

Name: .....

Trip Code: ..... Destination City: .....

# Halsbury Work Experience - Code of Conduct

*The Group Leaders will be responsible for the organisation of your trip whilst abroad and students should comply with all reasonable requests made by them.*

## General

- All students will be treated as young adults and should behave appropriately.
- Do not go out at night **on your own** and always sign in/out at the accommodation.
- Treat others with courtesy and politeness.
- Do not take any illegal substances.
- Refrain from consuming excess alcohol.
- Be prompt for all meetings and particularly **coach and flight departure times**.
- Take any worries or concerns about any aspect of the trip to the Group Leaders.

## Work

- Attend the full number of sessions planned.
- Seek **written approval** from a Group Leader in the case of **any** absence from work.
- In the event of any **difficulties at work**, in the first instance, **seek advice from the Group Leaders to resolve the situation**.

## Accommodation

- Respect others in the accommodation by conforming to curfew, quiet times and lights out times.
- Do not keep food or alcohol in rooms.
- Keep rooms tidy.
- Do not allow non-residents into student rooms.
- Respect the accommodation and report any damage as soon as practicable.

PLEASE ATTACH CHEQUE HERE

I acknowledge receipt of the **Code of Conduct** and agree to abide by it, enclosing a **£50** cheque (made payable to Halsbury Travel) I accept that the Damage/Caution deposit money may be withheld if I contravene any of the above. In the event of a serious misdemeanour my parents may be informed and in the most serious of cases I may be repatriated at my parents' expense.

Signed: .....  
(Student)

Signed: .....  
(Parent/Guardian)

The code of conduct must be signed by the student and their Parent/Guardian and returned with a £50 cheque attached. Cheques will be returned to you approximately 4 weeks after your return, unless there is a reason for it to be cashed.