

# CUSTOMER CODE OF CONDUCT

Customers of the Columbia-Greene Workforce NY Career Center agree to:

- Conduct themselves in a manner that is professional, courteous and respectful.
- Work in a manner that is productive to finding employment, training or educational opportunities.
- Dress in an appropriate manner suitable for most work environments.
- Notify Career Center staff when offered and/or accept employment.
- Follow the *Resource Room Computer Use Policy*.
- Not use equipment (phone, fax, copier, computers, software programs, etc.) for personal use.
- Notify Career Center staff when equipment fails to function.
- Not bring food or drink into the Resource Room.
- Seek out clarity and a thorough understanding of what is expected when at the Career Center location.
- Seek out the appropriate staff for resolution to any problems.
- Not engage in physical or verbal confrontation with staff, or other customers.
- Use appropriate work place language and refrain from yelling and profanity.
- Cease all inappropriate behavior, whenever told by a staff member.
- Notify Career Center staff when others are acting inappropriately.
- Understand that failure to abide by this Code of Conduct may result in a loss of privileges or bar future participation at any Career Center or Workforce system locations.

The complete local policy can be found in the Columbia-Greene Community College Student Handbook, which is available on the College's website. By presenting your Membership Card at the Reception Area, you have agreed to abide by the above policy.