



CODE OF CONDUCT

Due to the number of people involved in South Carolina Business Week programs and for your safety, it is important that everyone know what rules we will live by for the week. You and your parents/guardians must review this Code of Conduct form and acknowledge your understanding on the Application Supplement Form. If you have any questions, please contact the **BUSINESS WEEK** office at 800-799-4601.

1. **Alcohol, non-prescription drugs or weapons** will not be permitted at any **BUSINESS WEEK** program. Students may bring over the counter medication or prescriptions with a valid prescription.
2. Females are not allowed in the male dormitory and males are not allowed in the female dormitory.
3. Rooms and roommates are assigned at registration. You must remain in your assigned rooms- **NO MOVING**.
4. You must stay on campus from the time you register to the time you checkout. A map with the boundaries outlined will be given to you at registration.
5. Students are not to be in **ANY** automobiles during their time at any **BUSINESS WEEK** program. If you bring a vehicle to the campus, you must turn your car keys in at registration. You will be instructed by staff where to park your vehicle for the week. You will **NOT** have access to your car until you are ready to leave on Friday. If you need to enter your car, you must take a **BUSINESS WEEK** staff member with you.
6. **If for any reason you should decide to leave the program after you have registered, you must obtain permission from your parent/guardian and sign an early release form in the BUSINESS WEEK office and report your status to your Company Advisor BEFORE leaving campus.**
7. Curfew regulations shall be interpreted to mean that each student shall be **in her/his room** at the time stated in program materials or by the **BUSINESS WEEK** Director. You know how long it takes you to get ready for bed, please plan accordingly.
8. You must be present and prompt at all meetings, lectures, and functions. There will be a first-aid room in the **BUSINESS WEEK** office if you need to be excused from the program due to illness or injury.
9. For your own safety and the safe keeping of your personal belongings, be sure to lock your dorm room anytime you leave, even if you are still in the building. Neither **BUSINESS WEEK** nor the university will be responsible for your belongings.
10. Do not hang out of or throw objects from your room windows. This could result in serious injury or death. (Campus Security will notify **BUSINESS WEEK** staff should an incident occur).
11. State law prohibits minors from possessing tobacco products and smoking on university property (see **SMOKING** on next page).

(continued)

12. Cell Phones, CD and MP3 players are allowed at **BUSINESS WEEK**, but do not bring them to 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 student. ***Business Week cannot be held responsible for lost or stolen items.***
13. Students 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 alcohol, drugs, gangs, or violence is not to be worn on campus.
14. During any **BUSINESS WEEK** program, you are expected to act like responsible adults; this includes no profanity or mischievous behavior on campus at any time. Respect must be shown to others at all times.
15. Anyone being in the willful companionship of another person violating this Code of Conduct will also be subject to disciplinary action.
16. **BUSINESS WEEK** maintains an environment where harassment of any kind is not acceptable. No staff, volunteer or program participant shall harass another staff member, volunteer or program 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.
17. Any student who feels they have been placed in an uncomfortable position by any other 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 Director is unavailable. If it is inappropriate to speak to the Executive Director about your concerns, they may be addressed to another **BUSINESS WEEK** staff member. Prompt attention will be given to any issues brought forward.
18. **SMOKING** - It is the policy of **BUSINESS WEEK** not to allow smoking or possession of tobacco products by any participant under the age of eighteen during the program session. Any student found in possession of tobacco products will be sent home.
19. **CONSEQUENCES OF VIOLATION OF CODE OF CONDUCT** - Any violation of this Code of Conduct may be considered cause for the **BUSINESS WEEK** Administration to require violators to withdraw from the program. Serious misconduct will be reported to your parents/guardians, principal and/or other authorities. Under these circumstances, **PARENTS/GUARDIANS** and Campus Security will be notified (any time day or night) and you will be sent home at your own expense. It is your **PARENTS/ GUARDIANS** responsibility to make arrangements to pick you up.



RULES

All South Carolina Business Week and University of South Carolina rules will be enforced. Business Week reserves the right to expel any participant from the program violating the rules. Business Week and University of South Carolina strictly prohibit the following:

1. The possession or use of alcoholic beverages on or in College property;
2. The use of tobacco products in the dormitories;
3. The unlawful possession and/or use of drugs not prescribed by a physician;
4. Tampering with fire alarms, extinguishers, or other fire safety equipment; If acts of this nature occur, the College may impose a fine of up to \$500.00;
5. Disorderly conduct that unnecessarily infringes upon the rights, privacy, or health and safety of others or is dangerous to property;
6. Firearms, weapons, ammunitions, fireworks, open flames, explosives, or highly flammable materials on or in College property;
7. Entry into the College fountain located on campus;
8. Bicycles, animals, skateboards, etc., in any part of the residence halls;
9. Any form of cooking appliance;
10. Moving furniture or appliances (including microfridges) in any of the rooms or lobbies;
11. Tampering with electrical or mechanical fixtures in the rooms;
12. Placement of antennas for radios, stereos, etc., out the window;
13. Removal of or addition of furniture to any rooms without approval from the Office of Residence Life;
14. Attaching any object to doors, walls, or windows by nail, screw, or tape;
15. Use of glitter, glue, paint pens, spray paint, or graffiti;
16. Altering the premises in any manner whatsoever without the prior permission of the Office of Residence Life;
17. Tampering with or removal of windows or window screens from any part of the buildings;
18. Removal of lounge and common area furniture to individual rooms; and
19. Unlocking or propping open of doors that are to be continually locked at specific time periods.
20. Use of cellular phones during Business Week programs and activities. However, cell phones **may** be used during student's free times and at night after program events have ended.

The following rules will also be strictly enforced:

1. Females are not allowed in male dormitories, and males are not allowed in female dormitories.
2. Students are expected to stay on campus from the time they register until they return their room keys at checkout.
3. Students who bring their cars must turn in their car keys at registration and may not use their car until they have turned in their room keys at checkout.
4. If, for any reason, a student must leave Business Week before checkout on Friday, the student and his or her parent/guardian must contact, Cynthia Bennett, Business Week Director of Student Safety, Health & Security, well in advance of departure.
5. Students must be present at ALL Business Week activities/events unless excused by the Business Week staff.
6. Students are not allowed in the Business Week Office except for emergencies and medical problems.
7. The Business Week Director must be notified of any infraction of the rules.
8. All dorm exit doors will be locked at 11:45 pm nightly.