**Leaner Code of Conduct**

Company Commitment

The Company as a company are committed to provide a first class learning environment. The Company has a responsibility to all of its learners to provide high professional learning standards in accordance with SAQA and SETA regulations. The management of The Company and its staff strive to create a learning environment that is motivating, safe and conducive to learning.

Leaner Commitment

Learners also have to accept and undertake various responsibilities. These responsibilities from the basis of a code that every leaner must observe while enlisted as a leaner. The Leaner Code of Conduct is important as it aims to ensure that everyone at The Company works within an environment that is safe, secure and conducive to learning.

Definition

Unacceptable behaviour is defined as – ‘any behaviour which impacts negatively on teaching and learning’.

Application

Whilst The Company staff is sensitive to every learner’s individual circumstances, it must be emphasised that there are no exceptions in the application of the responsibilities outlined in the Learner Code of Conduct.

Leaner Responsibilities

Learners must:

* recognise and observe The Company policies and procedures always
* recognise the authority of the facilitator / The Company personnel always
* show respect to others and not intimidate anyone
* allow others to learn and work without interruption or disruption
* attend classes regularly and punctually
* observe all health and safety regulations throughout The Company as well as additional rules in specific areas such as workshops
* observe the “no smoking” regulations
* eat and drink only in designated areas
* know and follow the emergency evacuation procedures should it be required
* recognise that the facilitator has a responsibility for the learning of the whole group
* not damage equipment, materials or buildings
* dress appropriate and in a manner, that is not provocative or degrading to the specific learning environment
* Unacceptable Behaviour
* Examples of unacceptable behaviour / misconduct that may lead to disciplinary action can be listed as following:
* abusive language or intimidating verbal or physical behaviour towards learners or members of staff
* deliberate misuse of, damage to, misappropriation or theft of any learning material and / or equipment, furniture, fittings or other property belonging to The Company, its learners or staff
* abuse of computer facilities
* cheating or copying other learners work
* anti-social or disruptive behaviour e.g. any behaviour that infringes upon other learner’s ability to learn
* infringement of intellectual property rights
* the carrying of fire arms or any weapons on any The Company premises
* challenging the authority of any The Company staff while enrolled as a leaner with the company
* any form of discrimination (religion, racial, sexual orientation, etc.)
* any form of “horseplay” that may endanger fellow learners or staff

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby confirm

(ID number) (Full Names) (Surname)

that I have read and understand the content of the Leaner Code of Conduct and that I commit myself to the code.

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Signature Date