



SYP CODE OF CONDUCT

Society of Young Professionals (SYP) chapter of the Society of Iranian American Women for Education (SIAWE) is committed to providing a positive and professional environment for those participating in our internship program. To ensure the success of this program and the well-being of all individuals involved, we have established the following Code of Conduct.

Definitions:

Intern – student or trainee applying to participate and selected as an employee, sometimes without pay, at a trade or occupation in order to gain work experience

Business – company where the Intern has been accepted to participate in gaining work experience

Participants – both business and intern

Internship Program Code of Conduct

1. Overview:

- We are committed to fostering a positive and supportive environment for all interns and ensuring the success of our internship program. Your commitment to this Code of Conduct is vital in achieving these goals.
- By participating in our internship program, you agree to abide by this Code of Conduct.
- *Failure to comply with these guidelines may result in consequences varying from warnings, limitation of privileges, probation, and/or termination of the internship.*

2. Eligibility:

a. Interns agree that they meet the following criteria:

- Intern has a minimum or graduated with a GPA of 2.5.
- Intern is an active SYP member.
- Intern does and will adhere to the code of conduct set by the program.
- Intern has reliable transportation for commuting to and from the internship site.

b. Businesses agree that their company meets the following criteria:

- Business should be legally registered and in good standing in the USA.
- Business should have tools and equipment necessary to accomplish internship objectives.
- Business maintains a safe working environment as outlined by state law.
- Business adheres to fair hiring practices as outlined by state law.
- Business understands that the intern's experience should be to learn and to train. The intern should not replace an existing employee's job.

Initial: Intern _____ Business' Authorized Agent _____ 1

3. Compensation:

- Business decides whether they offer paid or unpaid internships.

4. Professionalism and Respect:

- Interns are expected to abide by the SYP's code of conduct and ethics.
- Interns are expected to have good attendance.
- Interns are expected to dress professionally and appropriately for their field of work.
- Interns are expected to be attentive and contribute to the business.
- Interns are expected to keep personal device usage to a minimum during business hours.
- Interns are expected to treat all SYP members, business staff, and fellow interns with respect and professionalism.

5. Punctuality:

- Interns are expected to arrive on time for all scheduled activities and meetings.
- Interns are to notify their internship supervisor if you are unable to attend or will be delayed due to unforeseen circumstances.

6. Supervision and Mentorship:

- Business is expected to designate a supervisor or mentor who will provide guidance and feedback to the intern.
- Intern is expected to regularly communicate with their supervisor.
- Intern is expected to contact their supervisor in regards to being late or needing to take sick days in a timely manner.
- If the business notices the intern violating the Code of Conduct, they must contact the SYP at syp@siawe.org.

7. Confidentiality:

- Interns must maintain strict confidentiality.
- Intern may not disclose any confidential information to unauthorized individuals or entities as outlined by their hiring business.
- If the business requires the intern to sign a non-disclosure agreement, they must inform the intern prior to the intern's first day of work.

8. Discrimination:

- Our internship program does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, or disability, although its purpose is to provide support to those new to the workforce.

9. Termination of Internship: Failure to Comply with SYP Code Of Conduct

- Interns must adhere to this Code of Conduct.
- By participating in our internship program, you agree to abide by this Code of Conduct.
- *Failure to comply with these guidelines may result in consequences varying from warnings, limitation of privileges, probation, and/or termination of the internship.*

10. Amendments:

- SYP reserves the right to amend these rules and policies as needed.

11. Use of Drugs and Alcohol:

- The use, possession, or distribution of illegal drugs during the internship is strictly prohibited.
- The consumption of alcohol is not allowed during working hours, and excessive or irresponsible consumption outside working hours is discouraged and may result in termination of the internship.

12. Signatures:

Intern's Name: _____

Intern's Signature: _____

Date: _____

Business' Authorized Agent Name: _____

Business' Authorized Agent Title: _____

Business' Authorized Agent Signature: _____

Date: _____