

STUDENT CODE OF CONDUCT – INTERNSHIP PROGRAM

THE CHILDS DIGNITY ADVOCACY, TRAINING AND RESEARCH PROGRAM.

Prior Work -Before joining:

1. Read the complete code of conduct.
2. Submit the fresh resume – provide email, contact number, passport copy and passport size photo
On email hallo@thechilds dignity.org.

Introduction

The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct during your Remote Internship Program with The Child's Dignity. This statement serves as a general framework and is not intended to provide an exhaustive list of all possible program infractions. Students violating these standards may be held accountable through the student conduct process.

1. Professionalism and Responsibility

- **Punctuality:** Arrive on time for all scheduled activities, meetings, and assignments. Consistent lateness or absenteeism will not be tolerated.
- **Attendance:** Maintain regular attendance throughout your internship. Notify your supervisor in advance if you are unable to attend due to illness or an emergency.
- **Dress Code:** Dress appropriately and modestly, according to the standards of the institution where you are placed. Ensure your appearance is neat and professional at all times.
- **Work Ethic:** Demonstrate a strong work ethic by completing all assigned tasks diligently and to the best of your ability.

2. Respect and Dignity

- **Respect for Individuals:** Treat all individuals, including children, students, the elderly, staff, and fellow interns, with respect and dignity. Avoid any form of discrimination, harassment, or abuse.
- **Confidentiality:** Maintain the confidentiality of any sensitive information you encounter during your internship. Do not share personal details about the children, students, or elderly residents with anyone outside of the institution.
- **Cultural Sensitivity:** Be aware of and respect the cultural, religious, and social backgrounds of those you interact with. Avoid making assumptions or statements that could be offensive or inappropriate.

3. Ethical Behavior

- **Integrity:** Act with integrity and honesty in all situations. Do not engage in any form of dishonesty, including falsifying records or misrepresenting your role.
- **Boundaries:** Maintain professional boundaries at all times. Do not engage in personal relationships or inappropriate interactions with children, students, or elderly residents.
- **Prohibited Behavior:** Do not engage in any form of physical, verbal, or emotional abuse. Any form of corporal punishment, intimidation, or bullying is strictly prohibited.
- **Use of Technology:** Do not use mobile phones, cameras, or other recording devices during your internship unless expressly permitted by your supervisor. Do not share images or information about the individuals you work with on social media.
- **Alcoholism:** Do not check-in while under the influence of alcohol or other drugs.

4. Collaboration and Teamwork

- **Communication:** Communicate openly and effectively with your supervisors, fellow interns, and the staff at the institution. Report any issues, concerns, or challenges you encounter promptly.
- **Teamwork:** Work collaboratively with others, supporting and respecting your colleagues. Contribute positively to the team and be willing to assist when needed.
- **Feedback and Learning:** Be open to feedback from your supervisors and seek opportunities to learn and improve. Take responsibility for your professional development during the internship.

5. Accountability and Reporting

- **Reporting Incidents:** Immediately report any incidents of misconduct, abuse, or unethical behavior you witness or become aware of to your supervisor or the appropriate authority.
- **Responsibility for Actions:** Take responsibility for your actions and decisions. If you make a mistake, admit it and take steps to correct it.
- **Adherence to Policies:** Follow all policies and procedures set forth by the institution where you are placed, as well as those of The Child's Dignity and your university.

6. Health and Safety

- **Safety Protocols:** Adhere to all safety protocols and guidelines provided by the institution. Ensure that the environment remains safe for children, students, and the elderly.
- **Health Precautions:** Maintain good personal hygiene and take appropriate health precautions, especially when working with vulnerable populations such as children and the elderly.
- **Emergency Situations:** Know the emergency procedures of the institution and act calmly and responsibly in the event of an emergency.

7. Consequences of Misconduct

- **Disciplinary Action:** Violations of this Code of Conduct may result in disciplinary action, including termination of your internship, notification to your university, and other appropriate consequences.
- **Legal Consequences:** Any illegal activities, such as abuse or harassment, will be reported to the relevant authorities and may result in legal action.

8. Acknowledgment

By signing this document, you acknowledge that you have read, understood, and agree to abide by the Student Code of Conduct during your internship. You understand that failure to comply with these guidelines may result in disciplinary action.

Intern Name.....

Student ID (university/institute).....

Intern address.....

Signature:.....

Date:.....

Dept:.....

Name of University/Institute.....

Program Start Date.....Program End Date.....

Name of Supervisor.....

Cellphone Number.....

Email.....