

Goondiwindi SILO Inc t/a Gateway To Training



GTT Client Code of Conduct

We hope that your time with Gateway To Training (GTT) is an active, rich and positive experience focused on professional and personal growth as well as gaining new skills.

The purpose of this Client Code of Conduct is to define GTT's expectation of its clients and their behaviour whilst attending GTT premises and participating in its programs.

Clients who behave in a manner that contradicts this Code of Conduct or any other related codes and policies may be liable for client misconduct and disciplinary action.

GTT expects all clients to respect the organisation's values and to meet the following expectations at GTT and while participating in GTT programs in the wider community:



Treat all staff, fellow participants and the general public with respect, fairness and courtesy



Respect the privacy of GTT clients, staff, trainers and volunteers



Support the health, safety and welfare of yourself as well as other participants, staff, trainers and volunteers by:

- following workplace health and safety procedures at all times
- reporting any suspected or actual harm you and/or other GTT client/s may have or be suffering to your case manager or other staff member
- using personal protective equipment where and when required
- immediately reporting all workplace health and safety concerns to GTT staff
- respecting GTT's zero tolerance to alcohol and illegal drugs at its premises and not attending GTT or program activities if under the influence of these
- adhering to GTT's smoke-free workplace environment



Supporting the effective functioning of GTT's facilities and programs by:

- using GTT property and equipment in a responsible and respectful manner
- adhering to all program requirements including all agreed Job Plan and Training and Support Plan commitments within the required timeframe
- following all lawful instructions given by staff and training representatives