



ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

STUDENT INTERN STANDARDS OF CONDUCT

- ◆ I will be punctual and conscientious in the fulfillment of my commitment and duties.
- ◆ I will accept supervision graciously.
- ◆ I will conduct myself in a dignified, courteous, and considerate manner.
- ◆ I will take any problems, criticisms, or suggestions to my supervisor.
- ◆ I will follow all company policies and procedures (dress code, safety, training, etc.).
- ◆ I will always knock on closed doors.
- ◆ I will not discuss or ask about the amount of money other employees earn.
- ◆ I will not chew gum or eat food while working.
- ◆ I will not bring friends to the worksite.
- ◆ I will not solicit the organization or employees for donations, fundraisers, etc.
- ◆ I will always notify my supervisor if I am not able to report for work.
- ◆ I will only work when and where assigned.
- ◆ I will refrain from loud talking and inappropriate laughing.
- ◆ I will not use company phones for personal calls.
- ◆ I will not use my cell phone for any reason while on the job.
- ◆ I will not surf the Internet, use personal email, or play games while on the job.

Interns follow the same code of conduct as other members of the team. I further understand that all business information is confidential and any dissemination of this information could lead to legal prosecution. Always remember that you are representing our Apex HS and AOIT to the public.

Intern signature

Date

AOIT Director signature

Date

Conduct