



A proud partner of the AmericanJobCenter network

Code of Conduct

WorkSource is committed to providing a safe, comfortable, and enjoyable environment for our customers to conduct employment and training activities.

Staff are proactive in maintaining an environment free from disruptive or offensive conditions and behaviors that include:

- **Use of any resource for other than job search, career exploration, assessment, occupational skill building, or other employment and training related activities;**
- **Use of cell phones, loud music or video, and/or loud, disruptive conversations;**
- **Use of profane, abusive language and/or gestures;**
- **Intoxicated or drug influenced behavior;**
- **Inappropriate displays of affection;**
- **Compromising the confidentiality of others;**
- **Accessing non public areas of the career center without a staff escort;**
- **Carrying or display of any weapon or device that may be used as a weapon.**

Food and beverage may be enjoyed in the waiting area only and waste shall be properly disposed of.

WorkSource is an adult learning environment. Children, must be under the direct and constant supervision of a parent or guardian, and may not be permitted to behave in a manner disruptive to others.

Dress and personal hygiene of all must be socially acceptable.

Authorized and trained service animals are permitted if under the control of their owner.

Customers not adhering to the Code of Conduct will be asked to cooperate or leave the building. If you think a customer is interfering with your ability to complete your job search related tasks, please contact any WorkSource staff person for assistance.

You have the right to be undisturbed, productive and to enjoy your time at WorkSource.