**Learner Code of Conduct**

**August 2025**

**Timekeeping and attendance:**

* Attend as agreed on your induction. If you don’t, action will be taken and could result in your dismissal from the programme.
* Do not be late for your session when returning from lunch or break

**Behaviour:**

* Value and respect other people
* Comply with any reasonable request from staff
* No bad language – do not swear or call anyone names
* Mobile phones should be **ON SILENT** and put away during training hours
* Report anything suspicious to the centre staff

**Dress Code:**

* It is important that you are clean and tidy at all times
* Dress smartly and have good personal hygiene

**Damage/ Misuse of property:**

* Do not take anything from the centre without asking staff
* Do not use personal STORAGE, memory sticks or computer software
* Damage to equipment or furniture in the centre will result in disciplinary action being taken
* Do NOT access personal or inappropriate internet sites during training sessions

**Discrimination/ victimisation/ harassment/ abuse:**

* Any forms of discrimination, victimisation, harassment or abuse will be classed as gross misconduct and will **not** be tolerated

**Absence/ Sickness/ Holidays:**

* Make sure someone contacts the centre before 9.30am if you are ill
* Let staff know if you have a dentist, doctors or hospital appointment

**Assault:**

* We have a ZERO TOLERANCE policy on violence and any incident will result with the police being informed

**Alcohol, illegal substances and drugs:**

* No drugs, alcohol or weapons are allowed – this will lead to instant dismissal

**Smoking:**

* No smoking or Vaping on the premises – there is a specific place outside for

break times

All learners including Apprentices agree to adhere to Code of Conduct

Reviewed 27/02/24 and 29/08/25 Suzan Mc Gladdery