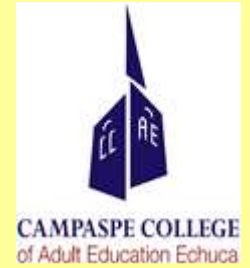




# GOOD CITIZENSHIP

**RESPECT - LEARN IT, EARN IT.**



*All persons, employed or learning with CCAE, are expected to show respect for themselves, their classmates and CCAE personnel by:*

- **Observing Equal Opportunity: everyone treated equally, fairly, respectfully, courteously.**
- **Avoiding harassment or discrimination and being inclusive of all persons.**
- **Respecting the rights of others and implementing responsibilities at all times.**
- **Respecting property and working together to provide a safe and harmonious environment.**
- **Respecting the right of other people to learn and respecting the opinions of others.**
- **Promoting learning, personal development, self-esteem and achievement of goals.**
- **Being punctual, prepared, persistent and complete agreed tasks by their due dates.**
- **Observing confidentiality, privacy and all CCAE policies in relationships with others.**

**Good Citizens take responsibility for their actions.  
Good Citizens make improvements rather than excuses.**