

DUTY of CARE POLICY

Dignity is an essential component of the quality of life for all people. Electro Automation has a duty of care to protect staff/clients from any form of behaviour which violates their dignity and to maintain the highest possible standards.

The majority of staff working in Electro Automation are highly motivated who are committed to providing the highest possible quality of work. Electro Automation has a duty of care to provide staff with the necessary supervision, support and training to enable them to deliver a high quality service and to protect staff from situations which may leave them vulnerable to allegations of abuse or neglect.

Where allegations of abuse of clients or members of the public are made against a staff member, the welfare and safety of the client is of paramount importance. It is also acknowledged that staff members may be subjected to erroneous or vexatious allegations which can have a devastating effect on the person's health, career and reputation. Electro Automation is therefore committed to safeguarding the rights of the staff member against whom allegations of abuse are made to a fair and impartial investigation of the complaint.

Electro Automation will discharge its corporate responsibility to protect the dignity and welfare of staff/clients and to support staff with responsibility for them through the following measures:

- Ensure insofar as is reasonably practicable that sufficient resources are available to enable best practice standards of to be delivered
- Provide safe systems of work to minimise the potential for abuse
- Provide information which set out how staff/clients and members of the public can report concerns or complaints of abuse
- Rigorous application of recruitment and selection procedures to ensure that staff possess the required skills and attributes
- Provide induction for all new staff to ensure that they are aware of the standards expected from them
- Provide effective supervision, support and training for all staff
- Communicate the Duty of Care Policy to all staff so that they are fully aware that the welfare of clients is of paramount importance and know the action to be taken if abuse is suspected or alleged
- Manage allegations of abuse against staff members promptly and with due regard for the rights of the staff member to fair procedures whilst safeguarding the welfare of our clients.



Patrick C. Doherty
Chief Executive Officer



Jim Fleming
Managing Director