



## Learn Over Code of Conduct

### 1. Professionalism

- Staff and tutors must act with integrity, honesty, and respect at all times.
- Punctuality is expected for all classes, meetings, and duties.
- Communication with students, parents, and colleagues must remain professional and courteous.

### 2. Confidentiality

- All student and parent information is confidential and must not be shared outside of Learn Over.
- Company materials, lesson content, and internal strategies must not be copied, redistributed, or shared without written permission.

### 3. Respect & Inclusion

- Discrimination, harassment, or bullying of any kind will not be tolerated.
- Learn Over is committed to creating an inclusive learning environment that respects diversity in culture, religion, ability, and background.

### 4. Academic Integrity

- Tutors and staff must encourage independent student learning.
- Completing work for students, providing unfair advantages, or misrepresenting results is strictly prohibited.

### 5. Use of Company Property

- Company resources (devices, accounts, logins, materials) must be used responsibly and only for Learn Over-related work.
- Any misuse, damage, or unauthorized use will result in disciplinary action.

## **6. Conflicts of Interest**

- Staff and tutors may not promote or operate competing services while employed with Learn Over.
- Any external employment or projects must be disclosed to management to avoid conflicts of interest.

## **7. Social Media & Public Representation**

- Staff and affiliates must represent Learn Over positively in all public forums.
- Negative comments, unapproved use of branding, or misrepresentation of Learn Over online is prohibited.

## **8. Disciplinary Measures**

Violations of this Code may result in:

- Verbal or written warning
- Suspension of duties
- Termination of employment or contract
- Legal action, if applicable