

CODE OF CONDUCT

The Toronto Hostels Training Centre encourages the exchange of information and ideas within a relaxed and respectful environment. Accordingly, all individuals accessing the Training Centre, including program participants, guest facilitators, students and volunteers shall behave in a professional and responsible manner. Failure to do so may result in the individual(s) being asked to leave the premises. All personnel, Board of Directors, staff, guest facilitators, workshop participants and volunteers shall adhere to the letter and spirit of the Human Rights Code of Ontario, the Training Centre Anti-Racism and Anti-Oppression and Workplace Violence and Harassment in the Workplace Policies including Bill132.

While it is impossible to address all situations, the Toronto Hostels Training Centre prohibits the following:

- Disruptive behaviour such as yelling, slamming doors, teeth sucking, not participating, or persisting in a behaviour that has previously been addressed
- Violent or threatening conduct including the possession of a weapon
- Interfering in the ability of another person to participate in our sessions in an environment that is safe, healthy and productive
- Negligence of any careless action, which endangers the life or safety of an employee or other person
- Other behaviours deemed to interfere with the ability of the Toronto Hostels Training Centre to provide an environment that is safe, healthy and productive for all

This policy extends to Training Centre program participants, guest facilitators, students, volunteers and staff. Anyone found impeding with the ability of the Training Centre to provide an environment that is safe, healthy and productive for all will be asked to stop the specific behaviour(s). If they are unable or unwilling to stop the behaviour they will be asked to leave the premises until such time as they can behave in a manner consistent with this policy. If an individual is unwilling to leave, and staff determines it is appropriate, the police will be called. If such behaviour does occur, participants may not receive a certificate and/or may be asked to leave the premises. Participants may also be restricted from participating in future Training Centre training for a period of time. All incidents will be investigated and assessed by the Executive Director.

SCENT/SMOKING POLICY

The Toronto Hostels Training Centre is a non-smoking facility. THTC encourages a fragrance free environment. Please be aware that the Centre's training rooms are small and many of the participant's attending training have allergies to scents.

PARTICIPANT CONFIDENTIALITY POLICY

It is understood those attending training at the Toronto Hostels Training Centre (THTC) agree all discussions, case examples, either clinical or organizational, and all comments made by workshop participants during training sessions and while attending training at THTC shall be considered strictly confidential. Under no circumstances will the information in those communications be discussed with anyone unless there are suspected abuses disclosed. If suspected abuses are disclosed Toronto Hostels Training Centre Policies are to be strictly followed.

REGISTRATION

In order to register for a workshop/training at the Training Centre a registration form/email registration request must be received with payment by fax, mail and/or Email in advance of the workshop.

If a registration form/emailed registration request is not received then the registrant:

- May not be permitted to attend the workshop upon their arrival, if the workshop is full
- Will not receive notice if the workshop is either full or cancelled
- Will not receive notice about any other information or important changes

A confirmation of the registration is sent to the registrant via email. No further reminders are sent to the registrant.

As workshops fill quickly, the Centre recommends calling or emailing to inquire the status of the workshop of interest in advance of registration.