



**CRCC Asia**

## **CODE OF CONDUCT**

**CRCC Asia requires all Participants on our program to agree to and sign the following Rules and Regulations.**

### **Drugs & Alcohol**

1. It is the responsibility of the Participant to exercise judgment when drinking and to ensure that they do not become intoxicated. If you do choose to consume alcohol while you are in your program location, drink responsibly, and pay attention to your limits, as you may react differently than expected to the alcohol being served.
2. CRCC Asia enforces a zero tolerance policy regarding drugs. All drug use is strictly prohibited and any Participant found using drugs will be immediately expelled from the program and the accommodation.
3. All Participants must adhere to the laws of your program location regarding drugs and drug use.

### **Professional Conduct During Your Internship**

1. While you are working for your host company, you are a representative of CRCC Asia, your university and your home country to your work colleagues. During your internship you will be in a real working environment, and you are expected to behave professionally at all times.
2. An internship is a valuable way of gaining new skills and experience, so it should be treated as a learning experience. We recommend that you fill out the skills matrix in your welcome pack to form a clear plan of how to make the most of your experience.
3. No harassment, abuse, or discourtesy to colleagues at your host company will be tolerated.
4. Absences from work for 2 consecutive days require a Doctor's Note. CRCC Asia staffs are available 24/7 to assist with medical emergencies although they are not trained medical or translation professionals so cannot advise on any procedures.
5. Your host company has the right to dismiss you from your internship. If this happens, CRCC Asia is not obligated to find you another internship and you may be asked to leave the program accommodation.
6. CRCC Asia Program Managers are available to help with any problems you have at work, but you must maintain open communication with them to allow them to assist you. If a problem at work is not resolved, you should follow this up with your Program Manager so that CRCC Asia is aware that the problem is ongoing. If you are abusive or discourteous to CRCC Asia staff members we reserve the right to eject you from the program and accommodation.
7. If you wish to change companies you must fill out the Host Company Change Form before we can look for alternative options for you. Your reasons for wishing to move companies must be genuine and reasonable.
8. Your feedback is important to us; it is the only way that we can maintain an excellent program. We therefore ask that you fill out the feedback form provided at the end of your internship.

### **Accommodation Rules**

1. Damage to any items within the apartment will have to be paid for within 24 hours by the room occupants or those responsible for damage to common areas. If payment is not made within 24 hours, CRCC Asia and the accommodation providers have the right to eject those responsible from the apartment.
2. You should be aware that the apartment complex has CCTV and any criminal actions will be recorded and dealt with accordingly.
3. Action will be taken in the case of inappropriate behaviour, vandalism and criminal acts at the discretion of the accommodation providers and CRCC Asia and in accordance with the laws of your program location. This could include financial penalties or ejection from the program.
4. Guests are not permitted.
5. CRCC Asia covers a set amount of utilities per person, per month. This is more than enough to cover normal living habits however excessive use of air-conditioning can cause you to exceed this limit. Any additional charges will be deducted from your deposit on check-out.

### **Behavior, Safety and Accidents**

As per CRCC Asia's [Terms & Conditions](#) that you have signed, please note the following:

1. All Participants are responsible for their own safety during the Program.
2. CRCC Asia reserves the right to expel any Participant who does not comply with the rules of the assigned internship company, rules of CRCC Asia, or laws of their program location; or who bullies or harasses other Participants, CRCC Asia staff, and work colleagues; or who incurs excessive and unjustified absences from work.
3. Participants are responsible for their own conduct and all consequences of their conduct at all times during the Program.
4. CRCC Asia takes no responsibility and is not liable for any third party behavior or actions.
5. CRCC Asia takes no responsibility for any accidents that take place at third party locations and any damages to the assigned internship company during a Participant's placement.
6. All Participants are expected to abide by the laws of their program location, which may be different from those of your home country. Criminal behavior may be severely punished, even if your actions may be treated as an innocent prank in your home country.