

Lavender International work in partnership with your employer to make sure that you receive the best possible training available. We expect you to attain the highest standards throughout your apprenticeship and have set out the following Code of Conduct to help you achieve this.

## **Be Organised**

We expect you to be on time to work, training and any meetings or reviews. We expect you to be prepared for the tasks you have to do each day. Submit work on time.

Seek help when you need it and take up the support that is offered.

# **Be Responsible**

We expect you to take responsibility for your own learning.

Complete all assignments and reviews to a high standard and by the agreed deadlines.

Take an active part in lessons and reviews.

Ask questions, share ideas and make use of available support to ensure success.

## **Be Respectful**

We expect you to be polite, able to listen, hungry to learn and respectful to everyone.

Any challenge or disagreement should be conducted in a respectful way. Under no circumstances is arguing, shouting, physical violence or disruptive behaviour acceptable.

#### **Be Considerate**

We expect you to be considerate of those you work and learn with. We will not tolerate bullying, harassment or unacceptable behaviour of any sort.

### **Be Present**

Full attendance gives you the best chance of a successful apprenticeship. Aim for full attendance for work and training and be fully engaged. If an absence is unavoidable, you must contact the appropriate member of staff at least 45 minutes before the start of your day.

### **Realise your Potential**

You have been selected for this apprenticeship over numerous other applicants because your employer and Lavender International believe you have the potential to succeed.



Your success depends on you working hard. Always strive to do your best, go that little bit further, do not take shortcuts.

We will help you every step of the way to unlock your potential and become the best you can possibly be. We too will work hard, go that little bit further and not take short cuts in order to give you everything you need to succeed. However, it has to start with you.