

## **Code of Conduct:**

### **Introduction:**

The Ship Safe Training Group Ltd (SSTG) Code of Conduct sets out the standards of professional conduct which all Officer Trainees must adhere to. Failure to comply with this document may result in SSTG taking Disciplinary Action.

1. Officer Trainees are expected at all times to conduct themselves with integrity and in a manner that will reflect positively on the image of his or her Profession, Sponsoring Company, Academic Institution and the SSTG.

2. Officer Trainees are expected to show appropriate sensitivity to, and respect for, other cultures and value systems and should not discriminate or tolerate discrimination by others on the basis of; Race, Colour, Ethnic or National Origin, Nationality, Religion or Belief, Sex, Sexual Orientation, Gender Reassignment, Marital Status, Pregnancy, Maternity, Age and/or Disability.

### **3. Enrolment**

3.1 An Officer Trainee who cannot attend his or her Academic Institution to complete his or her enrolment and or commencement of his or her lectures or seminars in time for the start of the individual's course must inform the Academic Institution and the SSTG.

3.1.1 The SSTG may withdraw an Officer Trainee from his or her Training Programme if the Academic Institution and the SSTG are not given prior warning of the individual's absence.

### **4. Attendance**

4.1 Officer Trainees are to attend all Training Programmes arranged for them by the SSTG, to the extent that attendance is compulsory for the purpose of successfully fulfilling the requirements of the Training Programme.

4.2 A record of attendance will be kept for each Officer Trainee. All Officer Trainees are expected to attend their Academic Institutions in accordance with their timetable. The SSTG may withdraw an Officer Trainee from his or her Training Programme if the individual's attendance record shows that he or she has missed scheduled lecture(s) or seminar(s) without informing the Academic Institution and the SSTG.

4.3 In the event of unforeseen circumstances that prevent an Officer Trainee from attending his or her lectures or seminars or joining a Vessel, the Academic Institution, the Sponsoring Company and / or the SSTG as appropriate must be informed immediately to seek advice on how best to handle his or her situation. In the case of an illness that prevents the Officer Trainee from attending his or her lectures or joining a Vessel, the Officer Trainee may be

required to present a Medical Certificate to the Academic Institution, the Sponsoring Company or the SSTG to avoid possible disciplinary action through unauthorised absence.

## 5. Punctuality

5.1 Officer Trainees are to join the Vessel at the time appointed by the Sponsoring Company to ensure the efficient operation of the Vessel.

5.2 When on board a Vessel, Officer Trainees are required to report for their watch on time.

5.3 Officer Trainees are to attend their academic institution at the time stated on his or her Training Programme.

5.4 Officer Trainees are to attend all lectures and / or seminars at the time stated on their academic timetable.

## 6. Behaviour

6.1 The SSTG imposes a strict Code of Conduct and requires its Officer Trainees to behave as responsible and mature individuals and to act within the moral and legal norms of society, whether they are within an Academic Institution or on board a Vessel or otherwise on formal training related business.

6.2 SSTG may take disciplinary action against Officer Trainees engaging in anti-social behaviour which could be characterised as offensive, intimidating, malicious or insulting.

## 7. Duties

7.1 Officer Trainees are to perform their duties competently and to the best of their ability.

7.2 Officer Trainees are not to disclose confidential information received in the course of their duties. Unauthorised disclosure of such information may lead to disciplinary action with the possibility of dismissal.

7.3 Within the scope of an Officer Trainee's training programme, commands and instructions issued by the Designated Shipboard Training Officer (Vessel), Course Tutor (Academic Institution) and / or Training Officer (SSTG) must be obeyed. Failure to do so may result in disciplinary action been taken against an Officer Trainee.

7.4 SSTG may take disciplinary action against an Officer Trainee who fails to complete requested coursework, assignments and / or examinations set by his or her Academic Institution.

## 8. Smoking

8.1 Smoking is only permitted in designated areas both within Academic Institutions and whilst on board a Vessel. Officer Trainees in contravention of any appropriate smoking regulations may be subject to disciplinary action in accordance with this Code of Conduct.

8.2 Officer Trainees who do not comply with the appropriate Smoking Regulations may also be liable to a fixed penalty fine and possible criminal prosecution

## 9. Alcohol and Drugs

9.1 The use of illegal drugs, alcohol or misuse of 'over the counter' and prescription medication is prohibited within all Academic Institutions and on board all Vessels and in Officer Trainees' Accommodation – whether at an academic institution or 'living out'. Officer Trainees who fail to adhere to this regulation may be subject to disciplinary action with the possibility of dismissal.

9.2 Officer Trainees who are in possession of or under the influence of illegal drugs or who use, sell, distribute or purchase illegal drugs are also liable for possible criminal prosecution.

## 10. Accommodation

10.1 Any Provider of Accommodation, the Sponsoring Company and / or the SSTG may take disciplinary action against an Officer Trainee who does not comply with the in-house rules and regulations associated with his or her on board and / or shore- based accommodation. The rules and regulations surrounding Officer Trainees' accommodation can be obtained from the Accommodation Provider.

## 11. Uniform

11.1 An Officer Trainee may be required to wear uniform whilst attending lectures and / or seminars at his or her Academic Institution. Such requirements will be stated in the Academic Institution's Rules and Regulations. Failure to comply with such rules may result in disciplinary action against an Officer Trainee.

11.2 An Officer Trainee may be required to wear uniform at all or set times whilst on board a Vessel or attending the Sponsoring Company's offices. Failure to comply with such requirements may result in disciplinary action against an Officer Trainee.

## 12. Health and Safety

12.1 Whilst the Academic Institution, the Sponsoring Company and the SSTG will take all the required action to ensure the Health and Safety of its Officer Trainees, Health and Safety within an Academic Institution or on board a Vessel is also the responsibility of the Officer Trainee. It is the duty of each Officer Trainee to take reasonable care of his or her own and other people's welfare, and to report any situation which may pose a threat to the wellbeing of themselves or any other person(s).

## 13. Collective Clause

13.1 The SSTG Code of Conduct can be referred to solely or in conjunction with the Code of Conduct of the Officer Trainees Academic Institution and / or Sponsoring Company, when dealing with a disciplinary hearing linked to any breach of conduct and or performance.

13.2 To ensure consistent and fair treatment for all involved with the SSTG, all Officer Trainees are to have access to the Academic Institutions', the Sponsoring Companies' and the SSTG's Disciplinary Procedures.