

STUDENTS CODE OF CONDUCT

IFTC is a place that promotes professionalism, responsibility, respect and civility in a safe learning environment. All students, male and female who attend for training have the right to be safe and feel safe during the training day and on an evening. IFTC has a duty of care to all students and will strive to maintain their safety and welfare at all times.

IFTC provides training for a multi cultural society which draws students from a wide range of social, religious, ethnic and geographical backgrounds. It adheres at all times to Serco's laid down standards to demonstrate exemplary behaviour towards all staff and customers.

In response to the above we would ask for a commitment from you to:

- Take responsibility for your learning by:
 - Attending punctually
 - Working to the best of your ability
 - Meeting deadlines and submitting coursework on time
 - Asking for help, advice or learning support if you need it
 - Following examination and assessment regulations and procedures
- Treat all students and all staff with courtesy and respect in accordance with Serco's People Policy Statement
- Follow IFTC's policies and procedures
- Respect IFTC's environment and facilities – malicious damage will not be tolerated and will be dealt with under Serco's disciplinary procedure
- Keep noise to a reasonable level – loud noise may disturb others
- Use appropriate language – foul/abusive language will not be tolerated
- Refrain from entertaining non residential guests in the residential block
- IFTC will not tolerate any form of bullying or harassment. If proven this will result in disciplinary action being taken and if necessary cessation of your course.

Harassment is defined as “unreciprocated or unwanted conduct that is offensive to the recipient and which affects the dignity of men and women at work”. It is the recipient's definition of the conduct or behaviour that is unwanted or unacceptable and may include suggestive remarks, gestures or actions associated with, but not limited to the following:

- Race, ethnic origin, nationality, skin colour or language
- Political convictions

- Trade union beliefs
- National or social origin
- Sex or sexual orientation
- Gender and/or gender reassignment
- Religious convictions
- Disability, sensory impairment or learning difficulties
- Age or youth

Harassment can take many forms, these include but are not limited to:

- Bullying
- The use of threatening, abusive or insulting words
- Displaying any writing, sign or other visible representation which may include e-mail, photographs or graffiti which is threatening, abusive or insulting
- Physical threats or assault
- Unwanted gifts and practical jokes at another's expense
- Unwanted conduct of a sexual nature such as unwelcome physical, verbal or non-verbal conduct
- Open hostility in the workplace
- Unfair allocation of work and responsibilities
- Exclusion from normal workplace conversation or social events

If you experience difficulty or distress as a result of someone else's actions, please speak to your instructor or if the instructor is the cause of your distress, speak to an IFTC line manager

- Only smoke in designated areas
- Ensure the health and safety of yourself and others and report any dangers, hazards and accidents
- Ensure that no hazardous substance or article is brought on to the IFTC's campus, e.g. illicit drugs or weapons
- Attending class or practical instruction under the influence of alcohol or drugs will not be tolerated and could result in the cessation of your course
- Take care of your own property and respect the property of others

Your adherence to this Code of Conduct will ensure that your stay at IFTC and that of others will be a pleasant and rewarding experience.

Gary Watson
Business Operations Manager

Dennis Perkins
Training & Development Manager