



Code of Conduct

Welcome to CareerForce!
We are committed to providing high quality services
designed to meet the needs of job seekers and employers.

I agree I will:

- Conduct myself in a manner that is professional, polite, and respectful.
- Use appropriate language.
- Children may not be left unattended, wander, or disrupt other job seekers or customers.
- Turn my cellphone to silent, vibrate, or off while in the Resource Area.

I agree I will not:

- Threaten or take part in physical or verbal conflict with staff or other customers.
- Use threatening or abusive language/gestures, yell, or swear.
- Bring illegal weapons into CareerForce.
- Bring pets or animals into CareerForce (Service Animals Welcome).
- Be in possession of or under the influence of alcohol or illegal drugs.
- Smoke or use tobacco products (including e-cigarettes or vapor devices).

Personal use of CareerForce equipment (including computers, printers, copiers, fax machines, telephones, etc.) is not allowed. Equipment may only be used for **Job Search related activities**, including but not limited to the following:

- Writing resumes or cover letters.
- Searching job databases.
- Researching companies, careers, or educational options.
- Conducting career assessments or developing job goals.
- Completing online applications for employment or training programs.
- Registering for job and training programs.
- Finding or using veterans' services (veterans receive priority access).
- Conducting Unemployment Insurance activities.
- Completing financial aid applications.
- Viewing job-related resources including community resources.

Email and social media websites, such as LinkedIn and Facebook, may only be used for **job search related activities**, such as:

- Sending resumes, cover letters, and employment related applications.
- Receiving notice of job openings.
- Receiving applications from employers.
- Getting additional information regarding employment.
- Answering questions from potential employers.
- Connecting with potential employers or job leads.

I understand that staff have a right to monitor my use of resources and equipment in the Career Lab. Threats to staff or other customers will not be tolerated. I understand that if I fail to follow the rules as stated in the Code of Conduct it may result in loss of CareerForce privileges, including suspension from the CareerForce for up to one year.