



# Code of Conduct Policy

## Overview

The purpose of the Code of Conduct Policy (Policy) is to affirm Island Dances belief in responsible social and ethical behavior as well as outlining the standards of behavior Island Dance expects from all Staff, contractors, students, parents, and guardians.

Furthermore, this Policy provides the principles for Island Dances, staff, clients, students, parents, and guardians. Island Dance have an obligation to the business, clients, and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical practices undermine Island Dances, staff, clients, students, parents, and guardian’s trust.

The Code of Conduct does not replace legislation, however, if any part is in conflict, legislation takes precedence.

## Responsibilities

### Island Dance shall:

- Ensure effective implementation of this Policy.
- Consult with workers regarding this Policy and related procedures.
- Comply with applicable legislation and industry guidelines.
- Maintain clear delegation of responsibilities and accountabilities.
- Clarify to any staff, clients, students, parents, and guardians that may have doubts about any aspect of this Policy.
- Ensure when an individual raises a complaint or discloses an alleged breach of the Policy, whilst following correct reporting procedures, will not be disadvantaged, or prejudiced. All reports will be dealt with in a timely and confidential manner.
- Investigate to determine appropriate actions when a breach of this Policy ensues/arises.
- Act and maintain a high standard of integrity and professionalism.
- Be considerate and respectful of the environment and others.
- Exercise fairness, equality, courtesy, consideration, and sensitivity in dealing with colleagues, clients, and suppliers.
- Perform duties with skill, honesty, care, and diligence.

### Island Dance affiliates, students, parents, and guardians shall:

- Abide by policies, procedures, instruction, and lawful directions that relate classes delivered by Island Dance.
- Act and maintain a high level of integrity when representing Island Dance.
- Be considerate and respectful of others.
- Abide by all Island Dance always terms and Conditions.
- Ensure care is taken while using facilities and equipment.
- Exercise fairness, equality, courtesy, consideration, and sensitivity in dealing with all Island Dances staff, students, parents, and guardians.
- Ensure Island Dance uniform, hair and hygiene standards are always maintained.
- Understand and support Island Dances approach to dance by encouraging children and classmates to show commitment and positivity while working to the best of their own ability.

**Miss Marie (Island Dance)**

**Principal / Director**

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01/01/2023	ID - 005	Document is considered an uncontrolled copy if printed. <i>Refer to Document Master Register for Version History – Next review 2024 or as required</i> <i>Island Dance refers to all businesses associated including Island Dance, Music Works and JKA</i>	3	1