


Phoenix STS Policies, Procedures and Forms					
Title	Training Session Code of Conduct			Author	Paddy McDonnell
Category	Internal Policy	Reference	IP-07	Revision No.	2.0
Effective Date	05.03.2024	Revision Date	March 2026	Page	1 of 1
Authorised by	Paddy McDonnell	Signature		Position	CEO

Purpose:

This Code of Conduct ensures a productive, respectful, and engaging learning environment for all learners during our training sessions. It applies to all learners, trainers, and staff involved in the training process.

Professionalism:

- **Dress Code:** Adhere to a professional dress code appropriate for training.
- **Punctuality:** Arrive on time for all sessions and return promptly from breaks.

Attentiveness:

- **Active Participation:** Engage actively in all training activities and discussions.
- **Minimise Distractions:** Refrain from using mobile phones or other electronic devices for non-training-related activities during sessions.

Respect for Others:

- **Positive Interaction:** Treat all learners and trainers respectfully and courteously.
- **Inclusivity:** Be inclusive in your interactions, valuing the diversity of backgrounds and perspectives.
- **Listening:** Listen attentively to others when they are speaking and avoid interrupting.

Participation:

- **Contribution:** Contribute constructively to discussions and activities.
- **Collaboration:** Work cooperatively in group activities and exercises.
- **Questions and Feedback:** Constructively Encourage and welcome questions and feedback.

Confidentiality and Integrity:

- **Respect Privacy:** Respect the privacy and confidentiality of information shared during the training.
- **Honesty:** Act with integrity and honesty in all aspects of the training.

Compliance with Policies and Laws:

- **Adherence to Laws:** Comply with all relevant laws and regulations, especially those relating to fire, health, and safety.
- **Policy Compliance:** Abide by all Phoenix STS Ltd. policies and procedures.

Handling of Materials and Equipment:

Responsible Use: Use training materials and equipment responsibly and only for their intended purpose.

Reporting Concerns:

Communication: Report any concerns or issues related to the training environment or learner's conduct to the trainers or relevant staff.

Enforcement: (This Code of Conduct should be strictly enforced to maintain a conducive learning environment.)

Failure to adhere to this Code of Conduct may result in removal from the training session and potentially further actions as deemed appropriate by Phoenix STS Ltd. management.

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