

TEAM A (BATCH B)



Trainee Code of Conduct Policy

Policy Brief and Purpose

Our **Trainee Code of Conduct Company Policy** outlines our expectations regarding trainees' behavior towards their colleagues, supervisors/instructors and overall organization.

We promote freedom of expression and open communication. But we expect all trainees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our trainees. *(No exceptions are applicable)*

Components of Trainee Code of Conduct Policy

Trainees are bound by agreement to follow our Trainee Code of Conduct Policy during their training period. We outline the components of our Code of Conduct below:

Compliance with law

All trainees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect trainees to be ethical and responsible when dealing with our company's internal and public image.



Team A (Branch B)

Respect in the workplace

All trainees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. We uphold an equal opportunity policy in all aspects of our training and management structure; from performance evaluation to interpersonal relations.

Protection of Company Property

All trainees should treat our company's property, whether material or intangible, with respect and care.

Trainees:

- Shouldn't misuse **company equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.)

Trainees should protect company facilities and other material property from damage and vandalism, whenever possible.

Good Conduct

All trainees must show integrity and good conduct during the training period:

- **Personal appearance**

All trainees must follow our dress code and personal appearance guidelines.

- **Job duties and authority**

Our training scheme is an intensive coaching and monitoring process. Trainees are expected to follow training instructions and guidelines. Trainees are also expected to respect authority, protocols and procedures.

Delegated assignments/ projects/ training drills must be carried out with utmost importance and in a timely manner.



• Absenteeism and tardiness

Trainees will follow their training schedule. We can make exceptions for occasions beyond control that prevents a trainee(s) from following standard training hours or days. But, generally, we expect trainees to be punctual when coming to and leaving from the training workshop.

• Resumption & Closing Time:

Training time is 9am to 5pm on each scheduled day.

• Conflict of interest

We expect trainees to efficiently manage any personal, financial or other interests to ensure that they maximize the training period and to avoid clash of schedules.

All trainees are expected to be fully engaged in the training.

• Collaboration

Trainees should be friendly and collaborative. They should try not to disrupt the workplace/training workshop or present obstacles to other trainees.

Trainees are expected to uphold Team Work, as this is a Core Value for us as a company.

• Communication

All trainees must be open for communication with their colleagues, supervisors or team members.

• Policies

All trainees are expected to read and follow our company policies.



Disciplinary actions

Our company may have to take disciplinary action against a trainee(s) who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

We will take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

I, _____ have read and understood the *Trainee Code of Conduct Policy*. I accept and undertake to adhere and apply the guidelines accordingly throughout the period of training at the **AUTOEASE ACADEMY**.

Signed and Sealed

TRAINEE:

Name of Trainee

Signature & Date

AUTOEASE

