

JEFF FARM RULES FOR CADETS

A. GENERAL:

1. All cadets are expected to do their utmost to make Jeff Farm a credit to all concerned and show by their general conduct that they are making the most of the opportunities of receiving thorough training in practical farming.
2. Farm buildings, implements, tools and stock are property of Jeff Farm and must be cared for and maintained in good condition.
3. No cadet shall interfere with any fittings in the quarters or with any of the implements or plant without the authority of the manager.
4. No horses or dogs shall be brought to Jeff Farm without the prior permission of the manager.
5. All firearms will be kept under secure conditions, housed and used at the manager's discretion. All cadets bringing firearms to the farm must hold a firearms license.
6. Cases of sickness or injury must be reported immediately to the manager.
7. Leave of absence is to be obtained from the manager. Cadets granted leave of absence must notify the kitchen staff immediately of the duration of such leave.
8. The use of bad language is discouraged.
9. **The possession or use of drugs on Jeff Farm property (both during and outside work hours) is not permitted and will be considered a breach of your employment agreement and treated as serious misconduct. Failure to observe this rule may result in dismissal.**
10. Random drug testing may occur at the manager's discretion.
11. Cadets must be medically fit and have had their anti-tetanus injections before reporting to the farm.
12. All possible care is to be taken with tools and other equipment and at the discretion of the manager; cadets may be liable for the loss or damage occasioned by their negligence.
13. Cadets are required to work towards the achievement of the theoretical component of their cadetship. They will keep diaries and other records as required by the manager.
14. No farm vehicles are to be used for any reason unless authorised.
15. Cadets need to make their own arrangements to insure personal belongings.

B. WORK:

1. The cadet's working hours shall be determined by the manager based on the needs of the farm. These will be in alignment with what is specified in the employment agreement.
2. Cadets will rise at a given time so that necessary chores can be attended to before work starts
3. Meal times will be notified to the cadets. Cadets must be punctual and be clean and tidy.
4. Members of the staff will report periodically on the work and general conduct of cadets under their supervision.

C. QUARTERS:

1. Other cleaning work around the quarters shall be carried out as instructed by staff.
2. Cadets shall not be allowed to change their rooms without the permission of the manager.
3. Rubbish must be placed in the receptacles provided.
4. Cadets must not hammer nails in bedroom walls nor put up fixtures of any kind without permission.
5. Electrical appliances are to be used with consideration and at the discretion of the manager.
6. Economy in the use of lights and electrical appliances is to be observed.

D. WORKSHOP:

1. No mechanical or electrical equipment is to be used unless authorised.

E. DISCIPLINE:

1. Cadets must maintain good behavior in the quarters at all times.
2. All cadets are required to carry out the instructions of the manager or other members of the permanent staff in charge of the work.
3. The right is reserved to terminate cadetships should any cadet's work or progress be considered at anytime unsatisfactory.