

## **UNC Kenan-Flagler Undergraduate Business STUDENT CODE OF CONDUCT – INTRODUCTION**

UNC Kenan-Flagler has a reputation for academic excellence, a world-renowned faculty and a global focus. As one of the top undergraduate programs in the nation, UNC Kenan-Flagler holds its students to a high standard. We invite you today to become part of the UNC Kenan-Flagler community.

Undergraduate business students at UNC Kenan-Flagler contribute to a community of professional students who work together and respect one another. We have a community that goes beyond academic learning, one that promotes professionalism and responsibility both in and out of the classroom. We believe that the best way to develop these skills is to take an active role in our education. This document was developed by your fellow students as an extension of our core values and as part of our commitment to preserve and enhance the most important aspects of the School's culture.

Undergraduate business students at UNC Kenan-Flagler have agreed that our core values can best be represented by these actions.

We will take it upon ourselves to hold each other accountable to the standards outlined and to offer constructive and positive feedback where appropriate.

— Created By Undergraduate Business Student Association February 2009

### **EXHIBITING HONOR AND INTEGRITY**

- Following the University's honor code for all assignments
- Abiding by the honor code both in and out of the classroom
- Holding your fellow classmates to the same honorable standards

#### SHOWING RESPECT FOR FACULTY, RECRUITERS AND ADMINISTRATORS

- Being on time and prepared for classes, interviews and recruiting events
- Being respectful of the McColl Building and all Business School facilities
- Displaying professionalism and courtesy to others
- Silencing all electronic devices during classes, recruiting events and lectures
- Using technology services appropriately, and limiting laptop usage in class

### **SUPPORTING YOUR FELLOW CLASSMATES**

- Allowing open communication and equal opportunity in the classroom
- Supporting community events
- Participating in all group assignments with a respectful commitment to the task at hand

#### **HELPING BUILD A BETTER COMMUNITY**

- Being open to feedback and opportunities to grow
- Serving as ambassadors for the School in the classroom and in social settings
- Engaging faculty and administration in productive ways such as focus groups and/or task forces



# **UNC Kenan-Flagler Undergraduate Business STUDENT CODE OF CONDUCT – RECRUITING**

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specifically allowed by the employer.

	that the mission of <b>Undergraduate Business Career Services</b> ("UBCS"), working in conjunction with
•	areer Services ("UCS"), is to:
<ul> <li>Help search</li> </ul>	prepare students with essential skills, resources, and guidance to conduct successful internship and job ches;
<ul> <li>Crea</li> </ul>	te opportunities for students and employers to develop mutually beneficial relationships; and
	municate and enforce appropriate recruiting policies in order to maintain a professional and sustainable uiting environment for the benefit of both students and employers.
As a condition	on for using UBCS and UCS resources, I agree to uphold a professional relationship with all UBCS and UCS
staff, UNC al	umni, and employer representatives. I understand that members of the UBCS / UCS team are objective
career advis	ors and advocates in partnership with the students who choose to work with them.
employer re	responsibility for researching and preparing for all interactions with UBCS and UCS staff, UNC alumni, and presentatives (including any scheduled meetings, phone conversations, networking events, information mpany visits, applications, and interviews).
	that if I violate any of the Student Code of Conduct - Recruiting provisions contained herein, I may be
-	onsequences including, but not limited to:
	porary or permanent suspension of Careerolina access and / or on-campus recruiting privileges;
	oval of my resume from any UNC Kenan-Flagler resume books;
	fication and apology to the UBCS / UCS staff, deans, fellow students, and affected employers;
	ial projects to help repair damage or improve policies for the future; and / or rral to the UNC Honor System
Honesty and Ac	curacy of Information
	t with honesty and integrity throughout the recruiting process. I understand that any misrepresentations
	y academic performance, experience or qualifications to UBCS / UCS or an employer, whether verbally or ten communications (including my resume or cover letter) is a serious violation of the recruiting policies.
Attendance at E	mployer Events
I accept ful	Il responsibility for registering for a recruiting event (company presentations, office hours, and other
corporate ev	vents) by the stated deadline (usually two full business days prior to the event).
I agree to a	rrive on time for all recruiting events, sign in before these events begin, and stay for the duration of the
	an emergency arises, I will email $\underline{ubhelpdesk@kenan-flagler.unc.edu} \ prior \ to \ the \ start \ of \ the \ event. \ If \ the \ event \ of \ o$
	ing coordinated directly by employer, I will email the employer contact AND <u>ubhelpdesk@kenan</u>
<u>flagler.unc.e</u>	du prior to the start of the event.
Lundorstand	that recruiters will be actively monitoring RSVPs for events. My reputation as a candidate and the school's
	nay suffer as a result of my decision not to attend a recruiting event for which I have registered / RSVP'd.

I agree to turn off all mobile devices during company presentations and employer-led events, unless these devices are



Application and Interview Management
I accept full responsibility for researching and focusing my career management activities to ensure I apply to positions for which I have a genuine interest.
I agree to treat all faculty members with professional courtesy by scheduling employer interviews outside of class hour whenever possible, and by communicating with professors in advance, and as soon as possible, regarding the potential of missing class to attend an interview.
I agree that by accepting an interview with an employer, I will honor that commitment and adequately prepare for and attend the scheduled interview.
I understand that once I accept an on-campus interview invitation, I can decline via Careerolina without penalty up untimidnight two business days prior to the interview (the "Cancellation Window"). After the Cancellation Window has closed, I can only decline an on-campus interview if I personally call UCS at 919-962-6507 and:  (1.) I have a true emergency; or  (2.) I have ACCEPTED (not just received) a job/internship offer.
I understand that if I violate this cancellation policy, my access to Careerolina will be revoked until UBCS / UCS determines an appropriate resolution.
Responding to Employment (Full-Time or Internship) Offers
I understand it is my responsibility to ensure I have the necessary information needed to make an informed decision about any entity that extends to me an offer for either an internship or employment.
I understand that I am not obligated to accept an offer for an internship or employment. If I am unsure of how to proceed or need any assistance in the decision-making process, I am encouraged to contact UBCS / UCS before making any decisions.
<ul> <li>I understand that employment / internship offers may be extended from an employer at any time, but UBCS / UCS advises employers utilizing on-campus recruiting to abide by these dates regarding the student decision deadline:</li> <li>Full-time Offers for Summer Interns: Students should be given until September 1<sup>st</sup> or three weeks from offer date, whichever is longer, to accept / decline offers.</li> <li>Full-time and Internship Offers from Fall and Spring On-campus Recruiting: Students should be given a minimum of three weeks from offer date to accept / decline offers.</li> </ul>
<ul> <li>I understand that UBCS and UCS encourage me to engage in a conversation with employers to:</li> <li>Inform them of this offer deadline guidance; and</li> <li>Discuss the employer's flexibility with regard to offer decision timing.</li> </ul>
Accepting Employment Offers
<ul> <li>I understand that upon accepting an employment offer, I must:</li> <li>Report this offer and acceptance formally via the UBCS / UCS survey platform;</li> <li>Withdraw any pending applications and cancel any scheduled interviews; and</li> <li>Honor this acceptance as final and cease all current internship or job search activities.</li> </ul>

do not interrupt my original commitment of an accepted offer.

If I wish to pursue additional short-term projects outside of my accepted position, I will do so only if the new projects



Reversing Acceptance of an Employment Offer (Reneging)
I understand the definition of a renege: I accepted an employment / internship offer, verbally or in writing, then changed my mind (for any reason) and subsequently declined the offer. I understand that a renege is a serious recruiting violation and is inconsistent with UNC Kenan-Flagler's Core Values and the recruiting policies.
I understand that reneging on an accepted internship or employment offer may result in the imposition of serious sanctions, including those listed in the Professional Standards portion of this document. I also understand that UBCS / UCS wants to help me thoroughly evaluate my offer and the circumstances surrounding my decision to renege. If I involve UBCS / UCS upfront in my decision to renege, the severity of these consequences may be reduced.
Privacy & Confidentiality
I agree to allow UBCS / UCS to provide my resume and cover letter and any information contained therein to recruiting firms upon request for the purpose of assisting me with my internship or employment search.
I understand that UBCS and / or UCS may release my <b>non-financial employment information</b> , including but not limited to company name, position title, location, industry, and function for the purpose of assisting students with their internship or employment search. UBCS and / or UCS may release student compensation data in an anonymous fashion (e.g., averages). UBCS / UCS do not release individual student compensation data.
I understand that UBCS and UCS will not release any information to potential employers regarding my academic performance. However, I am free to self-report information regarding my academic performance (including classes and grades) to employers or to request an official transcript via the Registrar's Office.
By agreeing to the Student Code of Conduct - Recruiting, I hereby acknowledge that I have read and understand each component of the policies and agree to uphold each of the policies or be subject to the consequences outlined herein. A copy of this document shall have the same force and effect as the original.
Student Name (Print)
Student Signature
PID (only required if physical hardcopy is signed)
Date

The Undergraduate Business Career Services office and University Career Services are committed to complying with the Principles of Professional Conduct for Career Services Professionals outlined by the National Association of Colleges and Employers (NACE) and UNC Kenan-Flagler's Core Values.

Consistent with NACE guidelines, neither the UBCS office nor UCS gives preferential treatment to individual students in the job search process. This means that neither UBCS nor UCS endorse candidates based on subjective criteria. The UBCS office and UCS can filter candidates by objective criteria ONLY.

Similarly, neither the UBCS office nor UCS will advocate for a specific employer, but rather will provide unbiased information to aid the student in making an informed decision.