

A Jeweler's
GUIDE to
APPRENTICESHIPS

HOW TO CREATE EFFECTIVE PROGRAMS

Apprentice Code of Conduct Form

Please read and initial each item. Sign and date the document at the bottom.

_____ My health permitting, I will work each day that is required for the full term of the apprenticeship.

_____ I will seek my employer's prior permission before missing a scheduled workday for any reason other than ill health.

_____ I will make a concerted effort to report to work on time.

_____ I will take personal responsibility for the accuracy and completeness of my time card.

_____ If I am going to be late, I will make every effort to contact my Worksite Supervisor to let them know the reason why.

_____ Throughout each day, I will work diligently on the tasks assigned to me by my Worksite Supervisor, regardless of my personal interest in the assignment.

_____ I will be respectful of my fellow employees, and my employer's customers.

_____ I will take full advantage of all opportunities to be mentored by fellow employees.

_____ I will work with my Worksite Supervisor to understand my Training Objectives and work diligently to fully address them during my apprenticeship.

_____ I will honor my employer's work safety program, dress code, and standards relating to the possession or use of drugs, alcohol, and tobacco in the workplace.

Signature

Date