**“My Code of Ethics”**

# **Work-Based Learning Education Program**

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| 1. | I will not accept a job unless I intend to keep it. |
| 2. | I will always report to work at the scheduled time and I will remain at work until I am due to finish. If I find that I am unavoidably detained or unable to show up for work, I will always inform my employer as soon as possible. |
| 3. | I will be honest in all dealings concerning my work with money, merchandise, time, and effort. |
| 4. | I will not waste time visiting with my friends or others I may contact while working. |
| 5. | As long as I am being paid at the rate agreed, I will perform an honest day’s work in return. I will not be satisfied to perform my job just well enough to get by. Instead I will strive to do my best job possible. |
| 6. | My recreation will be scheduled at a time, which will not interfere with my work. |
| 7. | If I satisfactorily finish all work assigned to me, I will immediately inquire what should be done next, and if I am not able to contact my superior, I will industriously seek out a task that needs to be done and which I am capable of doing satisfactorily. |
| 8. | Regardless of what type of job I am performing, I will conduct myself in a polite and courteous manner and present as neat an appearance as possible. |
| 9. | I will not perform other tasks that are not related to my work while I am on the job without explicit permission from my employer. |
| 10. | When I am on the job, my job comes first. If I feel that my studies, family, physical health, or moral well-being are jeopardized because of my job, I will consult my parents, my teacher-coordinator, and my employer before I resign. |

I realize that to fail on my job reflects not only on me, but also on all the others placed at jobs by my school. I know it will reflect on all students for years to come that hope to secure part-time employment. I, therefore, agree to uphold this code in order to maintain the reputation of my school, my teacher-coordinator, and myself.

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Student Signature Date