



## INTERN'S CODE OF PROFESSIONAL CONDUCT

As an Applied Corporate Management student of De La Salle University, I am required to take three 12-week internship trainings with industry partners of the University. I have thus read and understood the terms of my internship as covered in the ACM Internship Kit (ACM-S004) uploaded in the batch yahooogroup, dlsu\_acm\_ uploaded on .

Further, I acknowledge that I carry the name of the ACM program as well as the University whenever I go for internship. Thus, I promise to conduct myself in a professional and ethical manner so that partner companies continue to trust and support the ACM internship program.

During my internship, I will endeavor to do the following:

1. Maintain confidentiality of work-related projects and personnel;
2. Familiarize myself with, and adhere to, relevant organizational arrangements, policies, procedures, and functions;
3. Consistently use office time for productive purposes;
4. Follow through my commitments;
5. Keep a positive attitude;
6. Be fair, considerate, honest, trustworthy and cooperative when dealing with company stakeholders;
7. Dress appropriately for the work setting;
8. Report to work on time;
9. Accept constructive criticism and continuously strive to improve performance;
10. Speak in a non-abrasive, non-confrontational manner;
11. Exercise prudence in my personal behavior and statements, and avoid exposing any person in the workplace to ridicule or contempt;
12. Seek to enhance my professional effectiveness by improving skills and acquiring new knowledge;
13. Conduct personal business outside work hours; and
14. Refuse to perform unethical tasks and report such requests from partner companies to my faculty adviser.
15. Report any form of physical, verbal, emotional, and/or sexual abuse to my faculty adviser.

ID Number

Student Name



De La Salle University  
Ramon V. del Rosario College of Business  
*Management and Organization Department*

ACM-F004

Signature/Date Signed