

Code of Conduct

The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct during your 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.
- Endangering my health and safety or of others
- Stealing, misusing, destroying, defacing or damaging property belonging to someone else
- Bringing or purchasing drugs or alcoholic beverages for consumption during any sponsored event. Participation in any event while under the influence 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
- Violating any local laws

Accommodation:

I understand that:

- Absolute Internship will provide housing for me from my Program Start Date until my Program Check Out date. All details regarding housing address and inclusions will be communicated in a timely manner to me through the pre-departure handbook.
- If my program location has shared housing, I will be asked to complete a Roommate Questionnaire prior to program arrival. If I do not complete this form by the stipulated deadline, Absolute Internship will assign me a roommate of the same sex.
- Absolute Internship reserves the right to make any decisions regarding room assignments, reassignments and roommates. When possible, students will be given at least 24 hours written notice regarding any change.
- I am responsible for reporting any damages or repairs upon check-in to Absolute Internship staff. I will be held financially responsible for any damages that occur after my check-in unless otherwise agreed by Absolute Internship Staff.
- Violations of residence rules and regulations are considered to be violations of the Absolute Internship's program.

- Absolute Internship understands that each student should feel comfortable in their living space and have a sense of privacy to the greatest extent possible. Because program housing is ultimately the responsibility of Absolute Internship, authorized personnel have the legal right to enter student accommodation under certain circumstances.
- Although Absolute Internship Staff will usually give reasonable advance notice prior to entry, program directors, program coordinators, housing agents and contractors shall have the right to enter student housing at any time when it is determined there might be risk to life, safety, health, or property, or as necessary to ensure compliance with applicable local laws and program policies. Entry without advance notice is also allowed for maintenance services requested by a resident of the room or apartment.
- Housing & Residential Services and Absolute Internship Program Staff reserve the right, with advance notice to student whenever reasonably possible, to inspect the condition of the student housing unit generally and for fire and health hazards; to make repairs, installations, additions, or alterations.
- Guests are not permitted to stay in program housing overnight. Please refer to your local housing rules as to the exact time.

Activities:

I agree that:

- I will always conduct myself in a responsible and respectful way during program activities.
- I will be on time and in good physical condition for activities.
- If I am late and miss an activity, I will not be eligible for any refund.
- As a guest in a foreign country, I will be respectful and culturally sensitive to anyone I meet. I will be mindful of pictures I take and ask for permission when appropriate.
- Must attend all program company visits and career speaker sessions. I am not allowed to miss these events for personal leisure time.
- I will let the Program Coordinator know at least 24h in advance if I won't be attending the optional activities or trips.

Internship:

I understand that I:

- Should not attempt to arrange any special personal accommodations during the interview process or when onsite (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.
- 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.
- Will inform Absolute Internship by email if I am late or will miss work due to health reasons. If I miss more than one day, a doctor's note will be required.
- Will first speak with my supervisor in regards 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, physical safety, discrimination, excessive overtime, etc.

Disciplinary measures

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

1. Verbal Warning
2. Written Warning
3. Probation: During which certain conditions must be fulfilled and good behavior must be demonstrated
4. Relocation or exclusion from program housing
5. Expulsion from the Program

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

- In person meeting with program staff
- Payment of costs or compensation for any loss, damage or injury caused by the conduct
- Issuance of an apology, made publicly or privately
- Loss of certain privileges
- Restriction or prohibition of access to, or use of, accommodation, services, activities or support
- Fines or loss of deposit