

## Loughlinstown Training Centre - Code of Conduct

You are responsible for your own learning and behaviour, and are responsible for ensuring that your actions do not impede other learner's participation on their course. As a learner you will be expected to:

- Provide information and data as required by our funders
- Be on time for all of your classes and any exams that you are scheduled to take.
- Ensure full attendance for the duration of the training and to actively participate in training.
- Notify your instructor if you are unable to attend class.
- Complete any coursework and study assigned to assist you outside course hours.
- Complete the full training programme.
- Complete and submit assignments, projects, etc. within the specified timelines.
- Identify and make known to the course instructor any supports you need, (disability or a related specific learning need) that might assist you complete the training and/or exams/tests.
- Undertake the course exams/test and adhere to the rules governing the conduct of exams/tests.
- Inform your instructor of any change to your contact details.
- Conduct yourself in a safe manner and with due consideration for the Health and Safety of yourself and others. Report any accidents or unsafe practices to your instructor.
- Smoke in designated smoking areas only which are provided outside the building. Your instructor/Tutor will advise you of these locations. Please extinguish your cigarettes carefully and keep these areas clean by using the bins provided. E-cigarettes are classified as cigarettes and are prohibited other than in designated smoking areas. Smoking indoors is prohibited by legislation in all training locations.
- Refrain from using drugs and consuming alcohol while at the training location. There is a zero tolerance to illegal drug usage or supply. These cases will result in immediately suspension and referral to the Gardaí.
- Do not bring any offensive weapon into the Training location.
- Any learner who presents for training and is considered to pose a health & safety risk by their Instructor/Tutor, will be sent home and disciplinary procedures may follow.
- Refrain from discriminating against or harassing other learners and staff.
- Respect fellow learners and staff at all times. Behave in a manner that is respectful, appropriate and conducive to learning and that will impact positively on everyone.
- Refrain from accessing, sending or storing unlawful and inappropriate material on any training location equipment.
- Refrain from any form of bullying, bullying is considered an offence and may lead to disciplinary action and or dismissal from the course.
- Treat all property and equipment in the training location with respect.
- Do not remove and goods or tools from the training location. Theft of goods will lead to dismissal.
- Do not interfere with firefighting equipment or fire alarms.

- Do not engage in any form of gambling, gambling is forbidden in the training location.
- Do not engage in Sporting activity which is forbidden at training locations.
- Dispose of all waste responsibly in line with the policy of the training location.