

## JLC Dance Company Code of Conduct

**Purpose:** The purpose of this Code of Conduct Policy is to set clear expectations for the professional behaviour, ethical standards, and interactions of all staff members at JLC Dance Company. We are committed to maintaining a positive, respectful, and safe environment for students, staff, and the broader community. All staff members are expected to adhere to these guidelines to uphold the integrity of the studio and ensure an enriching experience for everyone involved.

**Scope:** This policy applies to all staff members, including but not limited to instructors, administrative staff, assistants, volunteers, and contractors working with JLC Dance Company.

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### 1. Professionalism

- **Respect for Others:** Treat all students, parents, colleagues, and visitors with kindness, respect, and professionalism. Maintain a friendly, approachable, and supportive attitude.
- **Confidentiality:** Respect the privacy of students and staff. Any personal, medical, or other sensitive information must be kept confidential unless required by law or emergency situations.
- **Dress Code:** Adhere to the studio's dress code, ensuring attire is appropriate, clean, and safe for teaching or administrative duties.
- **Punctuality:** Arrive on time for classes, meetings, and other commitments. Notify the studio in advance if you are unable to attend your scheduled duties.

### 2. Ethical Conduct

- **Integrity:** Act with honesty and fairness in all interactions. Avoid conflicts of interest and disclose any personal relationships that may interfere with professional duties.
- **Respect for Authority:** Support the leadership and the decisions made by studio management. Address concerns or grievances through the appropriate channels in a respectful manner.
- **Equal Opportunity:** Treat all individuals fairly, regardless of race, gender, sexual orientation, religion, disability, or any other personal characteristic. Foster an inclusive and diverse environment.

### 3. Student Safety and Well-being

- **Child Protection:** Ensure that the safety and welfare of all students are paramount. Do not engage in any form of physical or emotional abuse, exploitation, or harassment.
- **Physical Contact:** Any physical contact with students should be professional, necessary for teaching purposes, and respectful of personal boundaries. Always ask for permission before assisting a student physically.
- **Supervision:** Ensure students are supervised appropriately during classes and in studio spaces. Never leave students unsupervised, especially minors. Parents/guardians are Responsible for their children at all times outside of their purchased class times.
- **Emergency Procedures:** Familiarize yourself with and follow the studio's emergency procedures. Report any accidents, injuries, or incidents promptly to management.

### 4. Behaviour and Interaction

- **Harassment-Free Environment:** The studio is committed to a harassment-free workplace. Bullying, discriminatory behaviour, verbal abuse, or any form of inappropriate conduct will not be tolerated.

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- **Substance Use:** Staff must refrain from using drugs or alcohol during working hours or while on studio premises. If you are impaired in any way, you shall not perform your duties.
- **Social Media:** Be mindful of your online presence and the studio's reputation. Do not post or share content that could harm the studio's image or violate privacy agreements.

## 5. Professional Development

- **Continuous Learning:** Engage in ongoing professional development to enhance your skills and teaching methods. Participate in workshops, training sessions, and other opportunities provided by the studio.
- **Feedback and Improvement:** Be open to feedback from students, colleagues, and management. Strive for continuous improvement in your performance and teaching methods.

## 6. Studio Property and Resources

- **Respect Studio Resources:** Treat the studio space, equipment, and supplies with care and responsibility. Report any damage or needed repairs promptly to management.
- **Personal Property:** Personal belongings should be stored appropriately and not interfere with the workspace or student areas.
- **Use of Company Property and Equipment:** The use of studio property, equipment, or resources for the benefit of any other company, personal business, or unrelated activity (including but not limited to dance-related endeavours) is strictly prohibited without prior written consent from studio management. This includes, but is not limited to, using studio space, dance equipment, office supplies, or any other resources for personal or business purposes.

## 7. Adherence to All Studio Policies

- All staff members are required to adhere to this Code of Conduct in conjunction with all other studio policies and procedures. This includes, but is not limited to, policies related to scheduling, safety, security, student management, and confidentiality. In the event of a conflict between this Code of Conduct and any other studio policy, staff members are expected to follow the guidelines that best support the overall mission, values, and safety of the studio and its community.

## 8. Disciplinary Action

Failure to adhere to this Code of Conduct and associated policies may result in disciplinary action, which may include verbal warnings, written warnings, suspension, or termination of employment, depending on the severity of the violation.



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27/01/2025