

MassCEC Internship Program Host Employer Code of Conduct

Introduction

MassCEC operates many programs that support the deployment of clean energy technologies in the Commonwealth. The continued integrity of these programs, as well as the quality of work in the Massachusetts clean energy industry more broadly, are critical to the industry's further growth and sustainability in the Commonwealth. Host employers must meet minimum qualification standards as defined in applicable program guidelines.

Consistent with our mission and commitment to program integrity, this Host Employer Code of Conduct sets forth the ethical standards and requirements that all Host Employers and their representatives shall adhere to in their dealings with MassCEC programs and associated projects. Failure to meet these standards could result in disciplinary measures, including but not limited to ineligibility to participate in MassCEC programs.

Code of Conduct

All Host Employers are expected to conduct any and all business affiliated with MassCEC programs in a responsible manner that fosters integrity and public confidence.

Prohibited Activities

Host Employers, their representatives and agents are prohibited from:

- Engaging in fraud
- Misrepresenting position or work
- Misrepresenting information provided to MassCEC, including, but not limited to:
 - Prior employment history with the intern
 - Payment schedule for intern
- Creating safety hazards or property damage resulting from poor workmanship
- Engaging in a pattern of failing to exercise the level of skill, knowledge, and care that a competent professional in the same field would provide under similar circumstances
- Engaging in negligent activity that results in harm or damages to either an intern or MassCEC
- Taking any action to circumvent MassCEC's system of quality control
- Refusing to honor program-requirements
- Failing to maintain licenses required to conduct business in the Commonwealth of Massachusetts
- Any other unethical, illegal, or deceptive activities

Whether any action, activity or omission violates or is prohibited by this policy shall be determined by MassCEC in its sole discretion.

Professional Communication:

- Dedicate the required time to the intern to provide a meaningful internship in which interns are made aware of the job expectations and given adequate training for the position
 - In the event of an intern's termination, the employer must provide **immediate written notice** to the intern and must notify internships@masscec.com **within five (5) business days**.

Disciplinary Actions

The provisions of this policy are enforceable by MassCEC at its sole discretion. MassCEC may also refer matters to the appropriate authorities for further action – such as to the Office of the Attorney General and the Office of Consumer Affairs Business Regulation. MassCEC's enforcement of this Host Employer Code of Conduct can include one or more of the following actions:

- Permanent removal of the Host Employer from MassCEC programs
- Suspension from all MassCEC programs for a period of time
- Probation for a period of time
- Implementation of a corrective action plan approved by MassCEC
- Notification of violation and warning for future violations
- Rescission, voidance or termination of a contract or incentive payment
- Public disclosure of Code of Conduct violations
- Other disciplinary measures that MassCEC deems reasonable and appropriate

In determining and issuing its disciplinary actions, MassCEC will consider the severity and frequency of the infractions. MassCEC will provide written notice of any disciplinary actions.

Future Code Updates

MassCEC reserves the right to amend this Code of Conduct at its discretion. Unless otherwise stated, any such amendment or modification shall be effective immediately upon posting to the MassCEC website. The Host Employer is responsible for keeping itself and its representatives and agents apprised of any updates. MassCEC is not responsible for any damage that may occur as a result of a Host Employer's failure to adhere to the then-effective version of the Host Employer Code of Conduct.

Revised from MassCEC Contractor Code of Conduct