

Intern Code of Conduct (Included in Internship Terms & Conditions)

This Code of Conduct applies to all interns during the application process and throughout the course of their internship.

1) Integrity, Work Product & Professionalism

- **Act with integrity:** Be honest, transparent, and accountable for your actions and decisions.
- **Professional conduct:** Maintain a professional demeanor with colleagues, clients, and partners.
- **Accurate representation:** Do not overstate or misrepresent your skills, abilities, credentials, experience, or any other material facts during your interview or at any other time through the course of the internship.
- **Personal completion of work:** Complete all assignments personally. Do not seek or accept assistance from individuals outside of the Host Employer (including friends, online forums, third-party contractors, or generative AI tools) unless explicitly authorized by the Host Employer.
- **Use of tools:** Only use tools, software, or services approved by the Host Employer site.
- **Quality & timeliness:** Produce accurate, complete work, and meet established deadlines.
- **Safe practices:** Follow safety protocols, report hazards or injuries immediately to the Host Employer site, and use required protective equipment.
- **Privacy & security:** Follow Host Employer information security, data privacy, and acceptable-use policies; protect devices, credentials, and data from unauthorized access.
- **Zero tolerance:** Harassment, discrimination, retaliation, bullying, or abusive conduct are prohibited.

2) Time Commitment & Conflicts

- **Attendance & punctuality:** Arrive on time, adhere to assigned schedules, and notify the Host Employer promptly of absences in accordance with policy.
- **Professional Commitment:** Dedicate the required time to the internship during the agreed-upon employment hours. Do not take on other commitments (such as another job or outside engagement) that will interfere with your ability to focus on and complete the internship work.
 - If you must end your internship early, you must notify your direct supervisor at the company immediately AND email internships@masscec.com within 5 business days. Failure to do so can

result in you not being eligible to participate in the MassCEC program in the future.

- **Conflict disclosure:** Promptly disclose potential conflicts of interest and follow Host Employer guidance to mitigate them.

3) Compliance with Law & Policy

- **Follow policies:** Adhere to all Host Employer policies, including workplace safety, workplace location, anti-discrimination, anti-harassment, code of ethics, IT/acceptable use, social media, and substance-free workplace policies.
- **Legal compliance:** Adhere to all relevant laws relating to internship activities, failure to do so may result in a loss of good standing with MassCEC.

Violations of this code of conduct may result in termination of your internship or non-eligibility for other MassCEC programs.

Interim Code of Conduct (Currently on Website)

This Code of Conduct applies to all interns during the application process and throughout the course of their internship.

All interns shall:

- Ensure that conduct and communication is respectful and free of abuse at all times
- Be honest and accurate throughout the application process and during the internship
- Meet any commitments made to the employer, including being personally responsible for the completion of assigned work and maintaining availability to complete the work scheduled agreed upon with the employer

Violations of this code of conduct may result in the removal of your application from the Internship Portal, termination of your internship or non-eligibility for MassCEC programs in the future.