



ES CAMPS

CODE OF CONDUCT

ES TRAINING DMCC CODE OF CONDUCT

ES Enterprise Solutions DMCC, hereby referred to as 'ES Camps', have developed and implemented the following guidelines to ensure a positive experience to all our students.

ES Camps staff are all familiar with these guidelines. All staff are required to report to the Site Manager any refusal to comply with the Code of Conduct which may affect any student's safety or enjoyment.

At all times

- Teachers, staff and other students must be treated with respect at all times.
- ES Camps does not accept any responsibility for the loss, damage or theft of any personal belongings, including money or documents not in its direct care.
- Students must be careful not to endanger themselves or others in the student residence, at the school or on outside excursions.
- Students should familiarize themselves with the rules and regulations of the host country, and be respectful of local culture.
- Bullying (i.e. aggressive or threatening behavior towards other students or staff, whether verbal or physical) will not be tolerated under any circumstances and could result in expulsion.
- Any student prosecuted for an illegal act in the host country will be immediately expelled from the school, and their visa will be cancelled. Any costs resulting from the offence and/or their expulsion will be covered by the student.

In class and at school

- Attendance is compulsory.
- Mobile phones must be put on silent during class time.
- Smoking and drinking are strictly prohibited.



- Chewing gum is not permitted in class.
- Food and drink may not be consumed in the classrooms, with the exception of water.
- English must be spoken at all times.

School premises

- Students causing accidental or deliberate damage to the school's premises or equipment will be charged the repair or replacement cost in full.
- If we are unable to identify the person who has caused damage in a communal area, the cost of the damage will be split between all users of that area.

School excursions

- Students must be careful not to endanger themselves or others on outside excursions, and the school does not accept responsibility for accidents arising from students' reckless behavior.
- The school does not accept any responsibility for the loss or damage of any personal items brought to excursions unless said items are in its direct care.

Disciplinary Action

Where students fail to adhere to this Code of Conduct, the following steps will be taken to impose disciplinary action:

- Firstly, the student(s) in question will receive a verbal warning and their group leader will be made aware. If resolved, the matter will be documented and the student(s) may continue on their program planned.
- If the matter is repeated, not resolved, or there is another incident, a formal written warning will be sent to the student's parents, following a conversation with the student(s) and their group leader(s).
- Depending on the severity of any misdemeanors, either or both of these steps may be omitted.
- Finally, if the student(s) continue(s) to misbehave, they may be expelled.