

ZONE A CODE OF CONDUCT & WORKPLACE POLICY

1. ATTENDANCE & PUNCTUALITY

Resumption is 9.00 am, Intern must report to duty on time daily. Absence requires 24hr prior notice except in emergency.

2. PROFESSIONAL BEHAVIOUR

Respectful communication required with staff, supervisors, colleagues and clients.

3. PHONE & DEVICE POLICY

Personal phone must be placed on silence and use limited during production hours except for emergency.

4. TOOL & EQUIPMENT CARE

The workspace must be kept clean at all times, mopping daily and cleaning of machines, tools and furniture at least once weekly.

Intern is responsible for safe use and return of sewing machines, needles, adhesives, leather tools and cutting instruments.

Damage to Tools and Property:

Interns shall exercise reasonable care when using Zone A equipment, machines, tools, and materials.

In the event of intentional damage, negligence, theft, or misuse, Zone A reserves the right to seek reimbursement and disciplinary action.

5. DRESS CODE & SAFETY

All clothing must be above knee length, no clothing's that exposes cleavage and armpits. Dress neat, responsible and professional.

6. DATA & CLIENT PRIVACY

No disclosure of client names, orders, pricing or custom work without authorization.

7. SOCIAL MEDIA & BRANDING

No posting of Zone A's designs without written approval. Zone A has right of ownership of all content created within the premises.

8. WAIVER:

The Intern waives any claim against Zone A for incidental injuries, losses, or damages associated with participation in the Internship program except where prohibited by law.

9. DISCIPLINARY PROCEDURE

Verbal → Written → Removal if unresolved.

SIGNATURE

Intern:

Date: