

Code of Conduct – for Students

The student should:

- Act within the terms and conditions of employment laid down by the host employer.
- Take responsibility for his/her own Health and Safety and that of others who may be affected by his/her actions.
- Respect the confidentiality of the organisation.
- Adhere to policies, procedures and work practices of the organisation.
- Work diligently, responsibly and in a professional manner at all times.
- Adhere to company dress code.
- Be accountable and accept responsibility for actions.
- Use the email/internet for work purposes only.
- Use the work phone for work purposes only and turn off private mobiles during work hours.
- Submit all documentation that is requested by the organisation and by the IMBRSea Coordination Office.

Responsibility of the Student to IMBRSea:

- Complete all reports and records for the consortium as specified.
- Consult with the IMBRSea Coordination Office/Academic Supervisor prior to making any changes in the terms and duration of the placement.
- Provide access to all records maintained during the placement for the academic supervisor, except where there is an issue of commercial secrecy.