



# CODE OF CONDUCT

## INTRODUCTION

SSG Training is committed to providing **first class learning** with a responsibility to all candidates to provide professional standards of teaching within a safe and motivating learning environment.

As part of this, candidates must also accept and undertake various responsibilities. These form the basis of a code that every candidate must observe. The **Learner Code** is important as it aims to ensure that everyone works within an environment that is safe, secure and conducive to learning.

Unacceptable behaviour is defined as – ‘any behaviour which impacts negatively on teaching and learning’. Whilst staff are urged to be sensitive to candidates’ individual circumstances, it must be emphasised that there are no exceptions in the application of the responsibilities outlined in this **Code of Conduct**.

## THIS CODE LISTS EACH CANDIDATE’S RESPONSIBILITIES.



### CANDIDATES MUST:

- Recognise and observe SSG Training’s policies and procedures.
- Show respect to others and not intimidate anyone.
- Allow others to learn and work without interruption or disruption.
- Attend sessions regularly and punctually.
- Observe all health and safety regulations set down by SSG Training.
- Observe the no smoking regulations of the whole site.
- Eat and drink only in designated areas.
- Know and follow the emergency evacuation procedures.
- Recognise that SSG employees hold the responsibility for the learning of the whole group.
- Not damage equipment, materials or buildings.



### CANDIDATES MUST NOT:

- Use abusive/inappropriate language or intimidating verbal or physical behaviour towards candidates or members of staff. This includes actions which can be linked back to SSG by association i.e. social media.
- Deliberately misuse or damage any learning material and/or equipment, furniture, fittings or other property belonging to SSG, their candidates or staff.
- Plagiarize or copy other candidates work.
- Demonstrate any form of anti-social or disruptive behaviour e.g. any behaviour that infringes upon other candidate’s ability to learn.
- Infringe intellectual property rights.
- Use, possess and/or distribute alcohol or any illegal/legal drugs.
- Be under the influence of alcohol or any illegal/legal drugs.

*This list is by no means extensive but offers a few SSG examples of unacceptable behaviour/misconduct that may lead to disciplinary action.*

I have read and understood the above.

Signed:

Print Name:

Date: