

## TRAINING RULES AND REGULATIONS

1. The Foreign Service Institute is a gender sensitive training institution. It is a sexual harassment free environment. Commission of any of the acts on sexual harassment is subject to penalty.
2. Punctuality and decorum must be observed throughout the duration of the course.
3. Participants shall be actively involved in workshops, discussions, and other course activities.
4. Participants must observe the ten (10) minute coffee break for each session.
5. When in session, unnecessary interruptions by callers shall not be tolerated. Cellular phones **must be turned off or put in silent mode**.
6. Smoking is not allowed inside the training room. The designated smoking area is the basketball court at the back of the DFA building.
7. Refrain from taking videos and /or recording of lectures. Doing such must be coordinated with the course coordinators and subject for approval of the resource person.
8. Participants must sign on the attendance sheet prepared by the FSIEA, Inc. at the beginning and end of each session.
9. Participants are required to accomplish the evaluation forms at the end of each session. Evaluation is done to gauge the effectiveness of the resource person and to determine the participants' reaction to the different aspects of the course.
10. Participants must submit the signed conformance below as a requirement of this course; otherwise, certificates shall not be provided.
11. Certificates of Completion shall be awarded to those who have satisfactorily passed all requirements of the course and have attended at least 80% of the total number of training hours.

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### CONFORME

I, \_\_\_\_\_, have read and understood the training rules laid out by the Foreign Service Employees' Association (FSIEA), Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date