



CODE OF CONDUCT REGARDING SUMMER INTERNSHIP OF FYUGP STUDENTS

1. Maintain Professional Behavior

Always act responsibly, respectfully, and professionally at the workplace.

2. Follow Organizational Rules

Adhere to the policies, working hours, dress code, and guidelines of the host organization.

3. Punctuality and Attendance

Report to work on time and maintain regular attendance throughout the internship period.

4. Respect Workplace Culture

Be polite and cooperative with supervisors, colleagues, and clients, respecting diversity and inclusion.

5. Confidentiality

Do not disclose any sensitive or confidential information of the organization to outsiders.

6. Personal Liability and Accountability

Students must conduct themselves responsibly throughout the internship. If any issues arise in the organization due to their actions, they should take the initiative to address and resolve them, as such matters are considered beyond the direct responsibility of the college.

7. Commitment to Learning

Show genuine interest in learning, actively participate in assigned tasks, and seek guidance when needed.

8. Integrity in Work and Reporting

Do not engage in forgery, falsification, or fabrication while preparing internship reports, records, or certificates.

9. Avoid Misconduct

Refrain from any unethical behavior such as harassment, discrimination, or misuse of company resources.

10. Communication with Institution

Keep your college informed about your internship progress and promptly report any major issues.

11. Submission of Reports

Complete and submit all required internship reports, logs, and evaluations on time.

12. Professional Representation

Students must always remember that they are representatives of St. Paul's college during the internship period. They are expected to uphold and reflect the institution's values, vision, and mission through their behavior, communication, and work ethics at all times.