

Student Code of Conduct

Remote Internship Program

The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct during your Remote Internship Program with Absolute Internship. This statement serves as a general framework and is not intended to provide an exhaustive list of all possible program infractions. Students violating these standards may be held accountable through the student conduct process.

Behavior:

I, the Absolute Intern, understand that the following is prohibited:

- Assaulting, harassing, intimidating, bullying, or threatening another individual or group due to their religion, sexual orientation, politics, ethnicity, etc during the live Absolute Share sessions.
- Participation in any Check-In meeting while under the influence of alcohol or other drugs is not permitted.
- Making false accusations against Absolute Internship, its staff or any other intern from the program
- Failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code

Internship:

I understand that I:

Communication:

- Should not attempt to arrange any special personal accommodations during the interview process (if applicable) or when interning with the company (e.g. requesting money for the internship, asking for personal days off, etc.)
- Must address all questions regarding the internship to my Absolute Internship Placement Manager. I should not contact the company directly without prior agreement from Absolute Internship.
- Any change of the duration in the internship must be arranged and approved by Absolute Internship. If I need to terminate my internship earlier than agreed I will contact my Absolute Internship Placement Manager beforehand.
- Will comply with the company's schedule, tasks and meetings on time and with excellent quality.
- Will be in constant contact and communication with my supervisor and other coworkers. Replying to emails/messages in less than 24 hours.
- Will not ignore communications coming from anyone in the host company.
- Will inform the company by email if I am late or will miss work due to health or personal reasons. If I miss more than one day, a doctor's note will be required.

- Will first speak with my supervisor in regard to any concerns such as workload, task assignments, schedules, and general company policy. If I am not able to resolve my question or issue with my supervisor, I will reach out to my Absolute Internship Placement Manager.
- Will inform my Absolute Internship Placement Manager immediately regarding any concerns including but not limited to sexual harassment, discrimination, excessive overtime, etc.

Schedules and Attendance:

- Must be flexible in regards to any adaptations to my internship schedule based on the needs of my supervisor and company.
- Will not request time off during the internship and will respect the agreed-upon start and finish times.

Appearance:

- Will dress appropriately for any virtual meetings with my co-workers, supervisors or with Absolute Internship.
- Will have a clean and presentable background, good lighting and sound and good internet connection.

Work Ethics:

- Will maintain the confidentiality of work-related projects and personnel, as well as all information obtained on any clients, members, customers, patients, employees, and products or services associated with the internship site.
- Be fair, considerate, honest, and cooperative when working with co-workers, clients/customers.
- No plagiarism in the delivered work/project.
- Familiarize yourself with and adhere to relevant organization procedures and functions.
- Give your best effort, follow through on commitments, and meet internship obligations.
- Take responsibility for decisions and actions taken while at the internship program.
- Keep a positive attitude and open mind, accept constructive criticism, and strive to improve performance and acquire new skills.
- Communicate work information to your team and supervisor.
- Be observant of how other employees organize their ideas, respond to ideas and ask questions.
- Assert yourself and your ideas in an appropriate and tactful manner.
- Refrain from conducting personal business during work hours (emails, calls, visits, etc).

Disciplinary measures

Disciplinary Measures that may be imposed under the Code include, but are not limited to:

1. Written Warning

2. Verbal Warning: Through video call or phone call with the student.
3. Probation: During which certain conditions must be fulfilled and good behavior must be demonstrated
4. Expulsion from the Program

Apart from the Disciplinary Measures, any breach in the Code of Conduct can lead to any of the following:

- Check-in meeting with Absolute Internship staff
- Issuance of an apology made publicly or privately
- Loss of certain privileges
- Expulsion from the Program without access to a refund