



BEHAVIOUR & INTERPERSONAL CONDUCT POLICY

15 Feb, 2024

1 of 5

Date of Version

Page

Document No.

BEHAVIOUR & INTERPERSONAL CONDUCT POLICY

Created By:	Reviewed By:	Approved By:



BEHAVIOUR & INTERPERSONAL CONDUCT POLICY

15 Feb, 2024

2 of 5

Date of Version

Page

Document No.

1 Purpose

The purpose of this policy is to outline behavior and interpersonal conduct with employees and consultants.

2 Scope

Health Dynamics Pty Ltd T/A Vibe Natural Health employees and consultants are bound by their contract to follow our behavior and Interpersonal Conduct while performing their duty or representing Health Dynamics Pty Ltd T/A Vibe Natural Health .

3 Respectful Behavior

Respectful behavior means communications and interactions that demonstrate courtesy and collegiality. It is consistent fair treatment in a non-discriminatory manner with regard for everyone's rights and obligations. It demonstrates consideration for the opinions of others and respect for differences of culture, lifestyle and beliefs.

The key aspects of respectful behavior are:

- Respecting differences

Acknowledging and valuing differences in colleagues, whether this is their culture, beliefs, values, ideas or characteristics like gender, age or disabilities.

- Valuing others

Creating a supportive and collaborative team environment where colleagues feel valued and their professional skills and attributes are acknowledged.

- Positive communication

Engaging in open, clear and honest communication, which is two-way and involves listening as well as talking.

Expected workplace behaviors includes, not limited to:

- Interacting with others in a professional, courteous and polite manner that does not interfere with the health, safety and wellbeing of others
- Communicating with others in an open, clear, calm and professional manner



BEHAVIOUR & INTERPERSONAL CONDUCT POLICY

15 Feb, 2024

3 of 5

Date of Version

Page

Document No.

- Being approachable, considerate and honest when dealing with others
- Being open to and accepting that others have different experiences, skills, attributes and life experiences; and integrating the principles of inclusion of diversity into everyday work and conduct.
- Addressing conflict early and respectfully.

In a respectful workplace all employees enjoy fair treatment; differences are valued; communication is constructive and courteous; conflict is addressed early and there is a culture of interpersonal validation and cooperation.

Respectful Behavior (including management of workplace)

- Create awareness of Policy requirements
- Establish a respectful culture free from unacceptable workplace behavior
- Provide pathways for employees to speak up and safely raise concerns
- Address complaints, concerns and issues promptly, safely and effectively
- Identify and proactively manage psychological hazards
- Ensure compliance with this Policy and the Mandatory Instruction
- Support available for the implementation of appropriate workplace interactions.

4 Interpersonal Skills

Interpersonal skills are the qualities and behaviors a person uses to interact with others properly. At the company level, the term refers to an employee’s ability to work well with others while performing their job. Interpersonal skills range from communication and listening to attitude and deportment. Strong interpersonal skills are a prerequisite for many positions in an organization.

Interpersonal skills relate to the knowledge of social expectations and customs. Individuals with these skills consider others’ reactions to adjust tactics and communication as needed. Some describe interpersonal skills as social intelligence, which relies on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response. While these skills are based, in part, on an individual’s personality and instincts, they also develop with experience and knowledge.

4.1 Interpersonal Skills in Health Dynamics Pty Ltd T/A Vibe Natural Health

Health Dynamics Pty Ltd T/A Vibe Natural Health seeks to employ those who not only have the proper experience and knowledge but have strong interpersonal skills that fit well within Health Dynamics Pty Ltd T/A Vibe Natural Health culture. Strong interpersonal skills, such as negotiating, problem-solving and



BEHAVIOUR & INTERPERSONAL CONDUCT POLICY

15 Feb, 2024

4 of 5

Date of Version

Page

Document No.

knowledge-sharing, are the main job requirements, as employees must be able to work well with others to achieve company objectives.

Interpersonal skills may also include:

- Teamwork
- Verbal and written communication
- Dependability
- Responsibility

4.2 Importance of Interpersonal skills in Health Dynamics Pty Ltd T/A Vibe Natural Health

Interpersonal relationship is an important aspect in Health Dynamics Pty Ltd T/A Vibe Natural Health . Employees are valuable assets of an organization. Every organization wants to improve its efficiency in order to survive and compete.

Hence Health Dynamics Pty Ltd T/A Vibe Natural Health maintained the work force and to get the best out of them in that process. They want higher productivity i.e. Maximum output with less input.

- 1) An individual spends around eight to nine hours in his organization and it is practically not possible for him to work all alone. Human beings are not machines who can work at a stretch. We need people to talk to and share our feelings. Imagine yourself working in an organization with no friends around. An individual working in isolation is more prone to stress and anxiety. They hardly enjoy their work and attend office just for the sake of it. Individuals working alone find their job monotonous. It is essential to have trustworthy fellow workers around with whom one can share all his secrets without the fear of them getting leaked. We must have friends at the workplace who can give us honest feedback.
- 2) A single brain alone can't take all decisions alone. We need people to discuss various issues, evaluate pros and cons and reach solutions benefiting not only the employees but also the organization on the whole. Employees can brainstorm together and reach better ideas and strategies. Strategies must be discussed on an open platform where every individual has the liberty to express his/her views. Employees must be called for meetings at least once in a week to promote open communication. Interaction on a regular basis is important for a healthy relationship.



BEHAVIOUR & INTERPERSONAL CONDUCT POLICY

15 Feb, 2024

5 of 5

Date of Version

Page

Document No.

- 3) Interpersonal relationships have a direct effect on the organization culture. Misunderstandings and confusions lead to negativity at the workplace. Conflicts lead you nowhere and in turn spoil the work environment.
- 4) We need people around who can appreciate our hard work and motivate us from time to time. It is essential to have some trustworthy co-workers at the Health Dynamics Pty Ltd T/A Vibe Natural Health who not only appreciate us when we do some good work but also tell us our mistakes. A pat on the back goes a long way in extracting the best out of individuals.
- 5) It always pays to have individuals around who really care for us. We need colleagues to fall back on at times of crisis. If you do not talk to anyone at the workplace, no one would come to your help when you actually need them.
- 6) An individual needs to get along with fellow workers to complete assignments within the stipulated time frame. An Individual working all alone is overburdened and never finishes tasks within deadlines. Support of fellow workers is important.