

Cattaraugus-Allegany Workforce Investment Board, Inc.

ONE STOP CENTER CODE OF CONDUCT

As a customer of the Cattaraugus-Allegany One Stop system, I agree to work within the following rules when accessing services at a One Stop Center:

- I will follow the *One Stop Center Rules and Regulations* and *Resource Area Internet and Computer Usage Policy* when I access services at the One Stop Center.
- I will conduct myself in a manner that is professional, courteous and respectful.
- I will work in a manner that is productive to my finding employment, training or educational opportunities.
- I will dress in an appropriate manner suitable for most work environments.
- I will notify One Stop staff when I am offered and/or accept employment.
- I will not use equipment (phone, fax, copier, computers, software programs, etc.) for personal use.
- I will notify One Stop staff when equipment fails to function.
- I will not bring food or drink into the Resource Room.
- I will seek out clarity and thorough understanding of what is expected of me when at the One Stop Center.
- I will, if I disagree, seek out the appropriate staff for resolution to any problems.
- I will not engage in physical or verbal confrontation with staff, or other customers.
- I will use appropriate work place language and refrain from yelling and profanity.
- I will, when told, cease all inappropriate behavior.
- I will notify One Stop staff when others are acting inappropriately.
- I understand that failure to abide by this Code of Conduct may result in a loss of privileges or bar me from participation at One Stop Centers throughout NYS.

By signing below, I attest that I have received a copy of the One Stop Code of Conduct and Resource Area Computer and Internet Use Policy and agree to abide by these and the Center Rules. I understand if I violate any of these rules that I may be subject to disciplinary actions, which may include suspension/termination from services and/or legal action.

Customer

Signed: _____ Date: _____

Print Name: _____

Staff

Witness: _____ Date: _____

Print Name: _____

Staff: Once completed, a copy should be retained in the Customer's file.