

Healthwatch Portsmouth expects all employees to comply with The Advocacy People's rules and procedures.

1. Employees should comply with the terms of their employment.
2. There should be proper and authorised use of Healthwatch Portsmouth equipment, time and property.
3. Removal of Portsmouth property from the premises without permission is not permitted.
4. All safety rules should be adhered to at all times.
5. Safety equipment should be used at all appropriate times.
6. Threatening, aggressive or violent behaviour or language is not permitted and may lead to dismissal – this applies both during working hours and outside of the work environment.
7. Discriminatory behaviour, language or non-verbal language is not permitted.
8. Harassment of individuals, whether sexual or otherwise, is not permitted.
9. Bullying of individuals, in any form, is not permitted.
10. Behaviour or actions that would in any way jeopardise the safety or well-being of other employees is not permitted.
11. Unnecessary disclosure of confidential information concerning the work of Healthwatch Portsmouth or its employees is not permitted (this does not affect the employee's rights under the Public Interest Disclosure Act 1998).
12. The drinking of alcohol or the taking of illegal drugs on Healthwatch Portsmouth's premises is not permitted.
13. Employees must not behave in a way that brings or may bring Healthwatch Portsmouth into disrepute.
14. Employees will treat guests and clients with respect at all times.
15. Employees will dress in a manner suitable for the workplace.
16. Shouting and verbal intimidation is also seen as unacceptable and will constitute gross misconduct.