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.