

Alaska Works Partnership

Participant Travel and Training Agreement

To ensure a safe, professional, and productive training environment, all participants receiving travel or lodging assistance through Alaska Works Partnership (AWP) are expected to follow the standards below. Failure to follow these expectations may result in being dismissed from training, being sent home at your own expense, and/or becoming ineligible for future travel or training assistance.

Professional Conduct Expectations

- Arrive on time each day and attend all scheduled training sessions.
- Be attentive and participate fully in class activities, discussions, and hands-on learning.
- Keep cell phones and electronic devices put away during class unless approved by the instructor.
- Treat instructors, staff, and other participants with respect at all times.
- Follow all safety rules and program policies while in training or housing.

Prohibited Conduct

- Showing up smelling of alcohol or appearing under the influence of alcohol or drugs.
- Slurred speech, erratic behavior, or visible signs of intoxication.
- Disruptive, disrespectful, or unsafe behavior during training or in lodging.
- Failure to participate, sleeping, or being on your phone during class.
- Repeated tardiness or leaving class early without approval.
- Failure to complete the training for reasons within your control.

Travel & Reimbursement Policy

- If AWP provides travel, and you are dismissed for any of the reasons listed above, your return ticket will be changed one time only to send you home.
- AWP will not reimburse any personal travel expenses or additional costs caused by misconduct or failure to follow these expectations.
- Participants may be ineligible for future training or travel assistance if program rules are violated.

Acknowledgment

I have read and understand the above expectations. I agree to follow these rules while participating in Alaska Works Partnership training and while receiving travel or lodging support.

Participant Signature: _____ Date: _____

AWP Staff Signature: _____ Date: _____