

# **EAS Mechanical Code of Conduct**

**WE EXPECT ALL APPRENTICES TO FOLLOW THE CODE OF CONDUCT, WHICH IS SET OUT BELOW:**

## **What you need to do**

To ensure we keep you safe whilst you are at EAS Mechanical Training Centre you must do the following:

- Follow all health and safety guidance and signage throughout the centre
- Wash your hands regularly

## **What we expect from you....**

- Consistently good attendance and punctuality
- Commitment to meet deadlines and manage your time effectively
- Good behaviour and respect for each other
- The passion, drive and determination to achieve the best possible
- 100% effort
- A willingness to undertake independent study and research
- To develop your skills
- Accept constructive criticism when being assessed
- Acknowledge when you've made a mistake and move on positively
- Help build the centre to become even better
- To control your Apprenticeship... it is yours after all

## **Student Code of Conduct**

We believe that EAS should be a place in which everyone has the right to work/learn without being hindered by others in the Training centre. You have rights and responsibilities which the code of conduct explains.

### **Your Rights:**

- to be fairly treated and respected by fellow students and staff
- to have access to supportive staff for learning and pastoral matters
- to work in a safe and secure environment
- to receive feedback on your progress on the course you attend

To ensure that every member of the training centre Community is able to benefit from these rights, students are expected to fulfil their responsibility to other members.

### **Your Responsibilities:**

- To follow the reasonable requests or instructions of any member of training centre staff.
- To follow EAS requirements in respect of attendance, punctuality and the submission of work for assessment
- Not to abuse or harass other members of the training centre verbally or physically
- Not to behave in a manner which affects the lives of others in a negative way
- Be responsible for the completion of all your assignments, and ensure that they are handed in on time
- Ensure that all coursework submitted is your own work
- Be punctual for lessons and examinations
- Abide by the regulations of the relevant examination board/awarding body
- Behave in an acceptable and considerate manner at all times when engaged on Training centre activities and conduct yourself so as not to interfere with the work or study of other Training centre members and visitors
- Abide by the Training centre's Equality and Diversity Policy and respect other members of the Training centre community and not use words, gestures or actions that are violent or intimidating, or which are a form of sexual or racial harassment
- Observe the Training centre's strict No Drugs, Alcohol and other Intoxicating Substances Policy
- Inform the Training centre if you leave the programme early, giving the reason, in order for EAS to adhere to funding rules
- Be aware of and observe health and safety rules and regulations, and fire evacuation procedures (a copy of the Training centre Health and Safety policy is available from the Training centre)

- Inform the Training centre of any medical condition which might have an effect on the health and safety of fellow learners, staff and visitors, particularly in workshop situations. Confidential information will be handled with discretion and sensitivity
- Take care of the Training centre environment, buildings and equipment
- Eat and drink only in those areas designated for the purpose
- Respect the Training centre's no-smoking and no vaping policy
- Take responsibility for your own property. The Training centre cannot be held responsible for loss of damage, other than damage caused by negligence on the part of the Training centre
- Have respect for our neighbours including being respectful of where you park, if you drive in, as to not block access to their premises and adhere to the highways regulations at all times.

### **EAS Mechanical will provide you with:**

- **Strict rules to keep you safe from Covid 19**
- An induction to the centre and your course
- A safe learning environment
- Excellent industry related resources
- A safe environment whilst you are on site at centre
- A positive experience in learning, teaching and assessment sessions, to enable you to develop your knowledge, skills and behaviours
- Regular feedback on your work and highlight what you need to do to further improve

### **Reporting an Absence**

You must let us know if you are going to be absent. You can do this in the following ways: Contact the office phone line on 01604 583060 and speak to us or leave a message or speak to one of your tutors on the mobile numbers that they will give you during the induction.