



TASKEYLENS T.I.O.S. 2021

Code of Conduct

For many this internship program will be your first opportunity to come to Poland. It may also be your first ever work experience to be working for an international organization in a professional work set-up with very little understanding of what to expect and how it really works? You may feel apprehensive and might not be well prepared to face few unanswered questions at this time due to a lot of preconceived notions inundated in your mind. We completely understand this state of conundrum of being unprepared as to how you should approach an internship program, its etiquette and what is expected of you as an intern.

We would like to provide you with few tips and some more information on how to make your stay in Poland more comfortable and successful throughout Taskeylens T.I.O.S. 2021.

As a Student

- Your university's code of conduct will continue to be binding in nature upon you throughout your stay in Poland. This means you are expected to perform and act according to the standards set by your home university including all rules, regulations as set by your home university from time to time as per its mission statement.
- There is a constant need to maintain the utmost level of professionalism throughout your internship. This includes understanding, abiding, and following certain confidential agreements at work place and wherever such instructions are shared and expected to be maintained at all times.

At Work

- Get adapted to your work culture from day one. Become familiarized with daily operations of your job responsibilities from the beginning. This will help you to learn and adapt to your work style which is unique. Discover your level self-confidence when a certain task is delegated, find ways to make your job interesting, develop the habit of asking relevant questions by creating the opportunity to explore, make optimum utilization of time and to complete the given tasks by interacting with people and learning newer things. This includes familiarization with work-related events, organized gatherings and work standards and procedures. Properly scheduling your vacation days (in case your company grants you any) and notifying your employer

promptly when absence from work is required (i.e. sick days, vacation and personal requirements).

As a Foreigner

- Laws regarding alcohol are much different in Poland and for many; this will be your first experience in an environment with more relaxed customs regarding it. While you are here in Poland, this means making responsible decisions and maintaining a high level of professionalism.
- The use of drugs is absolutely forbidden. Drug use in any form will not be condoned nor permitted. You will immediately be reported to your company and university for disciplinary action, and you may face the consequences of local authorities.
- Above all else, recognize the fact that you are not only a visitor in a foreign nation, but you are also an ambassador for your own country. In addition, you are an ambassador for your company and university. Throughout your stay in Poland your conduct should remain professional and respectful of local customs and the organizations which you are representing.

Any action you take that negatively affects you, other interns or your employer will not be condoned. Your actions here are definitive of your university and your country. We want you to create a positive, lasting impact that will give companies the desire to host future interns.

Maintaining your professionalism

Professionalism is key throughout your stay here in Poland. Again, we want you to enjoy your time, see new places, experience new things and above all have a wonderful summer, but the highest priority of every intern throughout the summer is learning and understanding the next phase of career-oriented maturity.

Dress Code

- Learn the proper dress code of your company.

Being on-time

- Be prompt to work and prepared for what will often be eight to nine hour work days.

Fulfill your commitments

- Follow through with plans and commitments to your bosses and co-workers. If you commit to an event or meeting and do not attend this will reflect poorly upon you.

Communication is the key

- Communication is the biggest key to your success. Communicate when you have a problem with a task. Communicate your plans and commitments. Listen to your co-workers. Be respectful. Ask questions. Give your co-workers and the people around you the benefit of the doubt; this is important for both communication and respect.

Be open for feedbacks

- Accept feedback and constructive criticism from the people around you. Never forget you are here to learn new ways of thinking, so you cannot always count on previously conceived ideas to guide you. Learning new ideas is one of the most important guiding principles of this internship.

Maintain balance between work and personal life

- A big issue facing all college students and interns is learning the balance of work activity and personal related activity. It is important that while being in the workplace you keep personal internet usage to a minimum i.e. Facebook, Twitter, personal e-mail, blogging etc. Cell phones and personal calls should also be kept to a minimum, unless in case of emergency. Learning this sort of balance will do wonders to help your growth throughout your time in Poland.

Make T.I.O.S. memorable in Poland.

If you follow and respect the suggestions presented, your summer in Poland will truly be one of the most rewarding experiences of your life. You will learn about others and more about working in foreign situations, which will often prove to be very different than expected. You will learn and develop a standard for professionalism which will guide you later in your life. And most of all, you will learn about yourself.

This internship program and your summer spent here in Poland will give you the chance to open doors you never thought existed. Your efforts will take you very far in life once you have developed an international perspective, especially through presenting yourself as a proper ambassador and a worldly citizen.

I agree to the above stated TASKEYLENS T.I.OS. Code of Conduct and will make every effort to abide by it.

Full Name (type or print clearly) _____

Date _____

Signature _____

Limitation of Liability

TASKEYLENS T.I.O.S. will in no event be liable for any lost profits, lost savings or incidental, indirect, special or consequential damages arising out of incidents relating to bodily injury, personal injury, illness, death, loss or damage to tangible property, unlawful or illegal acts, extraordinary circumstances (strike or weather conditions), the inability to receive a work permit in Poland, as well as for flights that are being missed or have been booked prior to receiving the necessary documents for a legal stay in Poland.