Health and Safety Policy, including the duty of care to students

Workplace Health and Safety

Asian College of Teachers is committed to creating a hazard-free workplace. To this end, we ensure workplace safety through preventative action and emergency management.

Preventative Action

Preventative actions are any actions we take to avoid injuries or illnesses related to the workplace. We periodically conduct risk assessments and job hazard analyses through a workplace safety committee to uncover health risks to employees. And we will establish preventative measures to address risks accordingly.

At a minimum, we:

- Hold employee training sessions on safety standards and procedures.
- Direct the Safety Officer and quality control employees to monitor infrastructure regularly.

We also expect you to take safety seriously and follow standards whenever necessary. If you deliberately disregard our guidelines, we may terminate you for your own and others' safety.

Emergency or Safety Management

Emergency management refers to our plan to deal with sudden catastrophes like fire, floods, earthquakes or explosions. Our Safety management provisions include:

- Functional smoke alarms and sprinklers that are regularly inspected.
- Electrical wiring is all checked and shock-proof
- Technicians (external or internal) available to repair leakages, damages and blackouts quickly.
- Fire extinguishers and other fire protection equipment that are easily accessible.
- An evacuation plan posted on the premises
- Fire escapes and safety exits that are clearly indicated.

- Certified first-aider available for emergency

Smoking

We are a smoke-free workplace. You can smoke in designated smoking areas, balconies, and outer premises. Any other area in our workplace (like restrooms, lobby, offices, staircases, warehouses) is strictly smoke-free to protect non- smokers.

Setting off fire alarms and causing fires by smoking are serious offences. If you are found responsible, you may face disciplinary action up to and including termination.

Drug-free Workplace

ACT is a drug-free workplace. Whether you are an employee, contractor or visitor, you must not bring, use, give away or sell any drugs on company premises. If you are caught with illegal drugs or show that you are under the influence of substances, you will face disciplinary action up to and including termination.

Alcohol

We prohibit employees from consuming alcohol during working hours, but they may consume alcoholic drinks in moderation at company events.

Prescription Drugs

If you feel that a prescription drug (e.g. anxiety medication) unexpectedly affects your senses, thinking or movement, ask for the rest of your day off. If your manager suspects substance abuse, you may face disciplinary action.

We won't tolerate substance addiction that results in violent, offensive or inappropriate behavior.

ASIAN COLLEGE OF TEACHERS
Teach & touch lives.

FOR STUDENTS

We are committed to providing a clean and hygienic learning environment for our students. Our Clean and Hygienic Classroom Policy outlines our dedication to maintaining the highest standards of cleanliness to ensure the well-being and conducive learning experience of our students.

IMPLEMENTATION:

- **Daily Cleaning Routine:** Our cleaning staff follows a strict daily cleaning routine, which includes sweeping, mopping, and dusting to ensure that each classroom is free from dust, dirt, and debris.
- **Monitoring and Feedback:** We continuously monitor the cleanliness of our classrooms and encourage students to provide feedback. Any concerns are addressed promptly to maintain the highest standards.
- **Emergency & First-aid:** Certified first-aider available for emergency in case of emergency.

BENEFITS

- **Health and Well-being:** A clean and hygienic classroom contributes to the health and well-being of both students and staff by minimizing the risk of illnesses and infections.
- **Improved Learning:** A tidy and organized classroom provides a conducive environment for focused learning and concentration.
- **Behavioral Development:** Inculcating cleanliness habits early on helps students develop discipline, responsibility, and respect for shared spaces.

We are dedicated to adhering to this Clean and Hygienic Classroom Policy to ensure that our students have the best possible environment for learning, growth, and development.