



NASA INTERNSHIP CODE OF CONDUCT

Please read carefully and initial each statement indicating that you have read and understand the expectations of the internship.

Work Hours and Schedule

- XE My standard scheduled work time is 9 AM to 5 PM per discussion with my mentor and organization.
- XE In the event that I am going to be late by more than 30 minutes; I will contact my mentor as soon as possible.
- XE If I am unable to attend work, I will contact my mentor immediately.
- XE If I am unable to attend work for more than 3 days, I will contact the intern coordinator(s) immediately.
- XE I will participate in the total number of contact hours within the dates of my internship, per my stipend/award letter. (If you are unable to meet the required contact hours, please contact the Intern Coordinator immediately to discuss options for completion of the internship.)
- XE I will make every effort to attend all required activities.
- XE I will dress appropriately according to the standards of dress outlined in the Intern Manual and my mentor/organization.

Safety

- XE I will complete all required safety training pertaining to my work environment within the specific time-lines provided to me by my mentor or within the first week of my internship, whichever deadline comes first.
- XE I will wear protective clothing, eye wear, shoes, and any other protective gear when required.
- XE If an accident or injury occurs, I will complete any necessary incident forms or other necessary safety follow-up per safety officer request. I will fully cooperate with safety officials throughout the incident reporting period. Copies of any necessary incident forms will be provided to my mentor and the Intern Coordinator.
- XE If I am personally involved in an incident of harassment or bullying or witness an incident of harassment or bullying, I will immediately notify the Intern Program Coordinator. I may also contact the Anti-Harassment POC or the Employee Assistance Program (EAP) Office at my Center.



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- XE NASA is committed to providing a safe environment for all its interns free from discrimination on any ground and from harassment at work including sexual harassment. NASA will operate a zero tolerance policy for any form of harassment or sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of harassment or sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from their internship. All complaints of sexual harassment will be taken seriously.

Use of NASA Equipment and Social Media Practices

- XE I understand that if I am assigned a computer work station, all equipment, materials, and supplies assigned to me are my responsibility and will remain onsite unless authorized to remove from Center. I will not abuse my privileges by using my computer for games, social media or sending excessive personal messages.
- XE I understand that using government resources to visit inappropriate websites or posting inappropriate content to websites is prohibited and may result in immediate termination of my internship.
- XE I understand that posting unapproved NASA content online could be cause for immediate termination of my internship.
- XE I will seek permission for any media-related requests from my mentor, coordinator, and center's Office of Communications personnel beforehand.
- XE I will return all NASA property before the end of my internship and honor the non-disclosure agreement.
- XE I will wear my NASA badge at all times while on site, and I will not use another individual's badge to enter Controlled Access Areas (CAA).

Corrective Action Plan

- XE I understand that I may be suspended or terminated from my internship for issues related to performance and/or conduct in addition to:
- Three (3) or more unexcused absences
 - Repeated tardiness or absences reported by mentor
 - Code of conduct violations

Intern Name (Printed): Xavier Evans

Intern Signature: _____ Date 06/08/2022

Mentor Signature: _____ Date 06/09/2022

Note: Keep a signed copy for your records. Send the signed form via email to the Intern Coordinator.

[Send Email](#)