

CODE OF CONDUCT

By participating in the USC Job Shadow program, all students and employer hosts agree to respect the following Code of Conduct.

Non-Disclosure Agreements (NDA)

During the course of your job shadow experience, you may see company information (products or strategy) that the organization would like to keep confidential. Your employer host may ask you to sign a non-disclosure agreement (NDA), a legal document, which means that you will not share proprietary information learned during your job shadow time. The NDA would include specific details.

Expectations

(1) Code Violations. If a student or employer host violates the Code of Conduct, I will report the code violations to Zo Sediqi at psediqi@mailbox.sc.edu.

(2) Intention to harm self or others. If I believe my student or employer host may harm themselves or others, I will report this to Zo Sediqi at psediqi@mailbox.sc.edu.

Appropriate Communications

In my communications with my student or employer host, (1) I will not use offensive language, and (2) I will not transmit offensive images. Offensive language includes, but is not limited to, (a) profanity or verbal abuse directed towards the employer/student or anyone else, (b) sexually suggestive comments directed towards the employer/student, and (c) derogatory remarks directed towards any individual or group of individuals based on religion, race, color, ethnicity, country of origin, age, sex, sexual orientation, gender expression, or sexual identity. Offensive images include, but are not limited to, (a) images that are sexually suggestive, lewd, or pornographic and (b) images that include offensive language, as described above.

Safety

Students participating in the USC Job Shadow program must comply with all workplace safety regulations. It is the responsibility of the employer host to inform students of any relevant and/or necessary safety regulations and precautions on the day of the job shadow experience.

Topics for Discussion

If my student or employer host expresses unwillingness, reluctance, or discomfort in discussing any topic I have raised, I will promptly cease pursuing that topic.

Personal Relationships

I will not pursue a romantic or sexual relationship with my student/ employer host.

Prohibited Advice

As an employer host, I will not provide medical, mental-health, or legal advice to my student.

Illegal Weapons, Illegal Drugs, Alcohol and Tobacco Products

I understand that I will not bring along any weapons, purchase, and/ or consume any alcohol or illegal drugs on this program. I understand the legal drinking age in the United States of America is 21 years of age. I understand if I am 21 years of age or older, purchasing alcohol for underage individuals is illegal and is subject to legal action and disciplinary/judicial action at the University of South Carolina upon my return.

I understand that the company site and other locations we visit may be smoke-free/tobacco-free facilities, and will refrain from smoking in any of these tobacco-free locations. If caught breaking this rule, I understand I am personally responsible for any fines that may be charged to me.

Fees and Services

As an employer host, I understand I am a volunteer and will not charge my student any fees during the period of our mentorship for advice I provide, or ask my student to provide unpaid services to me (for example, research, or volunteering in my business).

Financial Assistance

As a student, I will not ask my employer host for money for any reason.

Career Assistance

As a student, I will not ask or expect my employer host to find or offer me a job.

Liability

Participants of this program (both students and employers) agree to indemnify and hold harmless the University of South Carolina, its representatives, officers, and employees from any and all liabilities, claims, obligations, judgments, suits, costs, damages, expenses, attorneys' fees, incurred or paid, arising out of, or on account of any property damage or destruction, personal injury or death or any other damages of whatsoever nature and kind, arising from or on account of this Job Shadowing Program.

By joining the program, employers and students agree to this Code of Conduct.

This agreement shall be governed by the laws of the State of South Carolina and enforceable only in the courts of competent jurisdiction located in Richland County, South Carolina. Nothing in this agreement should be construed as creating a partnership or joint venture between the parties.

