



Full Time Code of Conduct

1. Arrive for work on time or before your start time each day.
2. Arrive at work in a sober and drug free state. Use of alcohol or drugs is forbidden on all worksites.
3. Be flexible and willing to undertake all reasonable tasks requested of you and follow the direction of Host Employer.
4. Report for duty clean, well groomed and dressed to correct and safe standards.
5. Correctly fill in your time sheet and email or deliver to mteSA NO LATER than 10.00am Wednesdays, irrespective of whether it is a Public Holiday or TAFE/Off-job training day.
6. Notify any absence to your Host Employer and mteSA within 1 hour of normal start time.
7. Personal leave will NOT be paid unless a doctor's certificate is supplied.
8. Conduct yourself in a safe manner in the workplace and wear adequate and appropriate safety clothing and equipment.
9. Conduct yourself in an orderly and respectful manner and adhere to rules both on the job and with your studies.
10. Have any leave applications signed by your Host Employer prior to lodgment with mteSA.
11. Report any incident, near miss or injury to your Host Employer and mteSA as soon as possible.
12. Make necessary accommodation and travelling arrangements when attending trade training and/or rotation to other Host Employers.
13. Not act in any way that will discredit your Host Employer, mteSA or yourself.
14. Use of mobile phones are prohibited during working hours excluding emergency related use.
15. Notify mteSA of any unlawful acts that will affect your employment.