



CODE OF CONDUCT FOR KAYEC TRUST TRAINEES

1 PREAMBLE

KAYEC Trust is a faith - based organization providing quality skills training to out - of - school and unemployed youth with a special focus on bringing more people and communities to improve their quality of life. In pursuance of the above vision, KAYEC Trust introduces the Code of Conduct for KAYEC Trust Trainees to ensure the best disciplinary practices in the management of the institution.

2 PUNCTUALITY

- 2.1 All trainees are expected to be punctual at the start of their daily activities and after breaks. **(C2)**
- 2.2 Training sessions start at 07h25 until 16h30 from Monday to Thursday.
- 2.3 Training sessions start at 07h25 until 12h30 on Fridays.
- 2.4 Compulsory morning devotion assemblies start at 07h25 on Mondays to Fridays.
- 2.5 The time bell is set to ring 5 minutes before starting times and end of breaks.

3 LEAVE OF ABSENCE

- 3.1 Trainees are expected to attend the training course for its duration without being absent. **(C2)**
- 3.2 Trainees may be absent from the training sessions with valid reasons e.g. prior arrangement (permission letter), medical proof, other valid emergencies, etc. **(C2)**
- 3.3 Absences and late coming with no satisfactory explanations, trainees will be sanctioned for corrective measures by instructors. **(C2)**
- 3.4 Persistent lateness/absence may lead to permanent exclusion after warning. **(C3)**

4 DRESS CODE

- 4.1 Trainees are expected to look neat, tidy and presentable at all times - this includes hair cutting styles and patterns. **(C1)**
- 4.2 Trainees are expected to wear safety clothing as per KAYEC Trust safety requirement. **(C3)**
- 4.3 Trainees are expected to wear additional protective clothing as per trade safety requirement. **(C3)**
- 4.4 Trainees are NOT expected to wear jewellery or earrings at KAYEC and during training sessions for safety reasons. **(C3)**

5 WORKSHOP & SAFETY RULES AND REGULATIONS

- 5.1 Trainees are expected to adhere to rules and safety regulations of the trades as prescribed by NOSA. Hence, all trainees need to undergo a basic Safety and First Aid course throughout the training. **(C2)**
- 5.2 Trainees are strictly expected to obey safety regulations in the workshops/at ~~Kayec~~. **(C3)**



- 5.3 Trainees are not permitted to work on, or switch on any machinery whilst there is no supervision in the workshop. (C3)
- 5.4 No trainee is allowed to leave the workshop during training hours without the permission of the instructor or any Kayec staff member. (C2)
- 5.5 Tool, equipment, material, etc. may not be removed from workshop/ premises without the approval of the instructor. Hence any vandalized or stolen property from workshop or KAYEC Trust premises will be charged equally amongst all trainees in that workshop/ group if no culprit is found, **meaning if nobody knows everybody is responsible.** (C3)

6 ASSESSMENT

- 6.1 Trainees are expected to always do their homework and class activities. (C1)
- 6.2 Candidates must not cheat or assist other Candidates to cheat or gain an unfair advantage in assessment. (C2)
- 6.3 Candidates must not allow, induce, or assist any other person to present for an assessment in their place or present for an assessment in another Candidate's place. (C2)
- 6.4 Candidates must not present for an assessment under the influence of alcohol or drugs. (C3)
- 6.5 Candidates must obey and observe all instructions or directions given by their assessor /assessment supervisor. (C2)
- 6.6 Candidates attending assessment may bring only materials and equipment authorized for that assessment into the assessment venue. The following devices are not allowed unless specifically instructed: mobile/smart phones, laptops, pagers, palm pilots, MP3 players, computerized watches, and any other electronic devices capable of storing, receiving, or transmitting information or electronic signals. Candidates found with any device that is not allowed must, on the instruction of the assessor/assessment supervisor, surrender the device for inspection. (C2)
- 6.7 Candidates must not take food or drinks into the assessment venue except under special pre-approved circumstances. Bottled water is permitted in the assessment venue. (C2)
- 6.8 Candidates must not communicate with any other Candidate while the assessment is being conducted unless allowed in the assessment. (C2)
- 6.9 Candidates must not cause any nuisance, annoyance, or interference to any other Candidate during an assessment. (C3)
- 6.10 Candidates must not remove or tear out any part of a question/task instructions or booklet/script except where permitted. (C2)
- 6.11 Candidates must not remove any response materials, used or unused, from the assessment venue. (C2)
- 6.12 Candidates must not begin to write or mark their paper until advised by the assessor or assessment supervisor. (C1)
- 6.13 Candidates must raise their hand if they wish to communicate with the assessor or invigilator. (C1)6.13 In case of emergency, Candidates may be allowed to leave the assessment venue and return provided they can be supervised during the period of absence. (C3)



- 6.14 Trainees are required to obtain 40% in all theory subjects and 60% in all practical subjects for him/her to attain a KAYEC certificate.
- 6.15 Trainees who obtain 30% in theory and 40% in practical, will be allowed to sit for re-assessment. A N\$50.00 payment is required for each subject to be reassessed (theory and practical).

7 GENERAL BEHAVIOUR

- 7.1 Trainees should always be polite, courteous/well-mannered, disciplined and show respect and consideration to others (No foul/vulgar or derogatory language or inappropriate/anti-social/aggressive behaviour). (C2)
- 7.2 Trainees are expected to always respect and obey the instructions of the instructors and any Kayec staff member (Disrespect and insubordination/disobedience) (C3)
- 7.3 Trainees are expected to treat KAYEC Trust property and the property of others carefully and to avoid using properties without authorization, wilful damage of properties will not be tolerated) (C2)
- 7.4 Private business/ private jobs during hours are not allowed without prior approval by the Training Manger or instructors/staff member. (C2)
- 7.5 Trainees are expected to always be polite, courteous (well-mannered/disciplined), and to show respect and consideration for members of the community and the public at large. (C1)
- 7.6 Trainees should develop a sense of positive attitudes towards the protection of children, cultural diversity, and gender equality (No sexual harassment and discrimination will be tolerated - physical or verbally). (C2)
- 7.7 KAYEC Trust regards theft as a criminal offence by law and will be dealt with as such (Kayec will lay charges against responsible culprits with the Namibian Law enforcement agents). Trainees are strictly cautioned to avoid stealing. (C3)
- 7.8 Carrying and use of cell phones and other audio devices by trainees are strictly prohibited at Kayec and trainees are expected to fully adhere - if found in possession of the above, this will be confiscated until end of the training duration - prior and reasonable arrangements should be brought to the attention of any staff member (C2)
- 7.9 Fighting, physical and emotional bullying, intimidating and threatening behaviour will not be tolerated on KAYEC Trust premises. (C3)
- 7.10 Trainees are expected to refrain from unauthorized meetings on KAYEC Trust premises. (C3)
- 7.11 Trainees are expected to refrain from carrying dangerous objects (weapons) which may create a risk of injury or damage. (C3)
- 7.12 Trainees are not allowed to receive visitors during training sessions unless it is an emergency and is done through the consent of the office. (C2)

8 SMOKING AND DRUGS

- 8.1 Trainees are expected NOT to smoke, smell alcohol, or use prohibited substances like drugs etc. on KAYEC Trust premises. (C3)



9 TRAINEE INDEMNITY

- 9.1** Trainees are expected to sign and hand in KAYEC Trust Indemnity Forms before commencing with training at KAYEC Trust. **(C3)**

10 DISCIPLINARY PROCEDURES

- 10.1** The purpose of applying disciplinary action against a trainee is to maintain a good standard of conduct and a sense of duty and pride of workmanship.

- 10.2** Violations of this “Code of Conduct for Trainees” are divided into three.

- 10.3** Categories:

- 10.3.1** **Category 1 - Minor Violations**

- 10.3.2** **Category 2 - Major Violations**

- 10.3.3** **Category 3 - Serious Violations**

- 10.4** Disciplinary measures

- 10.4.1** **Category 1 (C1) warrants a verbal warning**

- 10.4.2** **Category 2 (C2) warrants a written warning**

- 10.4.3** **Category 3 (C3) warrants a final warning**

- 10.4.4** **Two verbal warnings will be converted to a written warning**

- 10.4.5** **Two written warnings will be converted to a final warning**

- 10.4.6** **After final warning or serious violation an immediate suspension may be instituted followed by an investigation/consultation and if found guilty a dismissal may follow.**

11 TRAINEE LEADERSHIP

Trainee leadership consist of the Trainee Representative Council (TRC) elected by trainees themselves. The Centre Management Committee (CMC) is an advance leadership structure in which the TRC is represented. The CMC comprises of two members of the TRC top leadership, Senior Instructors and the Training Supervisor who is the chairperson.

- 11.1 TRC most important functions are:**

- 11.1.1** **Assist in creating a sound training environment where all trainees feel secure and happy.**

- 11.1.2** **Reinforce position discipline amongst trainees.**

- 11.1.3** **Foster good manner and politeness, ethical values and honesty.**

- 11.1.4** **Present a positive image of KAYEC Trust and promote societal values and norms.**

- 11.1.5** **Convene regular meetings (with minutes) to ensure effectiveness.**

- 11.1.6** **Motivate and encourage trainees to work hard.**

- 11.1.7** **Enhance dignity and worth of trainees through respect and open communication.**

- 11.1.8** **Promote physical development.**

- 11.2 CMC most important functions are:**

- 11.2.1** **Motivate Instructors and Trainees to use all possible opportunities KAYEC offers to ensure sound training.**



- 11.2.2 Look at the well - being of all trainees at KAYEC
- 11.2.3 Ensure that training programs at KAYEC are carried out in the best way possible.
- 11.2.4 Ensure that trainee's grievances are fairly attended to.
- 11.2.5 Ensure that trainees receive a fair and considerate treatment.
- 11.2.6 Ensure adherence to "Code of Conduct".
- 11.2.7 Advice ATSE management on training related aspects.
- 11.2.8 Ensure that grievance/ concerns are resolved as soon as they arise.

Please complete the table below and sign on your own as an agreement and adherence to all Kayec Trainees' Code of Conduct as numbered from **1 to 11**.

Trainee's Name and Surname	
Trainee's ID Number	
Trainee's Signature	
Date Signed	
Date Training Started	
Guardian's Name and Surname	
Guardian's Signature	
Verified by Workshop Instructor's (full name)	
Workshop Instructor's Signature	