

Policy Objective.

The Permata Bangsa School Yayasan and SAT (Senior Administration Team) consider the health, safety and welfare of staff and students to be of paramount importance and that creating and maintaining a healthy and safe environment is a responsibility taken seriously. To this end we are committed to achieving the effective implementation of the School's health and safety policy and the objectives set out below.

Communication

Without strong and effective communications between parents, students, and staff at all times, Health and Safety policies are ineffective. It is particularly important that communications are clear before an emergency occurs. The ultimate goal of all health and safety policies is PREVENTION.

All Staff, Students, Parents and visitors at Permata Bangsa School should in the first instance of sighting something unsafe or dangerous should immediately report this to the closed security personal (Satpam) or to the front administration desk. Administration will then immediately inform a member of the board of the Yayasan so the situation can be assessed action can be implemented.

School Alarm System

Permata Bangsa School is fitted with alarm bells in all areas of the campus and covered switches to turn on the alarms are clearly marked in the following areas:

- Administration/waiting room
- High School corridor
- Science Lab
- Primary School corridor
- Early years pathway next to PreSchool B.

In the event that an alarm is sounded, all students and staff are to assemble at the assembly point near the carpark waiting area as per fire drills.

In the event of positive identification of an active fire, smoke or visible sparks, ANY staff or student should immediately activate the alarm by pushing the alarm switch. This person should identify themselves only when they reach the assembly point and explain the situation to the most senior staff member available.

School Security

Permata Bangsa School is fitted with 24 hour **CCTV** surveillance cameras that record all activity for up to four weeks.

Security personnel (**Satpam**) patrol the campus 24/7 as well as monitor the outside CCTV cameras. Security personnel are in charge of the boom gates, parking and movement of visitor to the school. All visitors are required to identify themselves to security staff upon entry and leaving the school grounds. Security staff will escort all visitors to the administration office upon arrival.

Visitor Tags are required to be worn at all times by any visitors to the school and returned when leaving. Visitors (not parents unless entering the classrooms) are required to fill in a visitors register and supply photographic identification.

All visitors must be accompanied by a staff member while outside of the administration area.

Staff ID Tags – All staff of Permata Bangsa School will wear identification tags with their photo. Principal and workplace management are not required to do so.

Confidentiality and data protection

We want to ensure that private information about clients, employees, partners and our company is well-protected. Examples of confidential information are:

- Employee records
- Unpublished financial information
- Data of students/customers/partners/vendors
- Customer lists (existing, past and prospective)
- Unpublished goals, forecasts and initiatives marked as confidential

As part of our hiring process, we may ask you to sign non-compete and non-disclosure agreements (NDAs.)

We are also committed to:

- Restrict and monitor access to sensitive data.
- Develop transparent data collection procedures.
- Train employees in online privacy and security measures.
- Build secure networks to protect online data from cyberattacks.
- Establish data protection practices (e.g. secure locks, data encryption, frequent backups, access authorization.)

We also expect you to act responsibly when handling confidential information.

Staff must:

- Lock or secure confidential information at all times.
- Shred confidential documents when they're no longer needed.
- Make sure you view confidential information on secure devices only.
- Only disclose information to other employees when it's necessary and authorized.
- Keep confidential documents inside our company's premises unless it's absolutely necessary to move them (*with prior approval from principal or workplace manager*).

Staff must not:

- Use confidential information for your personal benefit or profit or the benefit or profit of other educational institutions.
- Disclose confidential information to anyone outside of our school.
- Replicate confidential documents and files and store them on insecure devices.

This policy is important for our company's legality and reputation. We will terminate any employee who breaches our confidentiality guidelines for personal profit.

We may also discipline any unintentional breach of this policy depending on its frequency and seriousness.

We will terminate employees who repeatedly disregard this policy, even when they do so unintentionally.

Workplace harassment

Harassment is a broad term and may include seemingly harmless actions, like gossip. We can't create an exhaustive list, but here are some instances that we consider harassment:

- *[Sabotaging someone's work on purpose.]*
- *[Engaging in frequent or unwanted advances of any nature.]*
- *[Commenting derogatorily on a person's ethnic heritage or religious beliefs.]*
- *[Starting or spreading rumors about a person's personal life.]*
- *[Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.]*

Harassment is **illegal** and we will **seriously** investigate relevant reports. If an employee is found guilty of harassment, they will be terminated.

If you're being harassed, whether by a colleague, customer or vendor, you can choose to talk to any of these people:

Offenders. If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the harassment. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.) Avoid using this approach with customers or stakeholders.

Your manager. If customers, stakeholders or team members are involved in your claim, you may reach out to your manager. Your manager will assess your situation and may contact HR if appropriate.

HR. Feel free to reach out to HR in any case of harassment no matter how minor it may seem. For your safety, contact HR as soon as possible in cases of serious harassment (e.g. sexual advances) or if your manager is involved in your claim. Anything you disclose will remain confidential.

Workplace violence

Violence in our workplace is a serious form of harassment. It includes physical and sexual assault, destruction of property, threats to harm a person or property and verbal and psychological abuse. We want to avoid those incidents altogether, but we also want to be ready to respond if needed.

For this reason, we ask you to:

Report to The Principal – The Workplace Manager or HR if you suspect or know that someone is being violent. Your report will be confidential, and we will investigate the situation with discretion.

Call our security/Satpam if you witness incidents of severe physical violence (e.g. ones that involve a lethal weapon.) For your safety, avoid getting involved.

We will treat employees who verbally threaten others as high risk and they will receive an appropriate penalty. If the board finds that an employee commits an act of violence, we will terminate that employee and possibly press criminal charges. Employees who damage property deliberately will be solely responsible for paying for it.

Our workplace is founded on mutual respect and we won't allow anyone to compromise this foundation.

Emergency Management

Please refer to the School Alarm section above and the Permata Bangsa School Fire Policy.

Drug-free workplace

Permata Bangsa School is a drug-free environment. Whether you are an employee, parent, student, 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 and authorities will in most cases be called.

Drugs including the use or possession of alcohol or tobacco also fall into this category.

Prescription Drugs – may not under any circumstances be brought onto the school grounds and especially never into a classroom. ALL prescription drugs for both staff and students are to be kept securely in the administration office.

Inhalers – may be carried on the staff member or a student's inhaler can be held securely by a staff member who is directly supervising the student. The inhaler should be past to another staff member should the person holding the inhaler need to leave the child. In this case the staff holding the inhaler should be identified to the child.

Building Safety

The buildings of Permata Bangsa School are constantly being monitored by the principal and workplace manager for any safety and risk issues and required maintenance. Should any staff member, visitor, student or parent notice something unsafe on the ground, they should report as soon as possible to security personnel/satpam or administration.

Staff Screening

All persons applying for a position at Permata Bangsa School will have their references checked for validity. All candidates are to provide a police certificate not older than 3 months of issue.

Staff may be required to undergo a psychiatric evaluation or drug testing as per government regulations.

Training

Staff will be trained in workplace health and safety during professional development sessions and will also undergo basic first aid training. The physical education teacher will hold a recognized current First Responders First Aid certificate.

Motorbikes/Helmets

Students are always discouraged from riding motorbikes. A child allowed to ride a motorbike to and from school is required to have his/her parent or guardians sign a release form, which will be kept on file to this effect. All staff and

students are always required to wear a helmet while traveling on a motorbike. Parents are asked to conform to this policy in the best interests of setting examples for the children and our community.

Distance does not matter or factor into this policy in any way.

Lightning

Students, staff and visitors are not allowed on the school sports field or on the play equipment during any lightning activity. Staff should check with management if unsure on the weather conditions.

Emotional and Physical Wellbeing

Permata Bangsa School prioritizes the emotional and physical health and wellbeing of our students. With the written consent of the parent/guardian(s) of a child, PBS may request an outside professional assess a child regarding intellectual, emotional and physical development and wellbeing. In the situation where parents/guardian refuse to grant consent for their child to attend for either a psychological assessment or learning support, PBS reserves the right to refuse continued admission.

Policy Review

This policy will be every 2 years by the board, principals and head of parent teacher community.

