

OVERVIEW

The purpose of the Code of Conduct Policy (**Policy**) is to affirm Island Dances belief in responsible social and ethical behaviour as well as outlining the standards of behaviour 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 guardians 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.
- Conduct an investigation 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 terms and Conditions at all times.
- 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 maintained at all times.
- Understand and support Island Dances approach to dance by encouraging children and class mates to show commitment and positivity while working to the best of their own ability.

A handwritten signature in black ink, appearing to be "Marie", written over a horizontal line.

Miss Marie (Island Dance)
Principal / Director
Date: 01/01/2019