



## CODE OF CONDUCT

To be eligible to attend South Carolina Business Week (“Business Week” or “program”), all Business Week program participants (“participants”) must follow the South Carolina Business Week Code of Conduct (“Code”) from the time of registration to the time of check out. Each participant and the participant’s parent or guardian must review, initial and sign this Code of Conduct and return to the Business Week office by July 8, 2019. For any questions regarding the Code, please contact the Business Week office at 800-799-4601.

### Rules and Prohibited Conduct

1. Possession and use of alcohol, tobacco products, non-prescription drugs, fireworks, firearms or any type of weapon are strictly prohibited at any Business Week program or on any campus premises. Participants may bring over-the-counter medications or prescriptions with a valid physician’s prescription for medical purposes.
2. Participants are strictly prohibited from damaging or defacing dormitory or campus property, including, but not limited to, using nails, paint, screws, and tape.
3. Participants shall not hang out of or throw objects from dormitory windows. This could result in serious injury or death. (Campus Security will notify Business Week staff should an incident occur).
4. Female participants are not permitted in the male dormitory/room and male participants are not permitted in the female dormitory/room.
5. Rooms and roommates are assigned at registration. Participants are not permitted to change rooms or roommates.
6. Participants are not permitted to leave the campus property from the time of registration to the time of checkout. A campus map with the boundaries outlined will be provided at registration.
7. Participants are not permitted to travel in an automobile at any time during Business Week. If a participant drives and/or leaves a vehicle on campus, the participant must turn in the vehicle keys at registration. Staff will instruct participants where to park vehicles for the week. Participants will not have access to their vehicles until checkout. However, a participant may enter his/her car, if needed, but must be escorted by a Business Week staff member.
8. Business Week staff will set a curfew for participants to be in their rooms by a specific time. Participants must plan their time accordingly in order to meet the curfew requirements.
9. Participants must be present and prompt at all meetings, lectures, and functions. A first-aid room is located in the Business Week office if a participant must be excused from the program due to illness or injury.
10. Business Week nor the university will be responsible for any lost, stolen or damaged property belonging to participants of the program. Participants should lock their dormitory room at all times for the safety of each participant and his/her personal property.
11. **If a dormitory key or access card is lost or not returned, the participant must pay a \$125.00 replacement key charge or a \$35.00 replacement access card charge, as applicable.**

12. Cell phones, CD and MP3 players are allowed at Business Week; however, use of those devices are not permitted at program sessions, seminars, and company meetings. CD and MP3 players, cell phones and text messaging must be turned off and headphones removed prior to entering a session or company meeting. All items are the sole responsibility of the participant. **Business Week cannot be held responsible for a participant's lost, stolen or damaged belongings.**
13. Participants are required to wear appropriate clothing while attending a Business Week program. Shoes and shirts are required in all dining halls and buildings. Shorts and summer attire are acceptable. Dress that constitutes a safety hazard or that disrupts the optimum learning environment is prohibited. Clothing or jewelry that displays illegal/immoral actions or items including, but not limited to, alcohol, drugs, gangs, or violence cannot be worn at any time on campus.
14. At all times during Business Week, participants are expected to act responsibly, respectfully, and professionally. Participants shall not use profanity or act in an inappropriate, unethical, or mischievous manner. Respect must be shown to others at all times.
15. Business Week maintains an environment where harassment of any kind is not acceptable. No staff, volunteer or participant shall harass another staff member, volunteer or participant on the basis of race, color, creed, religion, gender, age, national origin, citizenship, veteran or marital status, sexual orientation, the presence of any sensory, physical, or mental handicaps or any other legally protected status.
16. Any participant who feels they have been placed in an uncomfortable position by another participant, Business Week staff member, volunteer, university staff member or any other person while attending a Business Week program, should report immediately to the Business Week Executive Director or the staff person in charge in the event the Executive Director is unavailable. If a participant is not comfortable reporting to the Executive Director about the concerns, he/she may report to another Business Week staff member. Prompt attention will be given to any concerns or issues brought forward.
17. If for any reason a participant should decide to leave the program after he/she has registered, the participant must obtain permission from his/her parent or guardian and sign an early release form in the Business Week office and report the information to Business Week staff before leaving campus.
18. **VIOLATIONS OF CODE OF CONDUCT:**
  - a. A participant that is found in violation of the Code of Conduct by the Business Week Administration may be dismissed from the program. Serious misconduct will be reported to the participant's parent or guardian and/or other authorities. Under these circumstances, the participant's parent or guardian and Campus Security will be immediately notified and the participant's parent or guardian must make arrangements to pick up the participant at their expense.
  - b. Participants found in violation of the Code of Conduct by the Business Week Administration are responsible for any costs resulting from and associated with his/her Code violation.
19. Any participant that is found by Business Week Administration to be involved with another participant directly violating this Code of Conduct may also be subject to disciplinary action, including dismissal from the program.

**Signatures below indicate acknowledgement and agreement to follow the above Code of Conduct in its entirety.**

Print Participant Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_