

# Creative Sounds Society Incorporated

## House Rules

### **Health and Safety**

Users of Creative Sounds Society facilities are required to observe all safety procedures and rules. In order to ensure a safe working environment, any hazards that the employee identifies in the workplace must be reported to the Management Committee as soon as possible.

### **Employee Attendance and Performance**

Employees of Creative Sounds Society are required to start work at the stated time, observe proper times for breaks and to work until the scheduled time to cease work, as per their Employment Contract.

Employees are to follow Creative Sounds Society cash handling procedures.

Consumption / possession of alcohol and / or prohibited drugs on Creative Sounds Society premises is unacceptable.

### **Personal Behaviour**

All employees and users of Creative Sounds facilities are expected to conduct themselves in a socially acceptable manner. For example: intimidation, threats, physical violence, or language causing offence to another person are not permitted. (Provocation will not be accepted as an excuse).

Sexual, racial or abusive harassment will not be tolerated by Creative Sounds Society.

### **Disciplinary Procedures for Misconduct**

Creative Sounds employees who have allegedly infringed a "House Rule" which is classified as misconduct will be given a written warning by the Management Committee. If this misconduct occurs a second time, disciplinary action may be taken.

\_\_\_\_\_ Signed

\_\_\_\_\_ Dated