**Guidelines on Professional Conduct for Industry Placement Students**

These guidelines outline key expectations and professional standards for industry placement students. They should be shared and discussed with the student during their induction to the placement.

1. Attendance and Punctuality

* Arrive on time each day – ideally 10 minutes early
* Only take breaks at break times
* Tell your supervisor immediately if you can’t attend or you’re running late
* Follow the proper procedure for requesting time off

2. Dress Code and Presentation

* Follow the organisation’s dress code
* Keep a neat and clean appearance
* Wear any required safety equipment
* Display your ID badge/security passes as required

3. Communication

* Use professional language and tone when talking to other people
* Address your colleagues and supervisors appropriately
* Respond promptly to emails and messages
* Listen actively during meetings and training
* Ask questions when you’re unclear about tasks

4. Behaviour

* Show respect to all colleagues regardless of their position
* Keep personal use of electronic devices to break times
* Follow the organisation’s confidentiality rules
* Show that you have a positive attitude and want to learn

5. Work Ethic

* Complete the tasks you’re given as well as you can
* Take the initiative when appropriate
* Ask for new tasks when you finish your current work
* Accept feedback constructively
* Report any concerns promptly to your supervisor