



NID COLLEGE

CODE OF CONDUCT

Student

Name:

Signature:

Programme:

Date:

NID COLLEGE – CODE OF CONDUCT

NID College expects its' students to obey this code of conduct (rules). If a student does not obey the rules, he / she will be reprimanded and disciplined.

1. GENERAL

1.1 Rules

All NID College rules must be obeyed by the student – hostel, class, college

1.2 Instructions

All instructions from personnel (facilitators at NID College; personnel in charge at workplaces) must be followed.

1.3 Alcohol or drugs

No student will be admitted if he / she is under the influence of alcohol or drugs. No alcohol or drugs are allowed on the NID campus.

1.4 Assault

Assault of any person on campus is not allowed and is a criminal offence.

1.5 Language

Swearing and rude language is not allowed.

1.6 NID property

Intentional damage to NID property is seen as a criminal offence. All accidents (in classes) must be reported to the lecturer.

1.7 Intimidation

Intimidation of other students will not be tolerated.

1.8 Weapons

No weapons or sharp objects are allowed on campus.

1.9 Cell phones

Must be switched off during all classes and at work. If the workplace requires it to be handed in – it must be done.

1.10 Personal property

NID College is **not** responsible for the loss of or damage to personal property.



1.11 Confidentiality

Gossiping about other persons is not allowed. Confidential information must be handled confidentially at all times.

1.12 Visitors

No visitors (also other students) during class, practical or work.

1.13 Theft

If a student tampers with or steals NID College records or property he /she will be dismissed (suspended) immediately.

1.14 Dishonesty

When a student does not give his / her own work in, but copies or gives in another student's work – final warning, and then dismissal.

1.15 Student cards

ALL students must wear their student cards to their workplace.

All students must be able to identify themselves by means of a student card if requested to do so.

1.16 Indemnity forms

All students must sign the indemnity form.

1.17 Dress code

Students must not wear provocative (sexy) clothing.

1.18 Medical

Students who work with food can be requested to undergo a medical examination. The student is responsible for all medical expenses.

1.19 Sexual harassment

No sexual harassment will be tolerated and any student guilty of such behaviour will be dismissed immediately.

2. SAFETY

2.1 Apparatus

All rules for the safe use of apparatus must be obeyed. The rules are there to protect you. Each student must know how to use a machine before he / she works with it.

2.2 Smoking

Nobody may smoke in smoke free areas (inside buildings). There are certain places where smoking is allowed.

2.3 Unknown persons or parcels

Any unknown persons or parcels must be reported to the personnel and such persons must report at reception.

2.4 Body piercing

No body piercing in tongue, lip, nose or cheeks is allowed.

Jewellery allowed in practical classes is limited to a watch and a wedding ring.

3. HYGIENE

3.1 Personal hygiene

Each student must be neat on his / her person and maintain good hygiene. Short fingernails and no cutex for students who work with food.

3.2 Chewing gum

No chewing gum is allowed in the College buildings.

3.3 Uniform

The correct uniform must be worn in the practical classes and at work (for students who do practical at workplaces).

- Uniforms must be neat and clean.
- Each student is responsible for the neatness of his / her uniform.
- After the practical class, uniforms must be taken off and washed.
- Hospitality students must wear closed shoes with rubber soles in practical classes and at work.
- Construction students must wear safety shoes and other safety equipment.

3.4 Rubbish

All rubbish must be placed in rubbish bins. If you see anything lying around, pick it up and throw it in a rubbish bin. NID College is our place and we all want to be proud of it.

4. ATTENDANCE

Due to the fact that all training is practical, no classes can be missed, it is very difficult to catch up if you are behind. All students **must** attend all classes, work and practical classes.

In exceptional cases, students will be allowed to go home at the discretion of the Head.

4.1 Sickness

If you are sick, you must first inform your housemother. The housemother must inform NID College office at 08h00 (every day that you are sick). The facilitator or workplace will then be informed. It is entered on an absence board and in an absence register.

If you are absent for longer than TWO days you must hand a medical certificate in at NID College office.

4.2 Register

Make sure that you sign the attendance register in the class, practical classes and at the work. If you do not sign, it is seen as an absence. If you are absent without reason you cannot receive your certificate.

4.3 Tea breaks (Recess)

Tea break at NID College is from 10:00 – 10:30. The lecturer (practical classes) or manager (workplace) will say when students may take a tea break.

4.4 Assessment (Testing)

Work assignments (homework) must be given in on time.

If a student is absent and does not do an assessment, he / she must make arrangements to make it up. If items were purchased for the assessment, the student can be requested to pay for it.

4.5 Family

If you must go home due to sickness in the family, you must inform the housemother as soon as possible. The housemother will confirm it with the parents and family.

5. TIME

Students are trained for a work. It is important in any work that workers are always punctual (on time). Therefore, students must also always be on time for their classes. The student can face a disciplinary hearing if he / she is late on a regular basis.

5.1 Work

Students must be on time at the pick up point for work. They will receive a warning from work which will lead to a disciplinary hearing. If a student is late, he / she will receive a warning.

ALL students must wear their student cards in the workplace.

6. PRACTICAL WORK (IN SERVICE TRAINING)

6.1 If the student does not follow the instructions of the supervisor or manager, it will lead to a warning and consequently a disciplinary hearing.

I, accept the code of conduct. I understand the rules and accept the consequences if I do not abide by the rules.

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Student

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Date

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Facilitator

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Date