Service Coordinator

DON'T UNDERESTIMATE THE POWER OF A KIND VOICE OR SMILE IN SOMEONES DAY

Further Advice or Assistance

Further advice and information can be obtained from the:

» 123 Support Services' Complaints Handling Officer:

- by phoning: 07 4361 6848;
- by emailing: admin@123supports.com

Effectiveness and Review

The Director will review this Policy and Procedures document each 12 months on the anniversary of its approval.