



## Notice of Code of Conduct

Please read the following code of conduct and sign below acknowledging receipt. If you need assistance reading or understanding the code of conduct, please tell the program staff who will assist you.

To maintain a safe and productive work environment for customers and staff of the American Job Centers (AJC) and program providers in the community, CWP enforces a standard of conduct and zero-tolerance for violence in the workplace.

Please be courteous to other customers and staff during in-person and remotely provided services and refrain from the following prohibited conduct:

- Any behavior that jeopardizes or threatens the health, safety or welfare of staff or public
- Possessing a weapon or threatening with a weapon
- Obscene, abusive or demeaning language or gestures
- Threats of violence or intimidating behavior
- Behavior that is emotionally, physically or sexually abusive toward staff or the public
- Verbally abusive or belligerent behavior which disrupts services or operations
- Consuming alcoholic beverages or illegal substances
- Criminal behavior such as illegally taking possession of property that belongs to another
- Misusing, damaging or destroying program or customers' property
- Using the program equipment for non-program related reasons
- Smoking or vaping anywhere in the program facilities
- Talking on cell phone in a customer service area or in training/conference rooms
- Bringing food or drink into restricted areas
- Leaving children unattended

Conduct that violates of these standards may result in suspension or termination of services. Violent or threatening behavior will be addressed by law enforcement and will result in immediate expulsion from the premises.

I, \_\_\_\_\_, have read the above code of conduct.

\_\_\_\_\_  
Signature