

Code of Conduct Form

Client Name: _____ Swipe Card Number (if applicable): _____

Welcome! You have taken an important step toward reaching your employment and career goals just by being here. While you are here, you can expect a safe, accessible and supportive environment. The staff is here to assist you and ensure your experience is positive. We expect you to follow the Center's rules as you conduct your job search. Please acknowledge your understanding of the rules by signing below:

Behavior in the Center

Customers will have a limited amount of privacy when using Center computers, fax machines and copiers. Customers are expected to behave in a professional manner while accessing services, use the facilities for job search activities, exhibit courteous and respectful behavior toward other customers and staff (No verbal or physical abuse/threats), and the use or influence of drugs and/or alcohol will not be tolerated and will lead to immediate dismissal from the premises

Customers should be patient while waiting to be assisted and keep conversations to a low volume. Appropriate/acceptable attire and hygiene is required while using the center and no eating food or drinking beverages.

1. Computers/Printing/Internet/Email

Customers are limited to 2 hours on the computer at any one time to allow other customers access. Computers/Internet is to be used for job search purposes only. Games, chatrooms, pornography, surfing the net, participating in on-line dating, changing programs/system settings or downloading music is strictly prohibited. Customers may only access personal email for employment purposes.

Customer laptops may not be charged without prior permission from Center staff. All personal discs must be scanned for viruses prior to use. Customers should not save files to the computer's hard drive.

2. Copying/Printing/Faxes

Copying/Printing/Faxing services are for job search purposes only. Copying, printing and faxing is limited. . Each copy made, item printed or page faxed must contain information associated with a job search.

3. Telephones and Cell phones

Customers may only use telephones job search related phone calls. Phone usage is limited. NO incoming calls will be accepted. Cell phone use is not permitted in the Center.

4. Restrooms

There is no smoking in the Center or in the bathrooms. Customers must not smoke in the bathrooms. There is no destructive, lewd, inappropriate or illegal behavior allowed when utilizing the facilities.

5. Children in the Centers

The presence of children in the Center is unsuitable and disruptive to job seekers, employers, and staff on duty. Children are the responsibility of the parents, guardian, or caretakers, and are expected to make arrangements for their child care needs elsewhere prior to using the services at the Center.

6. Personal belongings

Customers are responsible for their personal belongings and should be aware of them at all times. Center is not responsible for lost or stolen items. Customers should not bring anything larger than a standard backpack into the Center. Customers caught taking or in possession of another person's property will be reported to the proper authorities and dismissed immediately

7. Violence /Threats/Harassment/Theft and Damage

Violence or threat of violence, including "joking" threats, will not be tolerated. Customers who violate this policy may be asked to leave the Center indefinitely. Possession of any type of weapon is grounds for immediate termination from the center. Customers should not harass any customer or staff. Particularly, harassment based on race, color, religion, national origin, age, gender, veteran status, marital status, sexual orientation, disability or medical condition is strictly prohibited and will not be tolerated. Violation may lead to immediate termination from the Center and facility. Theft or destruction of Center or facility property will be reported to the proper authorities.

By signing below you verify that you have read and understand the code of conduct. Violation of the code of conduct may lead to permanent termination.

Client Signature: _____

Date: _____

Revised August 23, 2016 OEWD/DW