



**WORK READINESS**

**CODE OF CONDUCT**



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# PURPOSE AND APPLICATION

# The purpose of these rules is to ensure that candidates understand the expectations and requirements set by Afrika Tikkun Services during the training program. These rules are designed to create a productive, safe, and respectful training environment for all participants. They apply to all candidates. If a candidate does not comply with the rules, the matter will be addressed according to Afrika Tikkun Services' standard procedures.

# Hours of Training

* Training will generally take place from 08:00 to 16:30. However, candidates are expected to be flexible and available to participate in training as required. The exact schedule may vary depending on the specific training activities and operational needs.

**Attendance and Punctuality**

* Candidates are expected to attend all scheduled sessions. If absence is unavoidable, facilitators should be notified at least one hour before the start of the session.
* Candidates must arrive on time for all sessions and activities to avoid disrupting the learning process.
* Candidates are required to attend 100% of the training.

**Health and Safety Rules**

* Candidates will strictly observe safety rules and regulations of the Organisations and any incidents, however minor must be reported to the facilitator immediately.
* It is important for candidates to be always accounted for and undertake activities that are within their physical capabilities and within the scope of their responsibilities and not take risks that are likely to cause injury to themselves or others.

# Dress Code

* Candidates are expected to maintain a professional appearance at all times. The following clothing guidelines must be adhered to:

1. No slogans, stickers, or badges may be worn or displayed on clothing.
2. Torn jeans, revealing outfits, Crocs, flip flops, caps, and beanies are not permitted.
3. Candidates must wear formal attire and maintain a professional look at all times.

# Physical Violence

* No form of physical violence during training hours or on the organization's premises will be tolerated.

**Conflict Resolution**

* If conflicts arise, approach them constructively. Seek assistance from Head start staff when necessary to mediate disputes.

**Alcohol and drugs**

* Candidates are prohibited from using, being under the influence of, or bringing alcohol, drugs, or related substances onto company premises or serviced sites, unless medically necessary and approved by management. This includes, but is not limited to, substances such as dagga, marijuana, or any other recreational drugs. Candidates are also prohibited from taking any such substances before or during training.

**Sexual Activities**

* Candidates are strictly forbidden from engaging in any form of sexual harassment, including unwelcome sexual advances, requests for sexual favours, and other conduct of a sexual nature that is severe and persistent enough to interfere with an individual's participation in training.

**Romantic engagement/involvement**

* All candidates are expected to maintain professionalism and avoid conflicts of interest arising from personal relationships within the organisation. Romantic relationships between staff and candidates are strictly prohibited.

**Reporting/Speaking up**

* The company encourages candidates to ask questions, and report concerns without fear of retaliation. Reports are taken seriously and investigated thoroughly. candidates must report any suspected unethical, illegal, or suspicious behaviour. The company prohibits retaliation against anyone who, in good faith, reports misconduct or assists with an investigation or audit

# Equal Opportunity

* Afrika Tikkun Services will not tolerate discrimination based on race, colour, religion, gender, age, national origin, sexual orientation, marital status, disability or any other protected class.

# Harassment

* Treat all fellow candidates, clients, business partners and other stakeholders with dignity and respect at all times.
* Any type of harassment, including physical, sexual, verbal or other, is prohibited and can result in disciplinary action up to, and including, termination.
* Harassment can include actions, language, written words or objects that create an intimidating or hostile work environment, such as:
* Screaming at or humiliating someone
* Physical violence or intimidation
* Unwanted sexual advances, invitations or comments
* Visual displays such as sexually oriented pictures or gestures
* Physical conduct including assault or unwanted touching

# Bullying

* At Afrika Tikkun Services, we are committed to creating a safe and respectful training environment for everyone. Bullying in any form is not allowed. This includes:
* Spreading harmful rumours
* Excluding or isolating others
* Giving wrong information on purpose
* Intimidating or threatening others
* Sending offensive jokes or messages
* Constantly criticizing or putting someone down
* Damaging personal belongings or work equipment
* Physical violence or aggression

**NB: We expect all candidates to respect each other and create a positive atmosphere for everyone during the training.**

# Weapons and Dangerous Articles

* No candidates shall carry or bring onto the Organisation’s premises any dangerous or potentially dangerous or lethal weapon, article or substance.

# Confidentiality

* Candidates must keep all company information private. This includes details about Afrika Tikkun Services’ systems, methods, contracts, policies, and procedures. You must act with honesty and professionalism, ensuring that both your own and the client’s information remains confidential. Sharing any private information that could harm the company or its partners is not allowed.

**Media Contact / Social Media**

* Do not discuss anything about the organization with the media. Direct all media requests to the Head Start Lead.
* Do not share offensive or harmful posts.
* Keep company and client details private.
* If an online discussion becomes difficult, step back and consult your supervisor.
* Get permission before sharing images of others.
* Personal social media use should not affect your training.
* Company devices and networks are for work only. Personal social media use is not allowed.

**Outside Training & Conflicts of Interest**

* Candidates are not allowed to participate in any other training programmes or activities that could conflict with their participation in Afrika Tikkun Services' training programme.

# Organisation’s Property

* Candidates shall properly care for Organisation property and shall not through any act of negligence misuse, damage or allow damage to be caused to any Organisation property. Any instance of misuse, damage / loss or malfunction shall be reported to the immediate superior forthwith.

# Unauthorised Removal and Unauthorized Misuse

* No theft, unauthorised possession or use of the Organisation or fellow candidates’ property will be allowed, and candidates are expected to report any such occurrence forthwith to Head Start Lead.

# Bribes and Favours

* Candidates are prohibited to receive or offer brides (or any benefit sounding in money other than wages and salary) within the company or involving outsides will not be allowed.

# Searches

* To ensure safety and avoid misunderstandings, the company may search candidates or their belongings in line with security procedures, while respecting personal privacy rights.

# Privacy

* The company follows the POPI Act to protect personal information. Candidates must store personal data securely, mark it as confidential, and only keep it as long as necessary. Access to personal information should be limited to those who need it for business purposes. Any privacy breaches, including loss, theft, or unauthorized access to personal information, should be reported to the Head Start Lead.

# Obligation to Live Organizational Values

* Candidates are expected to live and uphold ATS values:

**Honesty & Transparency, Ubuntu, Sustainability & Resilience, Quality & Excellence, Empowerment & Responsible Kindness.**

**I have read and understood the Afrika Tikkun Code of Conduct and acknowledge that any transgression on my part will subject me to the organisation’s disciplinary procedures below which I have also read and understand.**

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| --- | --- |
| **Name & Surname** |  |
| **ID Number** |  |
|  |  |
| **Date** | **Candidate’s Signature** |