

# ***I.A.T.S.E. Local 16 Training Trust***

---

## ***Program Code of Conduct Policy***

The purpose of this Code of Conduct Policy is to memorialize the Training Trust's policy regarding training and provide members with the Trust's requirements as to eligibility, registration and other related matters.

### **Eligibility to Participate in the Training Trust's Programs**

If you worked in the previous or current calendar year for any employer who made contributions to the Training Trust and maintain work referral privileges in Local 16, you are eligible to participate in the Training Trust programs in the current or following year, unless you do not have the required prerequisite or are temporarily ineligible due to violating this Policy.

### **Eligibility for Specialized Training**

Some Training Trust programs require prerequisite experience, training, or skill. In such cases the Training Director, in conjunction with the trainers, will establish the prerequisites. If a Training Trust program requires a prerequisite, please provide proof that you have such prerequisite to the Training Director. In the event that you do not meet the prerequisite, you are not eligible to register for or attend the Training Trust program.

### **Anti-Harassment / Discrimination Prohibited**

The Training Trust prohibits discrimination or harassment of any kind. Any reports of either will be investigated and appropriate action(s) taken. For more information, please see I.A.T.S.E. Local 16 Training Trust's Anti-Harassment Policy and Complaint Procedures.

### **Registration Procedures**

In order to register for a Training Trust sponsored Program, you must:

1. Register via the PlanetReg.com registration link provided on the training announcement.
2. Provide required contact information (address, phone, etc.)
3. Provide any applicable prerequisite proof

You cannot attend any Training Trust program that you have not properly registered for. You are not allowed to share your registration link with anyone else as it is not transferable.

If the Training Trust program is scheduled for multiple days, you are expected to attend every class.

### **No Show or Failure to Cancel Your Registration**

If you register for a Training Trust program, you must provide the Training Director with at least 72 hours' notice if you are unable to attend a class. If you cancel after this time or fail to attend any portion of your reserved Training Trust program three or more times, all of your other

Training Trust program reservations will be cancelled and you will not be eligible to attend any Training Trust program for a period of 6 months.

An exception will be made to the 72 hours' notice requirement if you are ill, test positive or believe you have COVID-19. In this case, you must contact the Training Director immediately but no later than the start of each class (whether it is one day or multiple days). If you believe you are ill, do not attend any class in person.

The Training Director can be contacted by email: Training@Local16.org or 415.441.6400.

### **Confidentiality of Program Curriculum and Materials**

All program curriculum and materials belong to the Training Trust. Members shall consider all program materials provided to them by the Training Trust as strictly confidential and shall not share such materials with any unauthorized person. Members cannot use any such materials to hold their own training class. Members are not authorized to download or copy in any way materials or information provided to them by the Training Trust, including materials or information in the Training Trust reference library.

### **Program Guidelines**

You are expected to conduct yourself in a professional manner when attending any Training Trust program. This includes, but is not limited to, being respectful of others, treating the facility with respect (for example ensuring all of your garbage is placed in the appropriate receptacle), and timely notifying the Training Director if you are unable to attend any portion of a program that you have registered for.

The Training Director, at their sole discretion, may remove any member's access to any Training Trust materials and/or programs if a member violates this Program Code of Conduct Policy. The Training Director, at their sole discretion, may cancel and/or dis-enroll any member's program registrations if this Program Code of Conduct is violated.

The Training Trust Program Code of Conduct Policy is subject to change.  
It is the responsibility of each member to comply with this Code of Conduct Policy.

**I have received the Training Trust's Program Code of Conduct Policy of I.A.T.S.E. Local 16 Training Fund and agree to abide by the conditions contained within.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

► This signed Policy will be retained by the I.A.T.S.E. Local 16 Training Trust.