

Occuteach

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CODE OF CONDUCT POLICY

Occuteach is committed to providing exceptional learning, with a friendly, safe and welcoming environment to all staff, learners and visitors. In relation to this, learners must understand and undertake various responsibilities as these form the basis of the code of conduct for each and every learner to uphold.

Zero tolerance from following:

- Any form of aggression and/or violence
- Alcohol and drugs; this includes any paraphernalia
- Possession of any dangerous items
- Theft and any damage to property
- Disrespectful or any disruptive behaviours
- Offensive language

(Any suspicions of the above, local authorities will be contacted)

Timekeeping:

Learners are responsible for adhering to the class timetables, this includes course start times, returning from breaks and lunchtimes.

Mobile Phones:

Mobile phones must be kept on silent for the duration of each day's training and phone use is restricted to break periods ONLY. If an individual needs to take an emergency phone call, they must leave the room so as not to disturb the group.

Attendance:

Learners need to attend every day / session.

Smoking:

Smoking is only permitted in the designated smoking area. This includes the use of electronic cigarettes and vaporizers.

Occuteach do not accept liability for any personal possessions.

