



Policy Code  
VIP20108

## THE STAFF CONDUCT

### 1. Offensive Language :

The use of profane, ethnically offensive, or insulting language is prohibited, including such language may be used as part of a mock scene or other learning exercise wherein it is solely used to enhance realism.

### 2. Alcohol and Drugs :

The use or possession of alcoholic beverages and/or illicit drugs anywhere on Institution grounds or in its' facilities, is strictly prohibited. Participation in any Institution functions while under the influence of alcoholic beverage or illicit drug is prohibited. No staff will report for any training function, graduation or activity on academy grounds with alcohol on his or her breath.

### 3. Harassment :

Harassment is strictly prohibited, the institution will not tolerate harassment and is intended to be a safe environment that is free of unwanted harassment or distractions. Harassment is not limited to verbal or physical activities that are sexual, religious, physical or racial. Verbal or physical conduct implied or overt that could reasonably be construed to demean or have similar effects on another person or group of persons, all persons attending the Institution will treat others with dignity and respect.

### 4. Health and Safety :

It shall be the responsibility of Institution staff to ensure that all Institution training is conducted in a safe manner free from unnecessary risk of injury and that the learning environment is also free from reasonably known health or safety hazards.

### 5. Personal Appearance :

In an effort to maintain a professional appearance, it is the policy of the institution to enforce regulations regarding appropriate grooming and clothing standards that are commensurate with the professional standing.

Hairstyles of an extreme nature that detract from a business like appearance will not be permitted. Unless otherwise specified, the wearing of jewellery while in uniform will be limited to rings and watches, staff who do not wear uniforms shall wear "business casual" clothing that is defined as slacks and button-up shirt, blouse, and jeans of any colour or style will not be permitted at any time unless officially recognized as part of the uniform or specifically required within the venues.

### 6. Misuse of Training Equipment :

Misuse of equipment will be considered negligence, those involved shall be required to pay for repairs or replacement of damaged property, further disciplinary action may be taken depending upon the severity of the damage and or the intent of the responsible party.



**7. Emergency Contact :**

Those persons needing to contact students or staff regarding an emergency should be advised to call the Institution at 6640646/8705744 during normal business hours.

**8. Smoking :**

Tobacco use and smoking are not permitted inside any building premises, toilet etc.

**9. Noise :**

Noise will be kept to a minimum at all times in the hallways and corridors, during breaks between classes.

**10. Late Arrivals :**

Tardy staff will be subject to disciplinary action and will document their late arrival.

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