

VIRGINIA CAREER WORKS- HAMPTON ROADS REGION

CENTER RULES OF CONDUCT

PURPOSE

Virginia Career Works (VCW) Centers in the Hampton Roads Region are established by the Hampton Roads Workforce Development Board (HRWDB) to provide valuable workforce resources and assistance for individuals seeking employment and/or career/educational guidance. In order to provide for a safe, welcoming and positive environment for customers, partners and staff while in the VCW Centers, the following rules of conduct are in place and must be followed.

RESOURCE ROOMS

The VCW Centers operate Resource Rooms which are open during normal business hours to provide access to computer banks, telephones, postage, Internet, fax machine, printer and paper products for customers, at no cost. These resources are limited, and it is the responsibility of VCW Center staff to make sure that such are ONLY used for customer job-search and other workforce or educational related activities. Use of these resources for purely personal reasons, is not allowed. In addition, computers may not be used for non-workforce related social networking, randomly “Surfing the Net”, personal shopping, viewing pornographic material and/or other inappropriate material. VCW Center staff reserves the right to determine what constitutes “other inappropriate material”.

BEHAVIOR THAT IS NOT ALLOWED

- Shouting, cursing or using obscene and/or offensive language.
- Aggressive physical gestures such as slamming equipment or throwing an item; destructive or disruptive actions; and/or, any other inappropriate behavior.
- Actual violence, threatening violence or harassing behavior towards anyone in the VCW Center.
- Being under the influence of alcohol or drugs.
- Having and/or brandishing firearms or other weapons while in the VCW Center.
- Inappropriate dress.
- Eating or drinking at the computer banks or telephone stations in the Resource Room. Customers attending a workshop may have a beverage in a container with a lid, provided it is allowed by the workshop leader.
- Cell phone use in the VCW Center. Customers are to exit the facility for calls.

PERSONAL BELONGINGS

- All personal belongings must be kept in the customer’s possession at all times and not ever left unattended. VCW-Hampton Roads Region is not responsible for lost or stolen items.

THANK YOU YOUR COOPERATION AND WE LOOK FORWARD TO ASSISTING YOU WITH YOUR WORKFORCE GOALS.

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