

Code of Conduct

Flexible Training Solutions aims to provide a safe and productive learning environment for all students by encouraging individuals to demonstrate ethical and sensible behaviour. This Code of Conduct details your responsibilities in relation to participating in training with Flexible Training Solutions.

Students that do not sign the Code of Conduct cannot participate in the training.

As a Student, I must:

- ☐ Attend scheduled training sessions and notify the trainer before the scheduled start time, if unable to attend sessions.
- ☐ Ensure my actions and practices support the trainer in delivering training to the group
- ☐ Respect my fellow Students and the Flexible Training Solutions staff
- ☐ Maintain a clean and safe learning environment
- ☐ Contribute positively in class and refrain from disrupting the class
- ☐ Treat Staff, trainers, and other Students in a courteous manner
- ☐ Respect the equal rights for all students regardless of gender, race, culture, age, religion, gender preference and abilities which includes their right to participate
- ☐ Care for each other's property and the property of the training location
- ☐ Respond to any reasonable instruction from a member of Staff
- ☐ Conduct myself in a professional manner (including neat and clean attire)
- ☐ Not attend class under the influence of alcohol and/or illegal drugs or legal drugs that might impair my ability to safely participate in the training/assessment, including the use of equipment/machinery.
- ☐ Ensure that my mobile phone is switched off or put on 'silent' during class times.
- ☐ Refrain from taking/making phone calls or text messages during class time except in extenuating circumstances that have been approved in advance with the Trainer
- ☐ Only submit work that I have created and that is original

Adult learners have legal responsibilities if there are minors (<18 years of age) in the training group – *Loco Parentis – in the place of the parent*

- ☐ I understand my *Loco Parentis* responsibilities in relation to: language, sexual comments, sexual images, drugs, alcohol.

I, understand that as a result of **breaking the code of conduct, disciplinary action will be taken** which may include one or all of the following:

- The Trainer may ask a student to leave the classroom, or refuse entry to a training room if their behaviour is disruptive or dangerous.
- A student may be suspended, or expelled from the program for behaviour that threatens the safety of others, interferes with the duties of staff, or other student's study, or damages or threatens Flexible Training Solutions' property.

Student Signature: Date: