

## CODE OF CONDUCT POLICY

Contour College (Contour) is committed to the highest ethical standards of conduct and complying fully with all relevant legislative requirements, together with adhering to the *Standards for Registered Training Organisations (RTOs) 2015*. We strive to conduct services in an ethical manner and to create an environment for all students and employees that is free from violence and harassment.

The purpose of Contour's Code of Conduct Policy is to set out the values and standards of behaviour that guide the way in which we do business, and it requires that we comply with the policies and principles we support, adhere to the law, exercise good stewardship of our assets and the environment, and behave safely and ethically at all times.

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.

In order to meet the education, training and service needs of our stakeholders, Contour employees will:

- provide a service to our stakeholders by consistently acting with integrity and honesty
- respect and support the communities that are impacted by our organisation, and engage in appropriate community involvement programs
- provide services that are efficient and consistent through continuous improvement
- be responsible to all reasonable requests for advice by providing advice in a prompt manner.

Contour will not tolerate violence and threats at work or at work-related events by our staff against other people or property. Nor will Contour tolerate students acting in a violent or threatening manner.

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, be aggressive or destroy or damage property.

Any employee who commits a violent act or threatens to commit a violent act towards other persons or property at work or at 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 management.