

## **CODE OF CONDUCT POLICY**

Contour College is committed to creating and maintaining an environment for all employees that is free from violence and harassment.

Courtesy, understanding and mutual respect towards all persons' is necessary for excellence in what we do, for safety in the workplace and in creating an environment that serves all our needs.

The organisation will not tolerate violence and threats at work or work-related events by our staff against other people or property.

For the purpose of this policy, violence includes, but is not limited to: -

- any act that is physically an assault
- any threat or behaviour or action that is interpreted by a reasonable person as having the potential to:
  - Harm or endanger the safety of others,
  - Result in an act of aggression, or
  - Destroy or damage property

Any employee who commits a violent act or threatens to commit a violent act towards other person's or property at work or a work-related event, will be subject to disciplinary action. This action may be up to and including dismissal from employment, exclusive of any other civil remedy or criminal penalty that might be pursued if appropriate.

It is the responsibility of every employee, supervisor or manager to take any threat or violent act seriously and report acts or threats of violence to Contour College Management.

Annaliesje Hartley  
Chief Executive Officer