

WORKSOURCE EAST CODE OF CONDUCT

Students are required to follow the student Code of Conduct shown below. The consumer Code of Conduct is provided to and discussed with every student upon admission to WORKSOURCE EAST.

- **Regular Attendance** - Students are expected to attend the program regularly and to attend all classes.
- **Punctuality** - Students are expected to be on time for work and classes.
- **Work Habits** - Students are expected to be prepared for and to participate in each training program and class.
- **Respect for self and others** - Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally and/or physically. Students are expected to come to training free from the influence of alcohol or drugs. Students are expected not to use or possess such substances. Students are expected to take responsibility for what he or she says or does.
- **Respect for Authority** - Students are expected to comply with all program rules and to obey all laws. Students are expected to respond in a respectful manner to all staff while under the jurisdiction of the program and while participating in program-sponsored activities.
- **Respect for Property** - Students are expected to treat all property belonging to the school and to others with care.
- **Freedom from Fear** - Students are expected to contribute to a safe training environment free from fear. Acts of violence, weapons and contraband are never acceptable.