

# ELECTRONICS INDUSTRIES TRAINING CENTRE

## RULES AND REGULATIONS

All trainees must obey the following regulations:

1. **No** smoking, fighting, spitting, eating, drinking or vandalizing Centre's property etc.
2. Wear proper attire. **No** shorts, singlet, sandals and slippers (toes cannot be exposed) allowed.
3. Keep the Centre and classroom clean **at all times**. Clean up the table after use.
4. **Put back** all tools and equipment after use. Roll the wire neatly before keeping. Inform the trainer if any tools or equipment is faulty.
5. Trainees are **not allowed** to take back any training tools or equipment from the classroom.
6. **Be punctual** for class. During lessons, do not leave the classroom or go into other classrooms without the trainer's approval.
7. **Do not** talk loudly and disturb the other classes.
8. **Do not** use handphone in the classroom. Off the handphone or switch to silent mode. If necessary, use it outside the room during break time.