



# 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' 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, 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 working through mental health challenges and/or suicidality only when these support recovery for a Community Member. 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 experience.
2. Team Members will make every effort to ensure the privacy and confidentiality of Community Members. 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. 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 and will not limit any options or referrals provided to Community 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. Where there pre-exists a dual role (for example neighbour and Peer Support Worker) this will be disclosed as soon as possible to their Line Manager.

# Employee Boundaries Policy

6. Team Members will at all times treat Community Members with dignity and respect and will ensure freedom from threats, harassment, intimidation, and abuse.
7. Team Members will not transport Community Members in their personal vehicles outside of working hours or without the permission of Line Manager.
8. Team Members will not provide their personal contact details (including social media) to Community Members and will not have contact with Community Members 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.
10. Team Members will not accept gifts of significant value from Community Members. 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 Guiding Principles  
 Brook RED Privacy and Confidentiality Policy

## 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 2022           |
| Version 06 | June 2022      | Eschleigh Balzamo | Review and update          | July 2023           |

# Employee Boundaries Policy

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|------------|----------------|-------------------|-------------------|----------------|
| Version 07 | August 2023    | Eschleigh Balzamo | Review and update | August 2025    |
| Version 08 | September 2025 | Blake Barber      | Review and update | September 2026 |

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.