

National Aeronautics and Space Administration Office of STEM Engagement Internship Program

Code of Conduct

A professional Code of Conduct is a set of rules that guides behavior. We are committed to providing a safe, friendly, and welcoming environment at NASA. By participating in an Office of STEM Engagement internship, you agree to abide by our Code of Conduct, based upon the ethical principles of respect, responsibility, honesty, integrity, professionalism, and trust. As an intern in this new professional setting, you should aspire to conduct yourself with respect for others, exhibit the highest ethical standards, and embrace personal integrity. Additional information on NASA's principles of ethical conduct are available [here](#) and in the [Standards of Ethical Conduct of Employees](#). NASA's Core Values can be found [here](#).

Examples of behavior that will not be tolerated include:

- Failure to comply with the code of conduct or NASA policies.
- Failure to abide by NASA's ethical conduct rules.
- Failure to abide by the rules or directives at the center assigned.
- Unsatisfactory or unsafe behavior reported by a mentor.
- Absenteeism or chronic tardiness
- Inappropriate use of government equipment
- Bullying, regardless of whether it occurs at an onsite or offsite location.

Please review and initial each statement indicating that you have read and understand the expectations of the internship. Any questions or concerns regarding the NASA Internships Code of Conduct should be immediately communicated to the Internship Program Specialist.

1. Work Hours and Schedule

I acknowledge that record of my attendance at either the mandatory 1) agency virtual orientation or 2) center orientation must be verified before I will receive my first stipend payment.

If onsite, I will work in the office, under supervision, during standard work hours. I will not be in the office unsupervised after standard work hours.

I will participate in regular work meetings and internship required meetings.

I will create and maintain a consistent work schedule during the duration of my internship.
My work schedule will be documented in my NASA Internship Program Project Plan (due no later than the second week of my internship) and will be approved by my mentor.

Any tardiness to mandatory meetings (>10 minutes) will be communicated to a mentor. Repeated tardiness will be recorded and communicated to the internship team.

Any leave and family/medical emergencies will need be communicated to mentor and Internship Program Specialist.

I will complete the total number of contact hours within my internship dates as agreed in the

internship offer letter and stipend paperwork: *I agree to make up hours missed due to illness, or for any excused absences causing unexpected loss of hours as deemed necessary by the mentor to complete project objectives.*

2. Safety

I will complete all required safety training within the first two weeks of my internship.

I will wear protective clothing, eyewear, shoes, and any other protective gear when required. I will also follow all safety protocols and signage.

If an accident or injury occurs, I will notify my mentor or co-mentor and the Internship Program Specialist immediately.

If an accident or injury occurs, I will complete any necessary incident forms or safety follow-ups per the safety officer's request. I will fully cooperate with safety officials throughout the incident reporting period. Copies of any necessary incident forms will be provided to my mentor and the Internship Program Specialist.

If I am personally involved in an incident of harassment or bullying or witness an incident of harassment or bullying, I will immediately notify the [Center Anti-Harassment Coordinator](#) (CAHC) or the Internship Program Specialist. For additional information regarding the [Agency's Policy on Anti-Harassment](#) refer to NPR 3713.3A.

NASA is committed to providing a safe environment for all its interns free from discrimination or harassment on any ground. NASA Internships abide by a zero-tolerance policy for any form of harassment in the workplace, treats all incidents seriously, and promptly investigate all allegations of harassment. Any person found to have harassed another will face disciplinary action, up to and including dismissal from their internship.

3. Use of NASA Equipment and Social Media Practices

I understand that if I am assigned a computer workstation, all equipment, materials, and supplies assigned to me are my responsibility and will remain in my possession during the duration of the internship.

I will not abuse my privileges by using my work computer for games, social media, or accessing non-work-related websites (personal email, Netflix, Spotify, etc.) I understand that visiting inappropriate websites or posting inappropriate content to websites could be cause for immediate termination of my internship.

If NASA equipment experiences any malfunction or system failure, I will contact the [Enterprise Help Desk](#) and mentor immediately.

I understand that posting unapproved NASA content online could be cause for immediate termination of my internship.

I will return all NASA property, including my badge and laptop, before the end of my internship and honor the non-disclosure agreement. I understand that not returning NASA equipment puts me at risk of withholding federal property, which may entail significant

consequences including, but not limited to, a federal investigation.

I will always wear my NASA badge while on-site and will not recreate a badge or use another individual's badge to enter Controlled Access Areas (CAA).

I will represent NASA in the highest regard and ensure that my actions do not reflect poorly on NASA.

I understand that intern laptops must not leave the United States or its approved associated territories of Puerto Rico and the U.S. Virgin Islands. Under no circumstances should this equipment be transported internationally. In the event of non-compliance, NASA IT Security will immediately disable the device and an investigation may be initiated.

4. Remote Work Intern Only

Remote work is the performance of work off site of your assigned center, typically at your residence or other approved location. Not all internship projects qualify for remote work. These positions will be announced as remote opportunities in the STEM Gateway application system. An intern must be able to perform the work successfully and autonomously.

I will abide by the agency's telework rules and will adhere to the work hours agreed upon with my mentor.

I understand that NASA is not responsible for operation, maintenance, or any other expenses associated with the use of my alternate workspace.

I understand that NASA is not liable for damages to my real or personal property while working at my approved alternate worksite.

I understand that I am bound by the Code of Conduct while working at my alternate worksite and using government equipment.

I will follow the same time and attendance rules as my mentor unless the mentor approves an alternate schedule.

5. Corrective Action Plan

I acknowledge that reporting and providing a valid reason for my absence is required. Failure to appear for work meetings or neglect internship responsibilities may be subject to disciplinary action, up to and including termination from the internship program, based on circumstances.

I understand that my internship may be suspended or terminated if any of the following occur (1) above codes of conduct are broken (2) have three or more unexcused absences (3) have repeated tardiness or absences reported by mentor (4) repetitively unreachable or unresponsive during core hours.