

HCA

Healthcare Australia

OFFICE LOCATION

HEAD OFFICE

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VISIT ONLINE www.healthcareaustralia.com.au

HCA

Healthcare Australia



CODE OF CONDUCT

Our standards of
workplace behaviour.

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OUR VISION

The Healthcare Australia (“HCA”) corporate vision is to be recognised and respected as the best specialist health and aged care recruitment solutions company across Australia.

OUR VALUES

Integrity

Excellence

Collaborative

Innovative

Sustainable

OUR STRATEGY

The HCA strategic priorities are:

- Focus on quality
- Restore growth momentum and drive growth in the core HCA business
- Deliver operational efficiencies
- Build a performance based culture
- Gain market share in broader healthcare staffing markets
- Deliver value to our candidates and to our clients

OUR EMPLOYEES

The Code of Conduct applies to our employees at work around HCA's offices and all client facilities, as well when attending work related or social functions. It also applies when attending client related events on behalf of the company.



OUR CODE OF CONDUCT

You are expected to take responsibility for your own actions and behaviour in the workplace. Managers have the added responsibility of developing a supportive work environment, keeping employees informed and supporting them in resolving workplace issues, as well as ensuring that the company complies with the law at all times.



- Act in the best interests of the business at all times
- Provide high quality service and support to your internal and external clients
- Treat people fairly, politely and respectfully, while avoiding any behaviour that could be interpreted as bullying, harassment, abuse or discrimination
- Know what is expected of you and do your work to the best of your ability every day
- Maintain awareness of your WHS rights and responsibilities, including prompt reporting of any hazards or incidents, work safely and ensure you consider the safety of others in the workplace
- Use company and client resources appropriately including responsible use of social media and network sites whilst at work
- Comply with all relevant legislation, professional codes of conduct and policies or rules imposed when working at client facilities
- Understand and follow company policies and guidelines
- Maintain confidentiality with all business information

OUR ADVICE

The Code of Conduct cannot cover every possible situation which may arise in the workplace. You are encouraged to raise any issues that concern you with your Manager in the first instance or with Human Resources. Inappropriate workplace behaviour may result in disciplinary action.



Work. Life. Choice.