

Code of Conduct **Outreach EMR**

Volunteers (and those who work for the charity) are the heart of Outreach EMR – without your efforts we would achieve nothing. We appreciate enormously your contribution which helps make a positive difference to so many lives.

Purpose of this code of conduct

To ensure that all volunteers (and those who work for, or contract with, the charity) know what behaviour is expected of them whilst working or volunteering for Outreach EMR.

Respect for, and safety of, others

- Treat all people fairly, equally, with dignity and respect at all times without acting in a manner which may make them feel unsafe, bullied, intimidated or harassed.

Working practices

- Work in a manner that maintains or enhances the reputation of Outreach EMR.
- Act in accordance with aims of the charity.
- Obey relevant laws / legislation in the countries of operation.
- Do not act in a manner that could bring the charity into disrepute.
- Perform tasks with honesty, safety, integrity, impartiality, objectivity, respect for others and a positive attitude.
- Be aware of and apply the charity's policies & procedures, namely:
 1. Safeguarding Vulnerable Adults
 2. Safeguarding Children
 3. Data Protection
 4. Confidentiality
 5. Privacy
 6. Complaints
 7. Conflict of Interest
 8. Anti-Bribery and Corruption
 9. Social Media

and other policies and procedures that might be established from time to time and communicated to you.



Confidentiality

- Confidentiality of patient medical records is of paramount importance and must be respected at all times.
- Patient data must be protected and this will be reflected in the systems, computer code and procedures that we have and develop.
- You must not share patient data with third parties other than in anonymised form and only then with approval from the Outreach EMR main Committee.
- You will behave in accordance with the following principles of confidentiality:

Principles of Confidentiality

1. Justify the purpose of every proposed use or transfer of personal, confidential data
2. Don't use personal confidential data unless it is absolutely necessary
3. Use the minimum necessary personal confidential data
4. Access to personal confidential data should be on a strict, need-to-know basis
5. Everyone with access to personal, confidential data should be aware of their responsibilities
6. Comply with the law in relation to any use of personal, confidential data
7. The duty to share information can be as important as the duty to protect patient confidentiality.

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