

Policy:	MKCL's KLiC Internship: Code of Conduct for ALC and Intern
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1. Objective

The primary objective of this **Code of Conduct** is to establish a structured and ethical framework that governs the interaction between **Authorized Learning Centers (ALCs)** and **Interns**. The **KLiC Internship** enables interns to gain practical work experience while ensuring that **ALCs** benefit from a structured and responsible workforce.

This Code of Conduct aims to:

- **Define clear expectations** regarding professional behavior, ethics, and accountability for both **ALCs and Interns**.
- Maintain a **safe, inclusive, and productive** work environment.
- Ensure **mutual respect and cooperation** between **ALC representatives and Interns**.
- Provide guidance on **professional responsibilities** to help interns develop necessary skills for future employment.
- Establish a **disciplinary framework** for addressing deviations from professional conduct.

2. General Principles

All **ALCs and Interns** must adhere to ethical guidelines, professional standards, and applicable internship policies:

- Conduct themselves with **honesty, integrity, and professionalism**.
- Promote a **respectful, harassment-free, and inclusive** work environment.
- Abide by all **regulations, organizational policies, and guidelines**.
- Maintain a **positive and proactive** attitude toward work and professional development.

3. Responsibilities of Interns

Interns must adhere to the following detailed guidelines to ensure a successful learning experience:

A. Professional Behavior

1. **Punctuality & Attendance:** Interns must adhere to assigned work schedules, report on time, and notify the **ALC** in advance in case of absence.
2. **Respect for Authority:** Interns must comply with instructions from **ALC supervisors** and mentors and maintain a **cooperative attitude**.

3. **Workplace Decorum:** Interns must maintain a **professional attitude**, respect colleagues, and contribute positively to the **workplace environment**.
4. **Personal Presentation:** Interns should wear **appropriate and professional attire** as per the **ALC's dress code** or workplace culture.
5. **Communication Skills:** Interns must communicate **clearly, politely, and professionally** with peers, **ALC staff**, and clients.

B. Work Ethics and Confidentiality

1. **Commitment to Assigned Tasks:** Interns should complete assigned work **on time and with sincerity**, ensuring **quality and attention to detail**.
2. **Confidentiality:** Interns must not disclose any **business-related information**, including **customer/student data, organizational strategies, or proprietary content**, without proper authorization.
3. **Proper Use of Resources:** Interns must use **company assets**, including **office equipment, software, and the internet**, only for **authorized work purposes**.
4. **Ethical Conduct:** Interns must maintain **honest work ethics** by avoiding **plagiarism, falsification of records, or misrepresentation** of any data.

C. Compliance and Prohibited Conduct

1. **Avoid Conflict of Interest:** Interns should not engage in any **external activities** that conflict with their **internship responsibilities**.
2. **Prohibited Behavior:** Interns must refrain from any form of **harassment, discrimination, bullying, or disrespectful behavior**.
3. **Digital Responsibility:** Interns should adhere to **IT security policies**, avoiding **unauthorized software downloads, social media misuse, or data breaches**.
4. **Legal Compliance:** Any **unethical or illegal activity**, such as **bribery, financial misconduct, or data manipulation**, is strictly prohibited.

4. Responsibilities of ALCs

ALCs must provide a **structured, positive, and educational environment** for Interns. Their responsibilities include:

A. Professional Conduct & Mentorship

1. **Structured Learning Opportunities:** ALCs must define **clear roles and responsibilities** for interns, ensuring they gain **relevant industry exposure**.
2. **Support & Guidance:** ALC supervisors must **mentor and guide interns**, helping them improve their **practical knowledge and professional skills**.
3. **Respect & Fair Treatment:** Interns must be treated with **dignity, respect, and fairness**, ensuring **equal learning opportunities**.

4. **Workplace Integration:** ALCs should encourage interns to participate in **workplace discussions, team meetings, and training sessions.**

B. Compliance and Workplace Ethics

1. **Adherence to Policies:** ALCs must comply with all **regulations governing internships**, ensuring a legally sound engagement.
2. **Zero-Tolerance for Harassment:** ALCs must ensure that the **work environment** is free from **discrimination, harassment, and exploitation.**
3. **Workload Management:** Interns should not be **overburdened**; work assigned should be **educational and relevant** to their **learning objectives.**
4. **Confidentiality Protection:** ALCs must **protect intern data** and ensure **ethical handling of sensitive information.**

C. Reporting and Feedback Mechanism

1. **Regular Feedback:** ALCs must provide **timely performance evaluations** and **constructive feedback** to interns.
2. **Conflict Resolution:** Any issues regarding **misconduct, conflict, or grievances** must be addressed **promptly** by the **ALC.**
3. **Certification & Acknowledgment:** ALCs should issue a **completion certificate** upon **successful completion** of the internship.

5. Disciplinary Actions

Disciplinary actions ensure **compliance** with this **Code of Conduct**. Any violations may lead to:

1. **Verbal or written warnings** for **minor infractions.**
2. **Suspension from internship activities** for **serious misconduct.**
3. **Termination of internship** in cases of **repeated or severe violations.**
4. **Review of ALC's participation** in hosting **future interns** if **violations are from their end.**

6. Summary Dismissal for Severe Misconduct

Immediate **dismissal** from the **internship** or **ALC** may occur in cases of:

- **Intentional damage** to **ALC property or assets.**
- **Fraudulent activities, bribery, or corruption.**
- **Harassment, assault, or discrimination** against any individual.
- **Gross negligence** leading to **significant disruptions or security breaches.**
- **Persistent insubordination** or **refusal to comply** with **ALC guidelines.**