



## Trainee Covenant

### INSTRUCTIONAL STANDARDS, EXPECTATIONS, AND ATTENDANCE POLICY

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All trainees and participants in any training programs must abide by the CerarMist Solutions of America, LLC Trainee Covenant, which sets forth acceptable and unacceptable conduct toward peers, instructors, administrative personnel, training supervisors, etc.

*The standards and expectations for professional behavior of trainees in the classroom/workshop and other instructional areas are as follows:*

When individuals are in training, their conduct must reflect their commitment to and participation in the CerarMist training classes and sessions. Time spent in the classroom and any e-learning development is part of what would be considered a normal workday.

Trainers/Instructors serve in a supervisory role in the classroom. Responding to the instructor in accordance with the Training Covenant is standard operating procedure.

Trainees are expected to complete written tests that cover material presented in class.

Trainees are expected to behave in a respectful manner. Examples of behaviors that are unacceptable and will not be tolerated include, but not limited to the following:

- inattentiveness during instruction time as exhibited by holding side conversations, conducting personal business, reading outside material, personal phone calls, texting, or sleeping
- personal attacks, use of offensive language, argumentativeness, or excessive talking
- use of the Internet for reasons other than classroom activity
- eating food while in class, other than as directed by the instructor
- the use of cell phones, radios or beepers during class...all such devices must be turned off during class and replies to calls must be made during official breaks.

Engaging in these behaviors or in any behavior deemed disruptive or inappropriate by the trainer may result in an immediate conference with the trainer, notification to the trainee's immediate supervisor, administrator, or director, or expulsion from class. The trainer will confer with the appropriate authority prior to expelling a trainee from class.



*Trainees are expected to dress in accordance with business casual or business dress as follows:*

*While CerarMist does not specify a dress code, trainees are expected to be clean and neat and suitable for a workplace during class time. Trainees should present a business-like professional image.*

*If lettered or illustrated clothing is worn, it should not promote a particular political, personal, or any other ethnic or anti-social opinion. Clothing, which is obscene, vulgar, offensive, or inflammatory is prohibited. Trainees may be required to change inappropriate dress or instructed not to wear the same or similar clothing in the future. Trainees who do not comply with established dress code standards may be subject to disciplinary action, up to and including dismissal from the session and/or future classes.*

In addition to adhering to these Standards and Expectations, the following attendance policies apply to all trainees while engaged in any training:

Trainees are expected to arrive on time and adhere to the time allotted for breaks and lunch. If an emergency arises that warrants arriving late or leaving early, the trainee must address the emergency situation with the instructor or administrative personnel in concert with approval from the supervisor.

*The only acceptable excuses for being absent from training are the following:*

Sick leave (e.g. emergency illness or medical appointments for acute illnesses). In the case of sick leave, trainees must notify their immediate supervisor as soon as possible to report their absence from classroom training.

OR

Court leave (e.g. subpoena to court, unexcused jury duty). In the case of court leave, trainees must obtain prior approval from their immediate supervisor as soon as possible in order to be absent from classroom training.

Trainees absent from class due to approved sick or court leave may still be required to make up all or part of the session depending on the length of the absence and the length of the course. This may affect time frames for their completion of training. The appropriate authority will determine with the trainer whether a trainee will continue a session, after consultation with the trainee's supervisor.

I (Print Name) \_\_\_\_\_ have read and understand the Training Covenant specifically "Standards, Expectations and Attendance Policy" for CerarMist training programs.

Signature \_\_\_\_\_ Date \_\_\_\_\_