Employee Boundaries Policy

Scope

This policy applies to all Brook RED employees, volunteers, and students on placement.

Purpose

This policy defines behaviours consistent with appropriate relationships between employees, volunteers, and students on placement at Brook RED (hereafter referred to as 'team, members' in this document) and those people who access services and supports from Brook RED (hereafter referred to as 'Community Members/NDIS Participants' in this document).

Principles

Team members at Brook RED are in positions of trust and have responsibilities that include supporting recovery for community members. To support sustainable recovery, genuine and professional relationships, and independence for Community Members/NDIS Participants, it is imperative that team members observe appropriate boundaries that ensure the safety and wellbeing of everyone at Brook RED.

Policy

1. Team members will share their personal stories of recovery only when these support recovery for a Community Member/NDIS Participant. Personal stories can support recovery when they are used to:
    - build and maintain authentic connections;
    - support us to demonstrate empathy and non-judging behaviour;
    - share hope, knowledge, and experience that recovery is possible;
    - challenge, explore, and engage in recovery;
    - share strategies; and
    - challenge stigma by demonstrating one's own recovery.

2. Team members will make every effort to ensure the privacy and confidentiality of Community Members/NDIS Participants. Please refer to the Privacy and Confidentiality Policy for more information.

3. Team members will not use alcohol, illegal substances, or medication in any way other than prescribed, with, or in the presence of, Community Members/NDIS Participants. Brook RED activities and events will be alcohol free and will not be held in environments which provide gaming or gambling on site.

4. Team members will not promote or disparage any religious or political beliefs to Community Members/NDIS Participants and will not limit any options or referrals provided to members on the basis of any religious or political affiliation or beliefs that the team member may hold.

5. Team members will not engage in dual roles (for example: friend and peer support worker or employer and peer support worker) with Community Members/NDIS Participants. Where there pre-exists a dual role (for example neighbour and peer support worker) this will be disclosed as soon as possible to Line Manager.

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6. Team members will at all times treat Community Members/NDIS Participants with dignity and respect and will ensure freedom from threats, harassment, intimidation, and abuse.

7. Team members will not transport Community Members/NDIS Participants in their personal vehicles outside of working hours or without the permission of Line Manager, unless this is part of their transport funding in the case of an NDIS Participant

8. Team members will not provide their personal contact details (including social media) to Community Members/NDIS Participants and will not have contact with Community Members/NDIS Participants outside working hours unless this is pre-approved by Line Manager.

9. Team members will not engage in intimate or sexual activities with Community Members/NDIS Participants.

10. Team members will not accept gifts of significant value from Community Members/NDIS Participants. If a team member is uncertain whether a gift should be considered to be of significant value a Line Manager may be asked to help assess the circumstance.

11. Violating these boundaries may constitute serious misconduct and result in termination of employment, volunteer position, or student placement.

References
Brook RED Code of Conduct Policy
Brook RED Mission, Vision, and Values
Brook RED Privacy and Confidentiality Policy

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Document Control and Record of Changes

Version	Effective Date	Approved by	Summary of Change	Date of Next Review
Version 01	January 2016	Eschleigh Balzamo	Introduction of new policy	-
Version 02	April 2017	Eschleigh Balzamo	Change of format	January 2018
Version 03	May 2017	Eschleigh Balzamo	Change to version control	January 2018
Version 04	September 2019	Eschleigh Balzamo	Review and update	January 2021
Version 05	June 2021	Eschleigh Balzamo	Review and Update	June 2023

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.