

REcolorado Training & Education Policies

Late Arrival Policy

Reserved workstation and CE credit If a registered attendee arrives 10 minutes late, or more to a session, REcolorado will not guarantee a work station nor provide CE credit. If a registered attendee does not arrive within the first 10 minutes of class the reserved workstation will be given to one of the walk-in registrants in attendance. Due to the number of no shows, REcolorado encourages walk-in registrants to attend the session and allows them to take a workstation if available. State regulations require a minimum number of instructional minutes; therefore we are not able to issue CE credit to those who arrive 10 minutes late or more.

Inclement Weather Policy

REcolorado's inclement weather policy follows the Cherry Creek School District closure and late start policy. Therefore, if Cherry Creek Schools are closed REcolorado will also be closed and no classes will be held. If Cherry Creek Schools are on a delayed start REcolorado will also be on a late start, morning classes will be cancelled, afternoon classes will take place as scheduled. REcolorado will work to reschedule the canceled classes, or you are welcome to register for future sessions already scheduled.

Walk-in policy

Members who have not registered for a training session will be required to remain in the lobby for 10 minutes after the start of session. If after 10 minutes there are still seats available, walk-ins will be allowed to join the session.

Anti-Harassment Policy

REcolorado has worked hard to build a reputation for responsible behavior and fairness. The Company strongly supports the rights of all its employees to work in an environment that is free from all forms of harassment. Additionally, the Company has a duty to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type. The Company will not tolerate harassment of its employees in any workplace context, including conferences, meetings, social events, work-related activities and trips, as well as off-site meetings and customer training sessions. This includes unlawful harassment from non-employees with whom REcolorado has a business or professional relationship, including but not limited to vendors, visitors, customers, clients, etc.

If the Company determines that a customer, vendor or other external party has harassed an employee, the Company will take immediate and appropriate corrective action against the external party.