

**What should an employee do if they are concerned about a breach of the Shared Expectations?**

The first step, if appropriate, is to report the breach to their manager.

If an employee is reluctant to approach their manager they can speak to:

- A Human Resources Advisor who can provide information about the document and what your options are
- The professional leader / advisor for your discipline
- Your union representative

BOPDHB is committed to protecting any person who raises concerns about a breach of the Shared Expectations from retaliation or reprisals. In some circumstances, an employee who makes a disclosure about misconduct under the Protected Disclosures Act 2000 will be granted immunity from any civil or criminal proceeding that may arise from the disclosure of information.

**More information and advice**

BOPDHB has developed policies and protocols to deal with many of the issues addressed in the Shared Expectations if you require further information. Further assistance can also be obtained from your manager or one of the people referred to above.

**Awareness of Shared Expectations and the impact of this in the workplace**

This document complements an employee's responsibilities as clinical and non-clinical professionals and is not a replacement for them. It is acknowledged that there are other codes of ethical behaviours for certain professional groups. Examples are:

- The Health and Disability Services Consumers Code of Rights (this details the 10 rights of consumers and the duties of providers)
- The Nursing Council of New Zealand Code of Conduct for Nurses and Midwives (this details the four principles)

The Shared Expectations document also complements all BOPDHB policies, procedures and protocols. Some examples of where policies have been breached in the past are:

- Access to patient records – access is restricted to those staff who "need to know"
- Management of violence or threatening behaviour in the workplace. This includes bullying and harassment
- Internet usage – where staff access for private use, non business related websites that interfere with productivity and sites where the material is deemed obscene, objectionable and offensive (as defined by the Films, Video and Publication Classification Act 1993).

**ASSOCIATED DOCUMENTS**

- [Bay of Plenty District Health Board policy 3.50.00 Employment Relationships](#)
- [Bay of Plenty District Health Board policy 3.50.02 protocol 7 Supporting Staff](#)
- [Bay of Plenty District Health Board policy 3.50.02 protocol 9 Investigation Process](#)
- [Bay of Plenty District Health Board policy 3.50.02 protocol 15 Disciplinary Process](#)
- [Bay of Plenty District Health Board policy 5.4.5 Impairment - Management of Impaired Employee](#)
- [Bay of Plenty District Health Board policy 5.4.7 Threatening Behaviour, Bullying, Harassment and Violence in the Workplace - Management](#)

Issue Date: Aug 2016	Page 3 of 3	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Review Date: Aug 2017	Version No: 3	
Protocol Steward: HR Services Manager	Authorised by: GM Corporate Services	