

ANTARES FIELD GUIDE TRAINING CENTRE

CODE OF CONDUCT

All students are required to read through the following document and sign it in acceptance.

Students are expected to adhere to the following Code of Conduct ('the Code'), as amended from time to time. Failure to do so could result in a disciplinary hearing as a result of which a student may forfeit all monies paid and further participation in the programme.

1. **Prior to the commencement of training**, every student must:
 - 1.1 ensure that all course training **fees** have been paid in full; and
 - 1.2 complete and sign the Antares **Indemnity** Form. This document will be handed out on arrival at the centre.
2. Failure to meet either of these requirements will result in the **student being barred** from the premises of the Antares Field Guide Training Centre ('the Premises').
3. Once the course has commenced, students will not be entitled to any **refund** were they to terminate their attendance early, regardless of the reason for such termination.
4. Students will be required to settle in full any **additional expenses** incurred during the course before any certificate can be awarded.
5. **Alcohol** may not be consumed during any weekdays, whether on the Premises or elsewhere and whether or not it is a public holiday.
6. The **abuse of alcohol** is strictly prohibited.
7. Students may not partake under any circumstances of any other intoxicating, narcotic or habit-forming **drugs** or substances at any time whatsoever.
8. **Smoking** is strictly prohibited inside any of the buildings on the Premises. Ensure that all cigarettes are put out completely after smoking and disposed of in refuse bins provided. Smokers are expected to be considerate towards non-smokers.
9. All students are required to behave in a **mature** manner at all times.
10. The **proprietary rights** of Antares, all landowners within the Grietjie Reserve (the Reserve') and all co-students are to be respected at all times. Accordingly the Premises and all equipment (such as library books, videos, furniture, etc) are to be used and treated with care. Students will be held liable for any loss of or damage to any of the aforementioned.
11. Except for existing couples, sexual relationships amongst other students will not be tolerated on the Premises.
12. **Harassment**, whether sexual or otherwise, is strictly prohibited.
13. **Privacy** of all members of staff of Antares, all landowners within the Reserve and other students is to be respected at all times.
14. **Noise levels** must be kept to an absolute minimum. Students are specifically requested to bear this in mind when using any audio equipment such as radios, c.d. players, tape recorders and musical instruments.
15. Students are prohibited from being in possession of any **firearms** on the Premises and the Reserve. Should any student be in possession of a firearm upon arrival, such firearms must be declared to and handed in to management for safekeeping (It will be kept in a secure safe).
16. Students agree to obey all **instructions of the course trainer**, including any requests for students to participate in group activities such as catering duties.
17. The Reserve or any part thereof may not be traversed unless accompanied by a member of staff from Antares except:
 - 17.1 with the prior written permission of the management of Antares ('the Management'); or
 - 17.2 for direct access to and from the Premises.
18. Students will be held liable for any damage caused to any property on the premises, the Reserve, any landowner on the Reserve and any other student.
19. Students wishing to leave the Premises over the week-end, may do so between 17:00 on Fridays and 19:00 on Sundays, subject to the prior written permission of Management, which permission may be withheld in its sole discretion.
20. Students wishing to remain on the premises during the week-off may do so but will be expected to provide all their own food and beverage and will be responsible for their own well-being.

I THE UNDERSIGNED* [FULL NAMES] HAVE THE READ THE ABOVE AND AGREE TO BE BOUND BY IT.

.....
SIGNATURE

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DATE

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IDENTITY NUMBER