



Confirmed by the Rector's Decree
No 1-4/23 of 18 April 2017

PRINCIPLES OF GOOD PRACTICE IN TALLINN HEALTH CARE COLLEGE

1. GENERAL PRINCIPLES

1.1 Principles of good practice (hereafter principles) in Tallinn Health Care College (hereafter College) determine rules of behavior in the College and territory of the College.

1.2 Current principles (Addition no 1) are compulsory for all individuals staying in the College.

1.3 The College provides the possibility to become acquainted with the principles on the College website and stand/screen, in the Advanced Training Unit of the College, or get the corresponding information from the Document Management Specialist in the College or the Secretary of the Kohtla-Järve Structural Unit.

1.4 The College and an individual staying in the College are directed by the laws and other legislations, generally established moral rules and rules of behavior in questions that are not enacted in the principles.

2. FINAL PRINCIPLES

2.1 The following the principles is observed by all employees of the College.

2.2 The principles will enter into force at the moment when they are confirmed by the Rector's Decree.

2.3 By request, amendments may be made in the principles. At least once in a two-year period, the principles are gone through for the purpose of upgrading them.

2.4 The Advanced Training Unit manages and is responsible for the principles.

ADDITION no 1

Principles of good practice

1. I keep reputation and property of the College.

2. I am polite and correct.

3. I leave my overcoat to the wardrobe on the 1st ground. When I visit the café only, I take my overcoat with me. I accept the valid order in simulation rooms and laboratories.

4. Use of illegal substances and smoking, including use of e-cigarettes, is prohibited in any area of the College.

5. I follow the Fire Safety Rules, and the Occupational Safety and Health Act.

6. I am environmentally sustainable and keep the environment clean.

7. Being the last person to leave a room, I will turn lights off, shut the windows and the door.

8. I do not disturb people around me while using electronic devices, including a mobile phone.

9. I park my car in a marked parking space.

10. If I have problems, I will contact the administrator.