



Code of Conduct Policy

1. Purpose

The Code of Conduct outlines the expectations for all CPL students to ensure a safe, respectful, professional, and productive learning environment. Participation in the CPL program is a privilege and requires students to demonstrate responsibility, integrity, and professionalism at all times.

2. Scope

This policy applies to all CPL students while:

- Attending classes, workshops, or training sessions
- Participating in work-based learning, internships, or placements
- Representing the CPL program on or off campus
- Using school, partner, or employer facilities, equipment, and digital platforms

3. Student Responsibilities

CPL students are expected to:

a. Professional Behavior

- Treat peers, instructors, employers, and staff with respect and courtesy
- Follow instructions from CPL staff, teachers, and workplace supervisors
- Arrive on time and be prepared for all CPL activities
- Dress appropriately according to CPL and workplace dress codes

b. Academic Integrity

- Complete all assignments honestly and independently
- Avoid plagiarism, cheating, or falsifying records (including logs or timesheets)
- Submit work on time and to the required standard

c. Attendance and Punctuality

- Maintain regular attendance for all CPL classes and placements (Applicable unanimously to base and hostel attendance)
- Notify the appropriate staff in advance of any absence or lateness
- Provide required documentation or request for excused absences e.g. Medical leave, exam leave and in case of personal leave



d. Workplace Conduct

- Follow all workplace policies, rules, and safety procedures
- Maintain confidentiality of workplace and client information
- Use equipment and resources responsibly and safely

e. Health, Safety, and Well-Being

- Act in a way that promotes personal and others' safety
- Report unsafe conditions, incidents, or concerns immediately
- Refrain from drug abuse, bullying, harassment, discrimination, or threatening behavior

f. Technology and Digital Conduct

- Use technology and online platforms responsibly and for approved purposes
- Avoid inappropriate, harmful, or disrespectful online behavior
- Follow all school and workplace digital use policies

4. Prohibited Behavior

The following behaviors are not permitted and may result in disciplinary action:

- Bullying, harassment, discrimination, or intimidation
- Dishonesty, theft, or misuse of property
- Disruptive or disrespectful behavior
- Use of inappropriate language or gestures
- Violation of safety rules or instructions
- Misrepresentation of the CPL program or school

5. Disciplinary Actions

Failure to comply with this Code of Conduct may result in but not limited to one or more of the following:

- Verbal or written warning
- Parent/guardian notification
- Removal from specific activities or **the CPL Program or the Cadet Program**
- Additional consequences in line with school policies



6. Student Acknowledgment

All CPL students are required to read, understand, and agree to follow this Code of Conduct. Participation in the CPL program indicates acceptance of these expectations.

Student Name: _____

Batch Number: _____

Date of joining: _____

Student Signature: _____

Parent/Guardian Signature (if required): _____

Date: _____