

## CODE OF CONDUCT

This Code of Conduct is intended to promote a harmonious, ethical, and respectful environment for everyone – including Students and personnel - during Lauren Blair Smith Pte. Ltd. (“The Company”) related activities. It aims to set high standards of integrity and ethics, to minimize discord, and to promote resolution of conflict. The Code applies at all times when engaged in activities at, or are representing, The Company.

We are expected at all times to:

- Treat one another and external teachers/guest artists/volunteers with dignity, respect, and hospitality.
- Act with honesty, integrity, and professionalism.
- Observe high standards of appearance and conduct.
- Avoid conflicts of interest.
- Conduct ourselves in a manner best reflecting the values of The Company, reflect positively on our public image, and fully support our mission and vision.
- Be punctual for classes, rehearsals, and performances, participate whole heartedly in all activities and always be prepared.
- Contribute to the creation of a warm, friendly, kind, and safe environment for all to grow and reach their full potential.

### **Unacceptable Conduct:**

- Conduct considered unacceptable is what most of us reasonably understand as unbecoming or inappropriate in a workplace serving the public. It includes physical and verbal violence. It also includes harassment of one person by another, or others, on any basis. There is zero-tolerance for bullying of any kind in any form.

### **Attendance Policy:**

- Students are expected to be on time.
- For Dance Intensives, Pre-Professional Programs, and Performances, Students are expected to attend all events (including classes, rehearsals, performances) and to provide notice if unable to attend an event.

Any individual who violates the Code of Conduct as outlined above, or exhibits unacceptable conduct, will be subject to removal from the activities and/or the Company without any re-payment of fees.