



**MINISTRY OF LABOUR AND SMALL ENTERPRISE DEVELOPMENT
ON-THE-JOB TRAINING PROGRAMME**

Corner Chaguanas Main Road and Connector Road, Chaguanas

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Website: ojtonline.org

TO: ALL ON THE JOB TRAINEES

CODE OF CONDUCT

Acceptable and appropriate behaviours will be demonstrated by:

Regular attendance: Including adherence to the requirements for notifying absence from the training organization. Trainees are required to complete a forty (40) hour work week. Requests to work beyond the required 40 hour outside of agreed usual working hours is not a requirement but can occur if a mutual arrangement exists between the trainee and training provider.

Trainees are also required to sign the attendance register on arrival and departure on a daily basis.

Punctuality: In placement establishments there will be a requirement that trainees are present at least fifteen (15) minutes before the specified start time. Training Providers will inform trainees of the exact requirements for the individual establishment.

Respect for others: Including all staff of the training provider, staff of the OJT programme and other trainees.

Appropriate use of internet facilities: as required by the policies of the individual establishments.

Ability to listen and act on feedback and advice: From supervisors, other staff at the provider organization and staff from the OJT programme.

Attitude: Trainees have a responsibility to approach each training experience with enthusiasm and willingness. 100% positive attitude is a requirement of the on-the-job programme.

Carrying out duties as required: in relation to the job description provided.

Carrying out reasonable instructions: as requested by the assigned supervisor or any other delegated supervisor.

Use of personal mobile phones: trainees must keep their mobile on silent or vibration mode at all times. Personal calls should be kept to a minimum duration and frequency while in training at the provider organization.

Your colleagues

- Do not post things of an offensive nature
- Treat every employee and fellow trainee with the same respect
- Mind your own business
- Avoid participating in gossip
- Avoid bad language
- Be respectful of each other's religious beliefs

Emails

- Be concise and straight to the point
- Use proper spelling, grammar & punctuation
- Keep attachments to a minimum and mention your attachment in the content
- Do not overuse the high priority and reply to all options
- Always use smart subject lines
- Never use email to discuss confidential issues
- Read email before you send it
- Use active voice instead of passive voice
- Do not email anything of an offensive or pornographic nature

Cubicle Courtesies

- Avoid loud phone conversations, especially of a personal nature
- Do not wear strong perfume or cologne whereby it evidently causes a distraction to colleagues in close proximity
- Do not stand in front of someone's cubicle/workstation and carry on a conversation
- Do not walk into a cubicle/workstation when someone is on the phone (leave them a note or email instead)
- There should be no sleeping at your cubicle/workstation or otherwise

BUSINESS ATTIRE

OJT does not have a dress down Friday or allow casual attire in the normal course of business, therefore, casual attire will not be allowed unless specifically authorized by the Training Provider.

Trainees who are not suitably dressed can be sent home to dress appropriately and return for duty thereafter. Where trainees fail to return for duty, they must account for their absence.

BUSINESS ATTIRE – Females

DO's

- Skirt with matching jacket
- Skirt or dress with coordinated blazer
- Dress with matching jacket
- Simple dress (conservative patterns)
- Skirts & dresses –not shorter than 2" above knee (while seated)
- Dress pants – tailored & to be worn with a coordinating jacket and must be ankle length

DON'Ts

- Tube tops, halters, short pants, mini skirts
- Casual, denim, faddish, informal styles
- Plunging necklines and sleeveless tops
- No slippers and sandals

BUSINESS ATTIRE – Males

DO's

- Collared white, conservative coloured or pin striped dress shirts
- Conservative ties & non-stylized belt
- Conservative dress socks with matching colours

DON'Ts

- Sleeveless tops, vests, short pants
- No slippers and sandals

Shoes/Footwear

- Professional office shoes (preferably closed toe shoes) – Closed toe shoes are preferred, however allowances are made where a medical reason certified by a medical practitioner is provided.

Guidelines: You may not be able to wear heels every day, however please note that you should not show up to work in flip flops or crocs. Select a pair with minimal embellishment, quality construction and no crazy colors or designs.

What's NOT Office Appropriate

Platforms

Although you may find platform heels are fashionable, they are not appropriate for the office. Please keep your heels under 4 inches tall as this maintains a level of professionalism and comfort.

Sandals

- Strappy shoes or sandals are not recommended for the office.
- Party Heels
- Steer clear of lace, heels with rhinestones, glitter and/or an over-abundance of bows, ruffles or flowers.

Men

Sneakers, opened toe shoes or sandals, slippers, flip flops are all inappropriate attire for the office.

Pants and Skirt Lengths

- Pants must be between ankle and toe top length
- Skirt must not be shorter than 2" above kneecap

Pockets

- No personal items – combs, cell phones or other objects – should not be visible
- Large items and objects may be kept in designated work place

Undergarments

- Non-stylized/non-brightly colored undergarments are allowed
- All females must wear undergarments, which should not be visible
- Tightly fitted working attire whereby outline of undergarments are clearly visible is not allowed
- Undershirts must not be visible at the sleeve or neck
- Undershirts must be plain white or black – no lettering
- Females – stockings if worn, must be skin coloured, sheer or a conservative black tone – no fish net stockings

Hairstyles/Hair Grooming

- Hairstyles must be neat and pulled away from face – includes braids, wigs & extensions
- Colour in hair must be non-stylized and conservatively toned
- Conservative and professional ornamentation
- Hair must be neatly trimmed
- Mustaches must be neatly trimmed
- Beard – should be low & consistently well groomed

Makeup

Should be conservatively applied and in neutral/conservative business tones

Fingernails

- Should be neatly trimmed
- Acrylics should be at a reasonable length (not more than 1/4" long)
- Conservatively coloured nail polish - chip-free
- Only one shade at a time

Accessories

- No insignia, jewelry or badges that are distracting, offensive or controversial
- Females – 1 pair of conservative earrings
- Males are not allowed to wear earrings
- Body piercings other than earlobes should not be visible

Tattoos / Body Piercing

Tattoos should not be visible – they should be concealed appropriately as well as inappropriate body piercing

Office Romance

Any behavior of a sexual nature on company property will not be entertained

Disciplinary Procedure

The disciplinary procedure of the OJT Programme shall follow a four-tiered approach:

1. Verbal Warning
2. Written Warning
3. Suspension
4. Termination

The training provider is encouraged to liaise with their PME Officer to ensure that steps (1) and (2) are followed firstly prior to returning the trainee to the OJT Office. However, we do understand that there may be circumstances where this process cannot be applied and immediate action is required.

I _____ hereby understand and agree to adhere to the above
(Trainee Name in Block Letters)

guidelines during my Placement on the On-the-Job Training Programme.

Trainee Signature _____

Date: _____
dd/mm/yy

Applicable for Trainees under the age of 18 years:

I _____ on behalf of _____, hereby understand and
(Name of Guardian) (Trainee Name)
agree to the above guidelines during his/her Placement on the On-the-Job Training Programme.

Guardian’s Signature: _____

Date: _____
dd/mm/yy

Witnessed by: _____

Senior Coordinator

Date: _____
dd/mm/yy

