

NASA Internship Code of Conduct:

NASA Education has rules and regulations regarding the behavior of its program participants. For efficient business operations, as well as for the benefit and safety of all interns, conduct that interferes with operations, discredits the program and/or NASA, or is offensive to any individual ***will not be tolerated and are grounds for immediate disciplinary action.***

Program participants are expected at all times to conduct themselves in a positive, responsible, honest, ethical and professional manner, and to promote the best interests of the program.

Appropriate professional conduct includes, but is not limited to:

- Treating all individuals in a respectful and courteous manner;
- Refraining from any behavior or conduct that is offensive, undesirable, or contrary to NASA ARC's best interests;
- Reporting immediately to the NASA any suspicious, unethical, or illegal conduct by interns, or any individual at NASA;
- Cooperating with NASA investigations;
- Complying with all NASA safety and security regulations;
- Wearing clothing appropriate for the work being performed;
- Being well-groomed while on-site;
- Performing assigned tasks efficiently and following established timeframes and guidance given by the mentor NI² managers;
- Interns contacting their mentor by 8 a.m. if they are unable to report to work on time. You must provide the reason for your late arrival, when you will arrive and how you will make-up time missed.
- Maintaining confidentiality of any work or related items;
- Cleanliness and order in the workplace and work areas;
- Working with your mentor, prior to departure, to determine where to save/file any documents/materials that you worked on during your tenure and turning in any reference materials and key(s) to mentor;

The following conduct is prohibited, and interns engaged in any of these will be subject to disciplinary action:

- Possessing firearms or any other weapons on NASA property
- Fighting (verbal, physical, electronic) with or assaulting another individual;
- Threatening or intimidating any other individual by any method (verbal, written, electronic, etc.)
- Engaging in any form of harassment (sexual, emotional, etc.)
- Reporting to work under the influence of alcohol, illegal drugs, or narcotics or using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on NASA ARC premises
- Disclosing trade secrets or confidential company or government information

- Falsifying or altering any NASA record or report, such as a medical report, expense account, time and attendance log, evaluation forms, etc.
- Stealing, destroying, defacing, or misusing NASA or any contractor property or that of another individual
- Misusing NASA communication systems, including electronic mail, computers, copiers, cameras, Internet access, telephones, etc.
- Refusing to follow the NASA education management's (i.e., mentor(s), safety, security, Project Managers, etc.) instructions concerning a work-related matter or being insubordinate
- Failing to abide by safety rules and policies
- Smoking where prohibited by local ordinance or NASA rules
- Using profanity or abusive language (verbal, written, electronic, photos, etc.)
- Gambling on NASA property
- Talking or texting on cell phones while driving on a federal facility
- Driving any government or contractor vehicle
- Leaving the Center or work area (outside of lunch) during the course of the day without notifying your mentor. **Mentor(s) must approve all intern activities scheduled during normal work hours that are outside assigned/discussed work responsibilities (i.e. meetings, networking opportunities, extended lunches, training, and commitments to other NASA work or teams.**
- Sending mass emails, playing pranks or engaging in horseplay;
- Sleeping on the job, excessive breaks, visiting other interns at their work site without mentor approval is unacceptable behavior.

The examples of impermissible behavior described above are not intended to be an all-inclusive list. At NASA management's discretion, any violation of the policies or any conduct considered inappropriate or unsatisfactory will be subject to disciplinary action, up to and including termination. Questions about this policy should be directed to the NASA I² program manager and the NASA Internship, Fellowship, and Scholarship Director.