

# Trainee Disciplinary Policy

## Trainee Disciplinary Policy

- Trainees are expected to put in reasonable time, attention and effort to engage in learning, and not to misbehave badly or to engage in wrongful behaviours which go contrary to the objectives for which they have been admitted into CCC. Bad or wrongful behaviours may be subject to disciplinary proceedings.
- Examples of bad or wrongful behaviour include but are not limited to the following:
  1. Being persistently or frequently late for lessons or training sessions
  2. Absent without valid reason for more than 3 consecutive sessions
  3. Possession / consumption of prohibited product or drugs
  4. Vandalism
  5. Plagiarism
  6. Copying or cheating in tests or assessments
  7. Physical or verbal abuse
  8. Sexual misconduct
  9. Abuse or misuse of furniture or equipment
  10. Stealing
  11. Fighting, hooliganism and extortion
  12. Defiance of CCC's rules and regulations
  13. Violation of the laws of Singapore
- While not limited to the list below, the disciplinary measure(s) taken may be one or more of the following, depending on the severity, and at the sole discretion of CCC:
  1. Counselling Sessions as part of early intervention measures
  2. Verbal warnings
  3. Issuance of official letters
  4. Reduction of marks for a test or assessment
  5. Suspension
  6. Expulsion
  7. Report to Police
- Depending on the severity and at the sole discretion of the School, actions can and will be taken against trainees with misconduct and in violation of the Trainee Disciplinary Policy, including verbal warning, official letter, counselling, suspension and expulsion.
- There is no refund to the trainee for the course fees that are consumed during the period of suspension or for the unutilised course fees in the case of expulsion.
- The offender may also have to pay for damages or legal charges.