

PURPOSE

Protecs Global Pty Ltd (PTG) is committed to providing a safe, respectful, and disciplined learning environment for all students attending training at either PTG, client or rental facilities.

The PTG *Student Code of Conduct* sets out the responsibilities and processes we use in our training centre to promote an engaging, safe, and positive learning environment for all our students.

SAFETY

PTG always prioritise safety. Under no circumstances students or PTG staff to breach the OHS and safety policies and requirements at any time in our training centres.

Student to ensure:

- Always follow and obey the safety guidelines and signages at our centres
- Always wear appropriate clothing and closed footwear (no slippers, shorts, and singlet)
- Always check the electronic equipment for any damage, test and tag before use
- Always follow the safety and evacuation instruction by PTG's representative (The tour of building will be provided at the start of each training or examination)
- Never manual handle the samples or equipment that are considered heavy (Typically over 10kg). Always seek help from PTG's staff or use appropriate handling methods such as using the trolley
- When using chemicals, ensure to wear gloves and other protective equipment at all time
- When spraying the chemicals, mask to be worn as required
- Do not put the safety and wellbeing of others at risk

ATTENDANCE

Students are required to complete minimum training hours as per the relevant governing and certification bodies.

All students attending the training or examination require to sign in and sign out every day.

BE PUNCTUAL- Student shall attend the training daily and sharply as per the instruction provided by PTG.

If unable to attend, PTG's admin or lecturer shall be informed immediately. We assess the absence of the student during the course, case by case when a valid reason and evidence of absence is provided.

Note: if minimum training hours is not achieved by the student, PTG **will not** allow the student to attend the examination at the end of the training.

In this case we may either

- Work with the student to make the training hours up alternatively, OR
- Fully withdraw the student from the training and offer to attend the next and upcoming training

PROFESSIONALISM

All students must show integrity and professionalism in our training centre

Personal appearance

Wearing shorts, slippers and singlet are not allowed at our training centre.

Hygiene & Cleanliness

Hygiene and cleanliness are important in our training centre because it contributes to a healthy workforce.

All Students to

- Wash their hands regularly with soap (especially during the practical session of the class)
- Post clean the equipment and specimen used at the end of each day
- Clean workstation and classroom at the end of each day

Environmental Protection

PTG respects our relationship with the natural environment and its ecosystems. We acknowledge the adverse impacts that human activity can impose and take actions to prevent degradation of those natural systems.

All students to:

- All used spray cans (aerosol) to be placed inside the allocated bin
- All recyclable material to be placed in the recycle bin
- All dirty clothes or rags to be placed inside the designated bin
- Dispose chemical waste in appropriate and allocated container

Alcohol and illegal Drugs

PTG may refuse attendance of any student who is under influence of alcohol or illegal drugs.

INDIVIDUAL BEHAVIOUR

The behaviour of people directly and indirectly affects:

- The physical and mental health of the others (reactions of individuals will vary), including students and staff
- The safety of individuals and groups
- Effectiveness of the training
- Reputation of the organisation

At PTG we don't tolerate any inappropriate behaviours such as:

- **Breaching OHS requirements**
- **Bullying**
- **Harassment and assault**
- **Discrimination**
- **Aggression & violence**
- **Swearing and cursing**
- **Attending in our centre under influence of illegal drugs and alcohol**

MOBILE PHONE AND OTHER SMART DEVICES

Use of the mobile phone, tablet, laptop, smart watches, and other electronic devices are prohibited in the classroom and practical area. No video recording and photography is permitted anywhere in our facility.

In case of use of the laptop, tablet, or computer for some examination such as Digital Radiographic, ToFD and PAUT, only the device provided by Protec Global (PTG) is permitted. The use of laptop, phone, smart watches, computer or other electronic devices owned / controlled by the candidate is not allowed.

DISCIPLINARY PROCEDURE AND ACTION

Disciplinary action may be taken in response to any:

- a) unacceptable conduct; and
- b) wilful or serious misconduct

Any disciplinary action taken by the PTG against a student will vary from case to case. This may include a consideration of whether the student has received any prior verbal or written warnings in relation to their conduct.

Examples of disciplinary action which may be taken by the PTG include, but are not limited to the following:

- informal counselling
- verbal warning
- written warning

- final written warning and
- immediate removal of the student from the training

Note: There will be no refund when a student is removed from PTG due to a serious misconduct and breach of our code of conduct.

I,....., acknowledge the above student code of conducts requirements at all time during the course and examination I am attending with Protecs Global.

Candidate Name:

Signature and Date: