

## STUDENT STANDARDS OF CONDUCT

To be completed by student

- I will be punctual and conscientious in the fulfillment of my commitment and duties and accept supervision gracefully.
- I will conduct myself in a dignified, courteous, and considerate manner.
- I will take problems, criticisms, or suggestions to my supervisor.
- I will follow all company policies and procedures (dress codes, safety training, etc.)
- I will always notify my supervisor if I am not able to report to work.
- I will not use company phones for personal calls, or my cell phone during work time.
- I understand student learners follow the same code of conduct as other employees.
- I will always remember that I am representing the company I work for and my school to the public.
- I will respect confidential information at the worksite.
- I will treat customers and other co-workers in a professional manner and with respect.

Student Initials: \_\_\_\_\_