



# Zero Tolerance Policy

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<b>Drafted by:</b>	Finance, Audit & Risk Committee	<b>Approved by Board on:</b>	29/01/18
<b>Responsible person:</b>	Board of Directors	<b>Scheduled review date</b>	31 May 2023

## Educating The Future Australia Limited Zero Tolerance Policy (2021)

### 1. Introduction

The purpose of this document is to highlight the manner in which communications, dealings and relationships with internal and external stakeholders of **Educating The Future Australia Limited ('ETF')** must be ethical and appropriate.

### 2. Scope of policy

Zero tolerance is a way to eliminate undesirable behavior among employees and provide an automatic punishment for violating company rules. Some of the more prominent issues that fall into a zero tolerance category include drug use, sexual harassment, violence, fraud, bullying, cyber bullying, and racial discrimination. This policy covers actions made both in-person and via online communication channels.

### 3. Policy

As a primarily volunteer-driven charity, ETF has a zero tolerance policy to disrespectful comments, remarks, negative sarcastic comments/actions, taunting, bullying and negative comments directed at team members.

The workplace must not be hostile, both in the physical and online during social media and other forms of communication. I will not contribute to the negative environment by ridiculing others ideas, commenting behind others backs or attempting to defame others.

Each individual is to be respected for their contribution no matter the circumstance and position. This includes ridiculing others ideas, negative comments or attempts to defame others within the organisation. There is equal value in any opinion raised by any member of the organisation and must be not discriminated on, based upon factors outside of an individual's control. This policy is taken extremely seriously at Educating The Future and applies to all members regardless of their position, authority or stance on a matter.

## **4. Procedures**

If issues do arise in conflict with the policy, the affected person should bring it to the attention of the Chief People Officer or any other member of management, where the incident can be recorded and addressed appropriately. Any individual repeatedly breaching this policy will be formally reviewed by the Board of Directors, cautioned and then, if the offences are deemed serious then they shall be removed from ETF permanently.

## **5. Policy Amendments**

**5.1.** This policy and any amendments enter into effect immediately.

**5.2.** This policy shall be disseminated through an appropriate directive to all internal ETF stakeholders and necessary persons.

**5.3.** This policy will be reviewed every two years.

Mr. Adam Alexander Hegedus  
Managing Director  
<Date>

