



Code of Conduct

Red Earth Training Solutions Pty Ltd (RETS) commits itself and promotes a safe, supportive and effective learning environment. This can only happen when everyone co-operates and complies with the Code of Conduct. Please read the Code of Conduct and sign at the end to show you accept and will abide by the conditions.

Failure to comply with the Code of Conduct may result in disciplinary action being taken which may include a reprimand, warning, suspension or the possibility of exclusion from the course of study.

The following conduct requirements are fundamental to the safe and successful organisation of training and it is essential that participants observe them at all times.

- Participants shall follow all reasonable directions given by the trainer and any other RETS staff member.
- All staff, participants and any other person or their possessions should be treated with respect and due consideration. Harassment of any kind, threatening or abusive language towards any individual or group will not be tolerated.
- There will be no tolerance to wilfully damaging, destroying or stealing property belonging to fellow participants, trainers or the company
- Participants' will attend the course of study each day on time and participate fully in activities.
- Participants should notify their Trainer/Assessor if they are required to leave the premises outside specified breaks and end of day activities. Participants shall not intentionally give false or misleading information to obtain leave absence for their course of study.
- Participants not able to attend MUST notify their Trainer/Assessor prior to 8am on the morning of training by telephone or SMS.
- All training areas, facilities and premises are to be left in the same condition as found (clean and tidy) by participants.
- Possession or the use of alcohol or any illegal substance is forbidden. The possession or use of illegal substances will be reported to the Police
- Participants may not possess any firearms or weapons of any kind on company property
- Participants have a responsibility to carry out tasks without risk to themselves or others.
- Appropriate personal protective clothing and equipment will be worn at all times when performing practical tasks.
- Participants need to make themselves aware of the designated smoking areas. There will be no smoking inside any building or while operating any equipment. Participants need to be aware of any fire restricted areas and the fire regulations.
- Participants may not use any equipment in an unauthorised manner

I, _____ (participant full name)

have read, understood and agree to comply with the Code of Conduct.

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SIGNATURE

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DATE

RETS Version Control			
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