



Customer Code of Conduct

As a customer of The WorkPlace, I agree to work within the following rules:

- I will conduct myself in a manner that is professional, courteous, and respectful
- I will work in a manner that is productive to my finding employment, training, or educational opportunities
- I will dress in an appropriate manner suitable for most work environments
- I will notify Career Center staff when I am offered or accept employment
- I will follow the Resource Room Internet and Computer Use Policy
- I will limit my computer time to 30 minutes when the Resource Room is full so that other customers can utilize the Career Center's services
- I will not use equipment (phone, fax/copier/scanner, computers, software programs, etc.) for personal use
- I will notify Career Center staff when equipment fails to function
- I will not bring food or drink into the Resource Room
- I will be courteous of other customers and staff by not having my cell phone on speaker or having a loud conversation on my phone while in the Career Center
- I will seek out clarity and thorough understanding of what is expected of me when at the Career Center location
- I will seek out the appropriate staff for resolution to any problems or disagreements
- I will not engage in physical or verbal confrontation with staff, or other customers
- I will use appropriate workplace language and refrain from yelling and using profanity
- I will, when told, cease all inappropriate behavior
- I will notify Career Center staff when others are acting inappropriately
- I understand that failure to abide by this Code of Conduct may result in a loss of privileges or bar me from participation at Career Center locations

Printed Name: _____

Signature: _____

Date: _____

OSOS ID: _____

For staff use only