



WELCOME TO THE SACRAMENTO WORKS JOB CENTERS (SWJC)

The Sacramento Works Job Centers want to assist you in finding the best job possible with your skills and experiences. The safety of all customers and staff is top priority. Please read and understand your responsibilities when using the Sacramento Works services.

Job Seeker's Code of Conduct

As a Job Center customer and job seeker, I **agree** to the following policies and procedures:

- Treat Job Center staff and fellow customers with respect by speaking quietly and not disturbing others.
- Conduct myself and my behavior in a professional, courteous and respectful manner.
- Silence cell phones and take all calls outside.
- Dress in a manner appropriate for business office work environments.
- Use all Job/Training Center equipment for job search and educational purposes only.
- Use approved data devices at the Job Center and allow staff to scan devices for viruses.
- No downloading of software, tampering with, nor changing settings onto Job Center computers.
- No food or drink in the resource room and computer lab.
- Use workplace appropriate language and refrain from profanity.
- If unable to find childcare, supervise my child(ren) and not allow them to disturb others.
- Be open to guidance and instructions offered by the Job Center staff.
- Fully complete all planned training and/or job search activities.
- Inform Job Center staff of address and/or telephone number changes. Update changes in www.caljobs.ca.gov
- Notify Job Center staff when unable to attend training and/or planned activity.
- Upon obtaining employment, provide placement information to the Job Center staff.
- Any violation of the Code of Conduct may result in being asked to leave the Job Center.

Preparing people for success in school, work, and life.