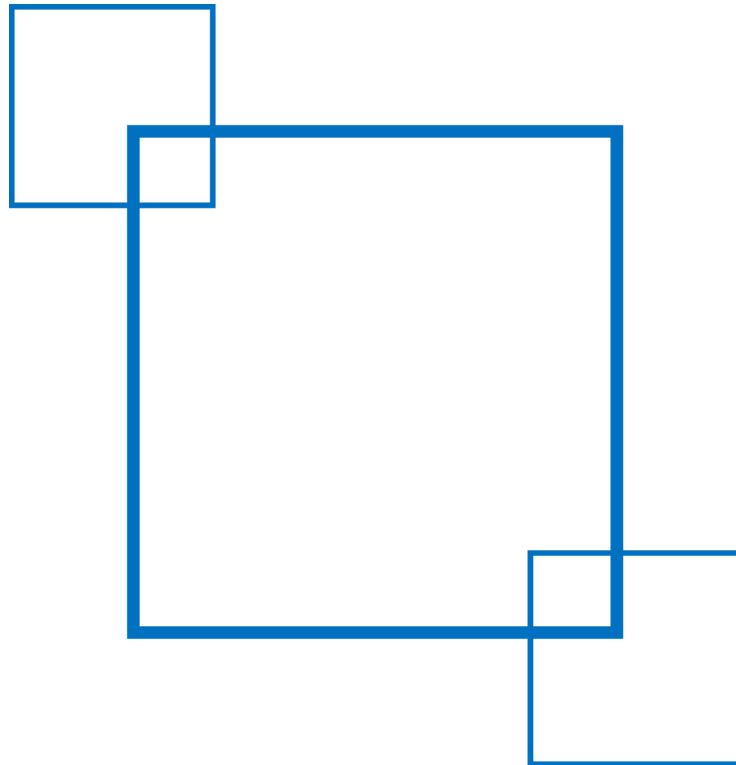




LIFELONG LEARNING SERVICES CODE OF CONDUCT FOR APPRENTICES



INTRODUCTION

The Code of Conduct for Apprentices is written to set out the expectations of them during their apprenticeship term and also sets guidelines for the expectations in a workplace as apprentices transition from training to employment.

The Code of Conduct for Apprentices is important for the following reasons :

- It sets standards of conduct at work or training and they make it clear what is expected of you.
- Disciplinary Rules are a means of setting out expectations so that your conduct in the workplace and place of training is such that meets the required standards. It is not always a punishment. It is important that rules and procedures are adhered to at all times.
- In each case where the Code of Conduct for Apprentices appear to have been broken, the case should be dealt with quickly, fairly and consistently. Any disciplinary action taken against you should be treated confidentially.

DISCIPLINARY RULES

Listed below are the rules that cover most obvious and usual disciplinary matters, but you must accept that not every rule can be listed and that some differ according to the workplace.

GROSS MISCONDUCT

Some of the offences in the six groups of rules are considered GROSS MISCONDUCT. These offences could lead to dismissal without notice. Example of Gross Misconduct include :

- Theft or attempted theft.
- Deliberate damage to property.
- Deliberate action which could endanger life or result in injury (including damage to safety equipment).
- Fighting or violence.
- Sexual misconduct or harassment.
- Being unable to work / train effectively due to being under the influence of alcohol or illegal drugs.
- Fraudulent completion of paperwork.
- Behaviour (including outside of working hours) that could damage the organisation's reputation.

Some of these examples of misconduct are also against the law. Anyone involved in these acts could be prosecuted under criminal law as well as disciplined under this procedure.

DISCIPLINARY PROCEDURE

Organisations will have disciplinary procedures in place which will be made known to you during your induction process into your new job. The apprenticeship scheme considers misconduct and Gross Misconduct as very serious matters and sanctions are applied.

NOTE :

*These rules and procedures will be easy to follow and become second nature if you adopt this from the very start of your job. Good standards of conduct and discipline will earn you a good reputation and satisfaction within your employment.
GOOD LUCK!*

1. RELIABILITY

You **SHOULD** :

- Comply with the agreed arrangements relating to hours of work.
- Comply with the agreed meal breaks and other breaks.
- Comply with the rules regarding requests for holidays and leave.
- Comply with sickness reporting procedures.
- Comply with authorised absence procedures.

You **SHOULD NOT** :

- Report late for work or training.
- Finish before the authorised time.
- Be absent without prior authorisation.
- Report for work or training under the influence of alcohol or illegal drugs.

2. HEALTH AND SAFETY

You **SHOULD** :

- Comply with the health and safety rules and regulations.
- Wear protective clothing where necessary or when instructed.
- Observe no-smoking areas.
- Comply with any special requirements regarding personal appearance and cleanliness.
- Keep to any rules regarding any hazards specific to your work and training.
- Be aware of Fire Exits, Assembly Points and Emergency Contacts.

You **SHOULD NOT** :

- Tamper with any equipment provided for health and safety purposes.
- Behave in a way that could cause a hazard or be dangerous to yourself or another person.
- Be involved in practical jokes, unruly behaviour, horseplay or boisterous activity.

- Attend work in an unclean or indecent state.

3. OBEDIENCE

You **SHOULD** :

- Follow instructions given to you by someone in a position of authority, i.e. your supervisor.
- Follow any written instructions.

You **SHOULD NOT** :

- Fail to carryout instructions given to you either verbally or in writing.
- Be deliberately disrespectful to anyone in a position of authority.

4. CARE lack of proper care or attention is negligence.

You **SHOULD** :

- Carryout your work properly to the standards expected of a person involved in your type of work or training.
- Comply with the dress code and respected uniform if applicable.
- Take care of all tools, machinery equipment or vehicles, which have been issued to you or used by you in the course of your duties.

You **SHOULD NOT** :

- Carryout your work or training to an unsatisfactory standard.
- Disrespect uniform, fail to comply with dress code or dress indecently.
- Misuse or abuse any tools, machinery, equipment or vehicles in the workplace.

NOTE : ***Negligence** is different from incompetence. Negligence assumes that you can do the work or training properly but have not done so. **Incompetence** is when you are unable to do the job or training properly through no fault of your own. Incompetence is not a matter for discipline.*

5. HONESTY

You **SHOULD** :

- Obey the rules concerning the removal and use of tools and equipment.
- Always get prior authorisation / permission before removing any items from your workplace or training place.

You **SHOULD NOT** :

- Remove property from your place of work or training.
Remove property from another person without his or her agreement.

You **SHOULD NOT** :

- Intentionally cause damage to the organisation's premises, your place of work or any other property visited during the course of your training.
- Be dishonest or fraudulent when dealing with paperwork.
- Intentionally cause any waste or loss.

6. THE RIGHTS OF OTHERS

You **SHOULD** :

- Observe the rights of others at all times.
- Show respect and consideration for co-workers.

You **SHOULD NOT** :

- Act in an abusive manner towards another person.
- Discriminate against another person.
- Fight with, threaten or frighten another person.
- Harass or sexually abuse another person.
- Commit any act which is likely to be indecent.
- Make any obscene or other unauthorised comment on any paperwork.
- Be involved in any activity out of working hours, which causes disrespect to the organisation.