

CODE OF CONDUCT

B

BE ORGANISED

We expect you to be on time to work or TESA and prepared for the tasks you have to do that day. If you find yourself being consistently late or unprepared, then we expect you to take action to rectify this.

A

ATTENDANCE

Aim to have full attendance both at work and TESA. Only be absent for authorised reasons and make sure you contact the appropriate staff member at least 45 mins before the start of your day if you are going to be absent. You also need to complete the Absence Reporting Form (see p9).

L

LOOK AFTER ONE ANOTHER

Be vigilant of those you work with. If you feel that others may be the subject of bullying, harassment or unacceptable behaviour then report this to either your Training Officer or another member of the ETT team. We will not tolerate bullying, harassment or unacceptable behaviour of any sort.

With this in mind, we hope that others will in turn look after you. If at any point you feel you are being bullied, harassed or the recipient of unacceptable behaviour you should report this immediately, either to your Training Officer or another member of the ETT team.

U

UNLOCK YOUR POTENTIAL

You have been selected for this apprenticeship over numerous other applicants because both ETT and your employer believe you are the perfect candidate for the role and apprenticeship. Remember this and use it as your motivation to exceed expectation and show they made the right decision.

R

RESPECT

Earn respect from peers, your manager and other people you work with. We expect our apprentices to be inquisitive, polite, able to listen, hungry to learn and respectful to everyone. We encourage you to challenge us as and when you feel the need to, however this must be done in a constructive way and under no circumstances is shouting, arguing, physical violence or disruptive behaviour acceptable.

8 THINGS THAT TAKE NO TALENT BUT WILL GET YOU 100% RESPECT

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| 1. BEING ON TIME | 5. BODY LANGUAGE |
| 2. BEING PREPARED | 6. ATTITUDE |
| 3. EFFORT | 7. ENERGY |
| 4. WORK ETHIC | 8. PASSION |