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**The National Engineering League**® **Code of Conduct**

Representing NEL’s Vision and Mission should always be the goal of every professional employee and collegiate intern / co-op student. Our Values define who we are and our Code of Conduct serves as a guide for how we behave. We ask that you live the *Values* and adhere to this Code. Hold yourself and each other accountable to a high ethical standard. By doing the right thing at all times, we will achieve our *Vision*. In performing their job or membership duties, NEL employees and interns should always act lawfully, ethically, and in the best interests of The National Engineering League®.  This Code of Conduct and Ethics sets out basic guiding principles.

* The National Engineering League® provides equal opportunity in all aspects of employment/internship and will not tolerate any illegal discrimination or harassment of any kind.
* Violence and threatening behavior are not permitted. Staff/Interns when reporting to conduct official NEL business must do so in a condition to perform their duties, free from the influence of and distribution of illegal drugs or alcohol.

Representing NEL’s Vision and Mission the following guidelines are the Student Internship Code of Conduct during the internship commitment:

* Adhere to the NEL Nondisclosure Agreement
* Represent NEL in a professional manner at all times during the internship commitment.
* Be honest, ethical and trustworthy at all times.

 • Allow NEL® media consent to utilize photos, videos, art or other media which student is in or

has created during internship with NEL®.

• Maintain confidentiality of work-related projects and personnel.

 • Be prompt in communication responses and completion of tasks.

• Dress appropriately for any professional event that you attend on behave of NEL®.

• Follow through with any NEL® commitments.

**SOCIAL MEDIA POLICY**

At the National Engineering League®, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with its certain responsibilities. Staff/ Interns/Members should be aware of the effect their actions may have on their images, colleagues, as well as NEL’s image. The information that Staff/Interns/Members post or publish may be public information for a long time. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

**Social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the National Engineering League, as well as any other form of electronic communication.

**This policy applies to all associates who work on behalf of the National Engineering League**® **(Executives, Advisors, Interns & Members**).

* Express only your personal opinions. Never represent yourself as a spokesperson for the National Engineering League® unless authorized to do so by appropriate management. If NEL is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of NEL, fellow associates, members, customers, suppliers or people working on behalf of NEL. If you do publish a blog or post online related to the work you do or subjects associated with NEL, make it clear that you are not speaking on behalf of NEL. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the National Engineering League”.
* Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, promote drug use, or that can create a hostile work environment.

**Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the National Engineering League**® **or the National Engineering League**®**’s legitimate business interests may result in disciplinary action up to and including termination.**

Student's signature below indicates that Student acknowledges and agrees to NEL®’s Internship Code of Conduct.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_