



HORIZON COMMUNITY TRAINING BEHAVIOUR CODE

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Version	2.0
Applicable To	All Members of the Horizon Community
Document Owner	Kath Shanahan
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Availability	Policies & Procedures Folder, SharePoint, Learner and Community Members Handbook, Company Website

Purpose

This policy describes how Horizon Community Training (Horizon) expects all its members to behave.

Introduction

This Behaviour Code aims to make sure everyone who participates in Horizon's services knows what is expected of them and feels safe, respected and valued.

Horizon will ensure that everyone taking part in their services has seen, understood and agreed to follow the Behaviour Code, and that they understand the consequences of failing to comply with this code.

Horizon's values are:

- Respect
- Integrity
- Fair
- Help

Horizon expects all its members to observe, apply and demonstrate these values while attending Horizon and in their everyday lives.

Principles

Horizon expects all its members to display appropriate behaviour at all times. This includes, within reason, behaviour that takes place outside our organisation and behaviour that takes place online. Basic principles of this Behaviour Code are that it aims to:

- Identify acceptable and unacceptable behaviour
- Encourage cooperation, honesty, fairness and respect
- Create an environment where an individual's self-esteem, self-respect and self-confidence will grow
- Encourage an individual to recognise and respect the rights of others
- Encourage an individual to take responsibility for their own behaviour
- Help resolve conflicts and make it clear what will happen if an individual does not follow this code.

Accepted Behaviours

Individuals should display the below behaviours in order to comply with this policy:

- Cooperate with others
- Be friendly
- Listen to others
- Be helpful
- Have good manners
- Treat everyone with respect
- Take responsibility for their own behaviour
- Talk to their tutor or a staff member about anything that worries or concerns them
- Follow this Behaviour Code and other rules (including the law)
- Join in, learn and have fun!
- Comply with all company policies and procedures

The above is not an exhaustive list, and all members are expected to behave in reasonable, respectful manner.

Unacceptable Behaviours

Individuals should not display the below behaviours, should they do so they will not be complying with this policy:

- Be disrespectful to anyone else
- Bully other people (online or offline)
- Behave in a way that could be intimidating
- Be abusive towards anyone

The above is not an exhaustive list, and any behaviour which Horizon considers inappropriate and/or a risk to an individual's safety or well-being will be treated as a breach of this policy.

In addition to the above, all learners will be expected to comply with the following:

- The use of audio equipment of any sort, including mobile phones, is not allowed during any lesson. Individuals will be required to store any audio equipment away appropriately and safely. In the event that they fail to comply with this the equipment will be removed and stored securely until the end of the lesson.
- Bring all the equipment that they require for a lesson to that lesson; failure to do so will lead to them not being able to participate.
- Wear PPE when asked by a member of Horizon; failure to do so will lead to individuals not being able to participate and being asked to leave the lesson and possibly site.
- All drinks need to be in plastic bottles.
- Food is not allowed in the classroom or the workshops during a lesson.
- Smoking is only permitted in the designated smoking area which is located in the rear yard. Smoking anywhere else in the building is strictly forbidden.
- Arrive for a lesson on time; lateness will only be tolerated in exceptional circumstances.
- Do not cause any disruption to a lesson; this will not be tolerated and individuals causing disruption will be told to leave the lesson and possibly site.
- Achieve a reasonable attendance level.
- Not copy anyone else's work.

The above is not an extensive list and any behaviour which Horizon considers inappropriate, and/or a risk to an individual's safety or well-being will be treated as a breach of this policy.

This Behaviour Code is included in the Learners Induction Course Handbook and Members Handbook.