



## **CODE OF ETHICS AND PROFESSIONAL CONDUCT**

The Code of Ethics and Professional Conduct is designed to provide a standard of moral behavior by which program participants are expected to govern themselves on and off the job. Ethical behavior is often difficult to define. Perhaps the best recommendation for testing propriety of any action is to ask oneself: "If this particular activity were to be known to the general public, would I still engage in it? Or, would doing so bring dishonor upon myself, my family and the outstanding reputation of this program and the Country Club/Workaway International Program?"

### **Regarding the Laws enacted by the State of Florida and/or the United States of America:**

Participants are obligated to comply with all applicable Federal, State and Local laws and/or regulations. While it is not practical to list all laws to which individuals are subject, the following violations shall provide examples:

Underage consumption of alcohol; trespassing on private property; theft of or damage to public property (i.e.- stealing traffic signs, breaking windows, graffiti); theft of private property (i.e.-jewelry, money, valuables); falsifying information provided to government agencies (i.e.- Immigration & Naturalization, Internal Revenue Services, Social Security Administration.)

### **Regarding the Rules and Regulations enacted by the Country Club/Workaway International:**

Participants are obligated to comply with and uphold all policies and procedures of the Country Club/Workaway International. While it is not practical to list all policies and procedures to which individuals are subject, the following violations shall provide example: Damage to property (crashing a golf cart, carelessly breaking equipment); theft or damage of property (unauthorized consumption of food, unauthorized telephone calls/internet use, outright stealing of food, liquor, china, silver etc).

### **Regarding the Rules and Regulations enacted by the Work Exchange Program:**

Participants are obligated to comply with and uphold all policies and procedures of the Work Exchange Program. Because of the shared living quarters and transportation, participant's personal lives are also subject to the Code. Penalties may include a recommendation of monetary fines and/or possible expulsion of the program. The final decision will be at the discretion of the Country Club/Workaway International. While it is not practical to list all of the policies and procedures to which individuals are subject, the following violations shall provide example: Damage to personal property (damage to flat-mate's belongings, or communal apartment property); theft of personal belongings (money, ATM cards, valuables or miscellaneous items), lying, "snooping", borrowing items without the owner's permission or engaging in dishonest or untrustworthy behavior in general.

This Code is not the exclusive source of the Country Club/Workaway International standards or policies and should be regarded as an addition to all other Country Club/Workaway International rules and regulations. Nor is this Code entirely inclusive-no one statement can satisfactorily cover all questionable situations and circumstances. Nevertheless, certain criteria are helpful in determining the propriety of a particular activity. Most individuals have a keen awareness of "right" and "wrong" and possess enough common sense to act accordingly.

I have read, understand and agree to abide by the Code of Ethics and Professional Conduct.

Applicant Last Name: \_\_\_\_\_

Applicant First Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / 2017