



Code of Conduct – Apprentices and Trainees

1 NEXTGEN JOBS TRAINING ORGANISATION (GTO) NATIONAL STANDARDS

NextGen Jobs is committed to meeting the following national compliance standard/s:

Standard 1 – Recruitment, Employment and Induction

1.1: A documented and publicly available Code of Practice.

2 CODE OF CONDUCT – APPRENTICES AND TRAINEES POLICY

NextGen Jobs expects its apprentices and trainees to perform with a high standard of integrity and professionalism at all times.

Ethics is the process by which people make value based decisions, ultimately guiding their actions and behaviours.

NextGen Jobs is committed to good corporate values by which employees should base their decisions.

These values form the foundation of this policy:

- Respect similarities and differences in individual characteristics such as gender, race, age, ethnic cultural background, sexual orientation, disability, religion, education, life experience and marital status
- Accept each other as unique individuals and treat each other with respect and dignity
- Act in a manner which will create and maintain a workplace environment that supports diversity and is free from discrimination, hostility and harassment

3 PURPOSE

To ensure NextGen Jobs provides apprentices and trainees to industry who uphold a quality service and ethical behaviour, fostering the opportunity to grow and prosper.

4 SCOPE

This policy applies to all NextGen Jobs apprentices and trainees.

Apprentices and trainees are required to abide by both NextGen Jobs and the Employer Partner requirements/standards/guidelines.

This policy addresses appropriate behaviour, presentation, confidentiality, misconduct and serious or gross misconduct.

This policy applies to the following legislation:

- Australian Human Rights Commission Act
- Child Safety and Wellbeing Act
- Crimes and Amendment (Bullying) Act
- Equal Opportunity Act
- Fair Work Act
- Occupational Health & Safety Act

5 KEY RESPONSIBILITIES

General Manager

- Be an exemplar of good behaviour and conduct at all times
- Ensure all employees who manage apprentices and trainees adhere to this policy

Industry Consultants

- Lead and manage the apprentice and trainee Code of Conduct Policy and consult the General Manager where necessary

Apprentices and Trainees

- Comply with this policy at all times

6 POLICY

Behaviour

Below are guidelines for acceptable behaviour by NextGen Jobs apprentices and trainees:

Core Behaviour	Description
Culture	<ul style="list-style-type: none"> • Adhere to the core values and mission statement • Treat colleagues, customers and other stakeholders with courtesy and respect for their rights and duties • Respect for business operational confidentiality at all times • Apply good judgement at all times
Teamwork	<ul style="list-style-type: none"> • Proactively participate in meetings • Work cooperatively with all co-workers at all levels • Take responsibility for outcomes and problems • Undertake training as required • Undertake work as required
Safety	<ul style="list-style-type: none"> • Adhere to relevant OHS policies • Provide feedback on matters relating to OHS in the workplace
Quality	<ul style="list-style-type: none"> • Adhere to and support quality assurance systems • Adhere to all policies and procedures

Presentation

Apprentice and trainee presentation reflects on NextGen Jobs' image and reputation. As a minimum standard, personal hygiene and attire should be clean, neat and professionally appropriate.

Apprentices and trainees should take into account requirements for protective clothing, customer/supplier interaction and the Employer Partner work environment.

Some examples of non-acceptable presentation are:

- Ripped or torn clothes
- Offensive slogans
- Midriff tops
- Thongs
- Soiled clothes

NextGen Jobs reserves the right to request employees to dress to an appropriate standard as a condition of employment. Refer to the Dress Code Policy for full details.

Misconduct

The following are examples of the type of conduct that is considered unsatisfactory:

- Breaching this Code of Conduct – Apprentices and Trainees Policy
- Any violation of NextGen Jobs policies or procedures, including any violation of the anti-discrimination or equal opportunity policies
- Constant lateness without proper cause or documentation
- Consistent absence from work without proper cause or documentation
- Providing confidential Employer Partner information to other bodies/person

In the case where an apprentice or trainee has engaged in misconduct, the Industry Consultant must follow the disciplinary action steps outlined in the Counselling and Disciplining – Apprentices and Trainees Policy.

Gross or Serious Misconduct

NextGen Jobs has the right to dismiss any employee without notice for gross or serious misconduct.

Summary dismissal for gross or very serious misconduct is possible but is not limited to the following:

- Destroying or damaging NextGen Jobs or Employer Partner company property
- Consumption of alcohol (special occasions, specific work functions where alcohol is excluded), or any illicit substance, during work hours
- Verbal abuse or bullying workmates
- Theft
- Fraud
- Sexual harassment or bullying – Refer to the Equal Opportunity, Discrimination and Harassment Policy and Bullying Policy for full details
- Racial or other discrimination
- Conduct that causes serious and imminent risk to the health and safety of a person or the reputation or viability of NextGen Jobs

Such allegation/s are considered to be serious and will require further investigation.

Refer to the Counselling and Disciplining – Apprentices and Trainees Policy for full details.

For serious misconduct, NextGen Jobs retains the right to report the matter to the police. The police will be notified with regard to any criminal act against NextGen Jobs or Employer Partner.

7 RECORDS

Related Documents/Forms/Policies	Storage
Bullying Policy	SharePoint
Child Safety Policy	SharePoint
Counselling and Disciplining – Apprentices and Trainees Policy	SharePoint
Dress Code Policy	SharePoint
Drug and Alcohol Policy	SharePoint
Equal Opportunity, Discrimination and Harassment Policy	SharePoint
Privacy Policy	SharePoint

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