

**1. Objective**

Citrus Academy Bursary Fund Learners are bound by the stipulations of the Bursary Agreement to attain high academic standards and fulfil certain occupational obligations to the citrus industry. In addition to this, Learners are expected to behave in an appropriate manner at all times as representatives of the Citrus Academy.

The intention of this document is to:

- Clarify the position of the Citrus Academy with regard to expected standards of conduct and disciplinary action;
- Give guidance to Citrus Academy Learners on the standards of conduct that is expected from them; and
- Define breaches of the standard of conduct and the consequences thereof.

**2. Code of Conduct**

Learners are expected to act **honestly, conscientiously** and **in good faith** at all times, with consideration for their responsibilities and the interests of the Citrus Academy, the citrus industry, fellow Learners, and any Company the Learner may be connected with. This applies to Learners' behaviour on campus, as well as off campus while engaged in experiential training or attending conferences, seminars and the like as delegates of the Citrus Academy.

For the duration of Learners' association with the Citrus Academy, including full and part-time study, internships, work experience and period for which the Learner has to work within the citrus industry as part of his / her obligations under the Bursary Agreement, he / she is obligated to adhere to the standards of conduct stipulated below.

**2.1. On Campus**

During the academic year while Learners are involved in full-time studies at their Learning Institution, the Learner shall focus on his / her academic studies as the first priority at all times. More specifically, the Learner shall:

- 2.1.1. Maintain the academic standards that are required of him / her in terms of the Bursary Agreement;
- 2.1.2. Cooperate fully with all staff of the Learning Institution, in every reasonable request;
- 2.1.3. Adhere to the policies, procedures, rules and regulations of the Learning Institution;
- 2.1.4. Not cheat during exams, in any way falsify academic records, or withhold pertinent information;
- 2.1.5. Not commit plagiarism, which means the copying of another person's idea or written work and claiming it as one's own original work;
- 2.1.6. Not copy any content directly from a written or electronic source without due acknowledgement;
- 2.1.7. Not copy the work of any other fellow learner or allow another learner to copy their work;
- 2.1.8. Not instigate or take part in any disorderly, disruptive or illegal activities, including the abuse of alcohol or the abuse of prescription or non-prescription drugs;
- 2.1.9. Not commit or be part of any form of sexual harassment, or any abuse of any kind, including sexual, physical, psychological, and emotional abuse;
- 2.1.10. Not discriminate against any other person on the basis of race, gender, age, sexual orientation, religion, health status, disability, or any other basis recognised by the constitution of South Africa as being grounds for unfair discrimination; and

2.1.11. Not cause damage to the property of the Learning Institution, any other private or public enterprise, or any other person; and not undertake any such actions on the part that can incur liability on the part of the Citrus Academy.

**2.2. Off Campus**

Learners who are engaged in experiential training, such as industry exposure, vacation work, internships or workplace experience, shall:

- 2.2.1. Adhere to all the policies and procedures of the Company, and not perform any tasks in any way that is not in line with the workplace procedures of the employer;
- 2.2.2. Familiarise himself / herself with and adhere strictly to the stipulations of the Occupational Health and Safety Act and any other relevant workplace legislation and regulations;
- 2.2.3. Not change any approved workplace procedure or method without the full knowledge and consent of the employer;
- 2.2.4. Always be present to fulfil their designated functions and obligations whenever required and as directed, provided that:
  - 2.2.4.1. If the Learner is unable to attend work for whatever reason, including being ill, he / she shall contact their supervisor before 10h00 on that particular day to inform them of the reason for non-attendance and of when the Learner can be expected back at work;
  - 2.2.4.2. If sick leave is taken for a period of 3 days or longer, or on a Friday or Monday, the Learner must present a note from a medical doctor stating details of the illness and the prescribed treatment. (The Learner must however still contact his / her workplace supervisor as directed in clause 2.2.4.1.);
- 2.2.5. Carry out their duties in an efficient and competent manner, and maintain agreed-upon performance standards;
- 2.2.6. Cooperate fully with the management of the Company, and not refuse to perform any duty or carry out any lawful and reasonable instructions of managers and supervisors;
- 2.2.7. Not complain or make any demands with regard to remuneration – Learners are reminded that they are not entitled to any financial rewards while not yet qualified;
- 2.2.8. Not use the property, resources or funds of the employer or the Citrus Academy for other than authorised purposes, including telephone, fax and internet facilities;
- 2.2.9. Not use a cellular phone to make or receive personal calls during working hours;
- 2.2.10. Not remove or have unauthorised possession of property belonging to the employer or any of his employees;
- 2.2.11. Respect the privacy of individuals and use confidential information only for the purposes for which it was intended;
- 2.2.12. Not assault, confront or threaten any employee of the Company, or in any way get involved with labour conflicts, which includes the use of insulting and derogatory language;
- 2.2.13. Not deliberately or recklessly act or fail to act in a manner resulting in a safety risk and / or serious damage or financial loss to the Company or the Citrus Academy;
- 2.2.14. Under no circumstances be under the influence of alcohol or non-prescription drugs during working hours;
- 2.2.15. Not instigate or take part in any disorderly, disruptive or illegal activities;

- 2.2.16. Not commit or be part of any form of sexual harassment, or any abuse of any kind, including sexual, physical, psychological, and emotional abuse; and
- 2.2.17. Not discriminate against any other person on the basis of race, gender, age, sexual orientation, religion, health status, disability, or any other basis recognised by the constitution of South Africa as being grounds for unfair discrimination.

### **2.3. Delegations**

Learners who are chosen to represent the Citrus Academy at conferences, seminars or any other public event, are subject to the provisions set out in clause 2.1, and shall also:

- 2.3.1. Actively participate in all sessions, workshops and activities;
- 2.3.2. Make an effort to network with fellow delegates;
- 2.3.3. Always be accompanied by a chaperone;
- 2.3.4. Strictly adhere to the itinerary provided;
- 2.3.5. Never leave the premises without prior written consent of the Citrus Academy management and the appointed chaperone;
- 2.3.6. Respect the property and dignity of their hosts; and
- 2.3.7. Not engage in any after-hours activities which will bring the name of the Citrus Academy into disrepute.

### **3. Breaches of the Code of Conduct**

If the Learner is found to have contravened one or more of the obligations set out above, disciplinary action will be taken. Please note that the obligations as set out in clause 2 is by no means an exhaustive list and disciplinary action can be taken against a Learner for any cause recognised as sufficient by law.

#### **3.1. Disciplinary Action**

The nature of the disciplinary action taken against a Learner that is found guilty of misconduct is entirely at the discretion of the Citrus Academy and will depend on the nature of the misconduct, and may be in the nature of:

- 3.1.1. In the case of less serious offences, a verbal warning where after the Learner will be given the opportunity to correct his / her behaviour.
- 3.1.2. Informing the parent of guardian of the Learner of the nature of the misconduct and of the possible consequences.
- 3.1.3. A final written warning after a first offence, where the Learner will be summarily dismissed from the Bursary Fund if found guilty of any subsequent misconduct.
- 3.1.4. Compensation and / or reparation by the Learner for any damage caused by his / her actions.
- 3.1.5. Summary dismissal from the Bursary Fund, at which time clause 6.2 of the Bursary Agreement of which this document is an Appendix, will come into effect.

#### **3.2. Disciplinary Procedure**

The procedure used to determine the culpability of the Learner and the seriousness of the misconduct will be entirely at the discretion of the Citrus Academy management, and may include the following steps:

- 3.2.1. The Citrus Academy will obtain a written report on the alleged misconduct from the Company, Learning Institution or any other party to the alleged offense in order to ascertain all relevant details.
- 3.2.2. The Citrus Academy will initiate verbal and / or written communication with the Learner and his / her parent or guardian regarding the details of the alleged misconduct by the Learner. The Learner will be given an opportunity to provide information and / or evidence in his / her defence.
- 3.2.3. If the Company, Learning Institution or other party to the alleged offense institutes disciplinary action against the Learner, the Citrus Academy will suspend any further action until the outcome of this action is known.
- 3.2.4. If the veracity of the allegations cannot be determined through the above steps, a disciplinary hearing will be held by the Citrus Academy, as follows:
  - 3.2.4.1. Representatives of the Company, Learning Institution or other party to the alleged offense will be invited to provide details and evidence of the alleged misconduct.
  - 3.2.4.2. The Learner will be allowed to call witnesses and / or present evidence in his / her defence. The Learner may also choose to have an interpreter present at the hearing.
  - 3.2.4.3. All parties will be informed at least 14 days in advance of the date, time and place of the hearing.
  - 3.2.4.4. The hearing will be chaired by an independent arbiter who the parties will agree on in advance.
  - 3.2.4.5. The chairperson of the disciplinary hearing will consider all evidence before him / her and announce his / her verdict within 7 days after the disciplinary hearing.
  - 3.2.4.6. The outcome of the hearing will be final and binding to all parties.
- 3.2.5. Should the Learner be found guilty, the Citrus Academy will issue a letter detailing the misconduct, expected reparation and disciplinary action that will be taken, as per clause 3.1.

#### **4. Conclusion**

Last but not least, Citrus Academy Bursary Fund Learners are encouraged to live their lives by the Entrepreneurs Creed:

I do not choose to be a common person. It is my right to be uncommon – if I can.

I seek opportunity – not security.

I do not wish to be a kept citizen, humbled and dulled by having the state look after me.

I want to take the calculated risk, to dream and to build, to fail and to succeed.

I refuse to barter incentive for a dole.

I prefer the challenges of life to the guaranteed existence, and the thrill of fulfilment to the stale calm of Utopia.

I will not trade my freedom for beneficence or my dignity for a hand-out.

I will never cower before any earthly master nor bend to any threat.

It is my heritage to stand erect, proud and unafraid, to think and act for myself, to enjoy the benefit of my creations and to face the world boldly and say: “This I have done.”