

Associated Terminals Training

Guidelines for Attending Training Classes

General Rules

Tardiness

Training Attendees who arrive more than **15 minutes late** without prior notice are not permitted to attend the class. Should you be running late for class, contact the office at the location of your training to inform them that you will be late.

Cell Phone Use

Cell Phone use is only permitted on a limited and as needed basis and should not distract from the class. All phones should be on silent or vibrate. If you must take a phone call in the event of an emergency, please step out of the room so that you do not distract the rest of the class. If the use of your phone is distracting to the instructor or other class participants, the instructor may ask you to put it away, if the problem persists, the instructor is permitted to take your phone for the remainder of the class, or to remove you from the class entirely. If this occurs, the Training Department and your manager will be notified, and disciplinary action may occur.

Active Participation

All company employees are expected to actively participate in training, both during field training, classroom training, and computer-based training. Those who fall asleep, disrupt the class, or are in other ways distracted will be asked to leave and will not receive credit for the class.

Disrespectful behavior will not be tolerated. You will be asked to leave the class and your behavior will be reported to your manager.

Classroom Supplies

Please return all supplies used during class are returned in their original condition to the Training Department. This includes but is not limited to, pens and office supplies, name cards, electrical equipment, training books and manuals.

Housekeeping

Please throw away all trash in waste receptacles prior to leaving. Do not leave cans, bottles or other trash for the trainer to clean up after you.

Please push in your chair when you leave for the day.

Do not track muddy boots into the training rooms.

Attire

Employees are permitted to wear uniforms or Associated Terminals T Shirt and Jeans to class. (New Hires and Contractors are the exception. They must still be in pants and sleeved shirts)

Those without proper attire will be sent home.

- All classes with a hands-on portion (equipment Certifications) require that employees bring all Basic PPE.
- Close-toed shoes must be worn to all classes. Sandals and Flip Flops are not permitted.
- Shorts are not acceptable attire for the office environment. Pants are required.
- T Shirts or other apparel with graphics should not include vulgar phrases or subject matter inappropriate for the office environment.
- Short or long sleeves are permitted. Muscle Tees, Tank Tops, and cut-off sleeves are inappropriate.

Training Classes @ Convent Main Office

9100 Safety Drive Convent, LA 70723

Smoking

Smoking is not permitted in the area immediately outside the training rooms. The designated smoking area is outside the gym near the training entrance of the building.

All cigarette butts must be placed in the appropriate receptacles.

Parking

Employees attending training are to park in the rear of the parking lot as the front 2 rows are reserved for Office Staff.

Entering and Exiting the Building

Trainees should enter and exit through the lunch room door closest to the training wing. There is a large "TRAINING" sign in the parking lot to mark the entrance for training.

Training Classes @ 158 Field Office

6626 Hwy 44 Convent, LA 70723

Smoking

Smoking is not permitted on the landing immediately outside the door. Please step into the parking lot to smoke.

All cigarette butts must be placed in the appropriate receptacles.

Training Classes @ Associated Terminals of St. Bernard

8000 W. St. Bernard Hwy Arabi, LA 70032

Smoking

You may smoke outside the building or on the landings on the 3rd floor.

All cigarette butts must be placed in the appropriate receptacles.

Parking

Employees attending training must park against the red barricade in the gravel lot, or at the far end of the parking lot closest to the guard shack. (see map)



Those parked in the front lot or alongside the building will be asked to move their vehicle prior to attending the class.

Entering and Exiting the Building

Trainees should enter and exit the building through the front doors. Side doors have key card access for office staff and operations management only.

Please do not prop open side doors for extended periods such as while on break or at lunch. These doors remain locked for a reason.

Please be mindful of the office being locked until **7:55** each morning and being locked between **Noon and 1:00pm** each day. The doors are locked because the office does not open until 8:00am and is closed for the lunch hour between Noon and 1:00. Please be respectful of the office staff's lunch time, they are not required to be available during lunch to let you in the building.

Equipment Certification Classes

PPE

All employees attending equipment certification classes must have all Basic PPE in order to attend the class. This includes:

- Hard Hat
- Safety-Toed Shoes
- Safety Glasses
- Gloves
- Type V PFD/ Reflective Vest (if not going on the water)

Those without will be sent home.

Trainee Documentation

All employees who are being certified for the first time must have trainee documentation on them when attending class. This documentation must be completed proper and signed by your manager prior to attending class. If you do not have this paperwork at the beginning of class, you will be sent home.