

**NOTE:** For the purpose of this document the term “The Company” refers to Toowoomba Regional Group Apprenticeship Company Pty Limited, Downs Group Training and DGT

## WORK STANDARDS GUIDELINES

The company considers the following behaviour unacceptable for all employees of The Company and participants undertaking training. All employees and participants need to be aware of these work standards guidelines and other work guidelines and/or workplace standards applicable to their place of work or training.

Any employee or participant found engaging in this behaviour will be subject to disciplinary actions including reprimand, warning, suspension, dismissal or expulsion from course of training. This list is not an extensive list but it identifies examples of unacceptable behaviour.

- ❑ Failure to be at the workplace or training venue, ready to work/training, at the regular starting time
- ❑ Wilfully damaging, destroying, or stealing property belonging to fellow employees or participants or the workplace or training venue.
- ❑ Fighting or engaging in horseplay or disorderly conduct
- ❑ Refusing or failing to carry out lawful instructions of a supervisor or trainer
- ❑ Ignoring work duties or wasting time during working hours
- ❑ Coming to work or training under the influence of alcohol or any other drug, or bringing alcoholic beverages or drugs to the workplace
- ❑ Using threatening or abusive language towards a fellow employee or participant
- ❑ Intentionally giving any false or misleading information to obtain a leave of absence
- ❑ Smoking contrary to established policy or violating any other fire protection regulation
- ❑ Wilfully or habitually violating health and safety regulations
- ❑ Failing to wear clothing conforming to standards set by the workplace or training provider (*for company Staff refer Dress Code Policy OP-029*)
- ❑ Being late or taking unexcused absences from work or training and failure to notify the employer (workplace supervisor and The Apprenticeship Company) or training provider of absence from work or training
- ❑ Not taking proper care of, neglecting, or abusing workplace/training provider’s equipment or tools
- ❑ Using workplace/training provider’s equipment in an unauthorised manner
- ❑ Possessing firearms or weapons of any kind in the workplace or training provider’s premises
- ❑ Contribute to any form of discrimination, harassment, bullying, victimisation and sexual harassment including touching, dirty jokes, offensive language, and gestures, displaying sexually offensive items and sexual innuendo.
- ❑ Failure to comply with equal employment opportunity, workplace gender equality, and all anti-discriminatory and harassment acts and guidelines
- ❑ Failure to comply with relevant State and Federal Legislation and Regulations, and company policies and procedures.

### Reference:

- Further Education and Training Act (QLD)
- Work Health and Safety Act and Regulations
- NSW Anti-Discrimination Act
- Industrial Relations Act
- Fair Work Act
- Apprenticeship and Traineeship Act (NSW)
- Queensland Anti-Discrimination Act
- Australian Human Rights Commission Act
- Workplace Relations Act
- Workplace Gender Equality Act