

Digital Apprenticeship Program



JUNIOR TECH PROFESSIONAL CODE OF CONDUCT

Junior Tech Professionals are expected to read carefully and abide with the following code of conduct:

1. Remain drug and alcohol-free, and avoid the use of controlled substances.
2. Maintain confidentiality of work-related projects and personnel.
3. Familiarize yourself with, and adhere to, relevant organizational arrangements, procedures, and functions.
4. Understand what constitutes a permissible work absence and who to notify if absent, be prompt with being on time to work and with assignments. This applies to your session with your mentor.
5. Changes in work schedule, supervision, or problems during your apprenticeship must be reported to your supervisor.
6. Become acquainted with the daily operations of your job. This includes familiarization with work-related events, organized gatherings and work standards and procedures.
7. Talk to your JTP coordinator (Azron) about any uncomfortable or potentially unethical situations.
8. Dress appropriately and look presentable for the work setting as required by the host business, this includes virtual meetings.
9. Follow through on commitments
10. Do not conduct personal business during work hours (emails, cell phones, internet such as social networking sites)
11. Refrain from posting information about your apprenticeship, the business hosting you and your mentor on any social networking sites.
12. Protect the image of the Host Business, the program partner and your mentor at all times.
13. Keep a positive attitude.
14. Keep an open mind; avoid jumping to conclusions; try to make informed judgments.
15. Be observant – see how people organize their ideas and respond to situations.
16. Communicate – keep people informed in a useful and brief way, listen, and ask questions.
17. Be fair, considerate, honest, trustworthy, and cooperative when dealing with co- workers.
18. Assert yourself and your ideas in an appropriate and tactful manner.
19. Seek feedback from your supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance
20. Accept constructive criticism and continuously strive to improve performance
21. Seek to enhance my professional effectiveness by improving skills and acquiring new knowledge.