

The Handbook - A Practical Guide for Students

Below are the expectations of all students when participating in the practical activities in NHG. If you would like to get more details, please refer to the online element of The Handbook – A Practical Guide for all Students.

It is expected:

- That you maintain a **harassment-free** workplace;
- That you maintain a drug and **alcohol-free** workplace;
- That you maintain a **violent-free** workplace;
- That you protect the physical assets of NHG;
- That you handle information under the regulations of GDPR;
- That you deal fairly with our customers, competitors and fellow colleagues;

You have agreed to:

- Be available for a minimum of **27 shifts** (this includes the training days and the scheduled practical days);
- Be present for a **minimum of 8 hours** a day on the scheduled day;
- Contact the relevant department at least two weeks in advance if you are unable to attend due to events and other circumstances to change your shift;
- Contact the department a minimum of **1 hour prior** to the start of your shift if you are unwell;
- Adhere to the **grooming standards** of the department;
- The tardiness policy of NHG and the subsequent consequences;

You are aware:

- That you must call the HR department a minimum of 1 hour prior to the start of the shift. The phone number is **0583030830** or **0583030855**;
- That failure to call in on time (less than 1 hour prior) will result in you getting 3 catch-up days (no show);
- That if you get **2 no-shows** over the 5 week period you will need to consult the HR department before continuing your practical training;
- That if you have **3 non-consecutive sick days** you will be removed from practice. However, you can contact the HR department about the options of continuing your practice.
- That you must pass all relevant assessments and have **100% attendance** to complete your practical training;
- That you must schedule any missed days (due to illness or no-show) two weeks after the conclusion of the practical training in student manager.

