



PLUMPTON
COLLEGE

WORK EXPERIENCE- CODE OF CONDUCT

I understand I must undertake Work Experience as a compulsory part of my programme, and that I am representing Plumpton College whilst in the work place.

I therefore agree to the following:

- I will keep my mobile 'phone in my bag or locker, and only check it in designated breaks and lunch hours
- I will arrive punctually every morning, and when returning from lunch breaks
- I will inform my Employer / Work Experience Provider if I'm going to be late
- I will inform my Employer / Work Experience Provider if I'm going to be absent, due to sickness or exams, with as much notice as possible
- I will listen carefully to instructions, and ask for further explanation if unclear
- I will behave professionally at all times, attend any meetings required, and take breaks and leave at the end of the day only when instructed to do so
- I will treat my Colleagues with respect
- I will not talk inappropriately about Colleagues or other Students, in or out of the workplace
- I will only take photographs for my course diary/handbook at the work placement with the permission of the work place experience provider.
- I will not post comments, photos, videos or recordings about my workplace, Employer or Colleagues on ANY social media
- I will arrive with the appropriate PPE required
- I will go to my placement clean and tidy and be mindful of personal hygiene
- I will look after any uniform I have been given, keeping it clean, and returning it to the Employer / work provider in good condition once my Placement has ended
- I will complete all forms, records and Handbooks that the College requires me to
- I will be open minded, and willing to learn
- I will maintain a positive attitude

Name.....

Signature.....

Date.....