



WELCOME!

NEW HIRE POLICIES
& PROCEDURES

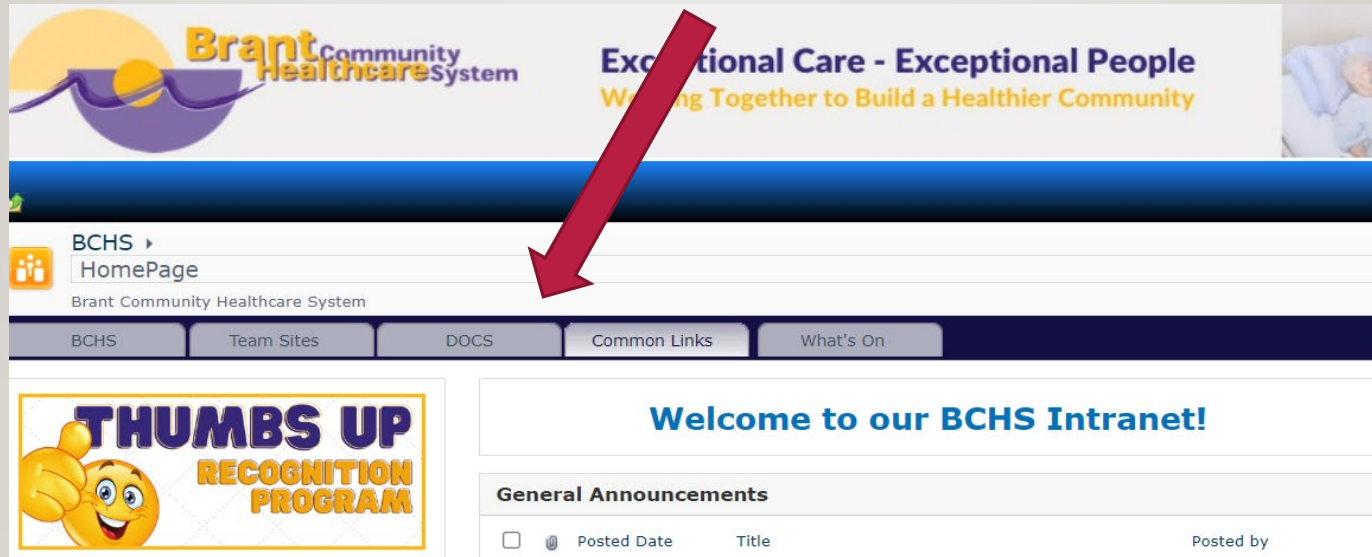
OVERVIEW

In order to meet the standards of Accreditation Canada, as well as those legislated by government agencies, or identified as corporate priorities, all new BCHS employees must be familiar with basic information about safety and security, compliance, confidentiality, infection control and some Human Resources policies.

This E-Learning module will outline some important policies which you must review and understand prior to starting your employment. This is not an inclusive list. Please ensure you familiarize yourself with the Policies at BCHS.



All BCHS policies can be located within the Document Management System: [DOCS](#). This can be accessed directly via the [Intranet](#).



WHERE ARE POLICIES LOCATED?

Code of Conduct/Behaviour Expectations

- [Code of Conduct #9235 *](#)
- [Confidentiality Privacy of Personal Health #3819 *](#)
- [Workplace Violence, Harassment, and Disruptive Behaviour #7490 *](#)
- [Facsimile Transmission of Patient Information #13686](#)
- [System Security and Data Confidentiality #2062 *](#)
- [Social Media #2919](#)
- [Internet and E-mail Usage #2055](#)
- [Whistleblower #8989](#)

Human Resources

- [Attendance Awareness Program #2887](#)
- [Absence Reporting Policy #3497](#)
- [Corporate Central Education Policy #6646](#)
- [Performance Management Program #3518](#)
- [Vacation Policy \(#8891\)](#)

Workplace Environment

- [Fragrance Free Environment and Workplace #2900](#)
- [Hand Hygiene #5678 *](#)
- [Dress Code #2897](#)
- [Food and Beverage Safety #6468 *](#)

POLICIES TO REVIEW

Please click each link above to review the applicable policy.



** Mandatory Halogen E-Learning also required for this policy*

ELECTRONIC SIGNATURE (1/2)

- ✓ I understand that it is my responsibility to be familiar with the requirements outlined in these policies and procedures, as well as other policies posted on DOCS.
- ✓ I understand that I can refer to my Leader or Human Resources for further details and clarification of these policies if needed.
- ✓ I understand that a breach of this agreement may result in disciplinary action, up to and including termination of my employment with the Brant Community Healthcare System.
- ✓ I have reviewed and understand the policies linked within this E-Learning module.

ELECTRONIC SIGNATURE (2/2)

You agree that you solemnly declare to hold in confidence all matters that come to your attention while working at the Brant Community Healthcare System. You will observe and comply with the Brant Community Healthcare System policies and procedures, laws, rules, and regulations and will avoid any activities that could involve or lead to involvement in unlawful practices. You will be committed to dealing fairly and ethically with all whom you associate with and you will conduct myself in accordance with the Brant Community Healthcare System's values. Except when you are legally authorized or required to do so, you will not inspect or receive paper or electronic personal health information notes, charts, or other material related to patient care. You will not disclose or give to any person any health-related information or document that comes to your knowledge or possession by reason of your being an employee, volunteer, student, or physician of/having access to personal health information at the BCHS.

THANK YOU!

Thank you for reviewing these important policies and procedures. Remember, this is not an inclusive list. All policies can be located on [DOCS](#), and it is your responsibility to review, stay up to date, and be aware of BCCHS policies. If you have questions related to a policy, please do not hesitate to contact your Leader, or a member of the Human Resources team!

Welcome to the Brant Community Healthcare System!