

National Aeronautics and Space Administration Office of STEM Engagement Internship Program

Code of Conduct

A professional Code of Conduct is a set of rules that guides behavior. We are committed to providing a safe, friendly, and welcoming environment at NASA. By participating in an Office of STEM Engagement (OSTEM) internship, you agree to abide by this Code of Conduct, based upon the ethical principles of respect, responsibility, honesty, integrity, professionalism, and trust. As an intern in this professional setting, you should aspire to conduct yourself with respect for others, exhibit the highest ethical standards, and embrace personal integrity. Additional information on NASA's mission and values can be found [here](#).

Examples of behavior that will not be tolerated include:

- Failure to comply with the Code of Conduct or NASA policies.
- Failure to abide by NASA's ethical conduct rules.
- Failure to abide by the rules or directives at your NASA Center.
- Unsatisfactory or unsafe behavior reported by a mentor.
- Absenteeism or chronic tardiness.
- Inappropriate use of government equipment.
- Bullying, regardless of whether it occurs at an on-site or off-site location.

Please review each statement below. Any questions or concerns regarding the Code of Conduct should be immediately communicated to the Internships Specialist.

Work Hours and Schedule

I acknowledge that a record of my attendance at either the agency virtual orientation or Center orientation must be verified before I receive my first stipend payment.

I will work at my designated location, under supervision, during my agreed-upon work hours. I will not be in the office unsupervised outside of my agreed-upon work hours.

I will participate in regular work meetings and required internship meetings.

I will create and maintain a consistent work schedule during the duration of my internship. This schedule will be documented in my NASA Internship Project Plan and will be approved by my mentor.

I will complete all required deliverables, including the NASA Internship Project Plan and onboarding forms.

I will communicate any tardiness to mandatory meetings (>5 minutes) to my mentor. Repeated tardiness will be noted and communicated to the internship team.

I will communicate any personal or sick leave needs to my mentor and my Internship Specialist. I will complete the total number of contact hours within my internship dates as agreed upon in my offer letter. I will make up any hours missed due to illness or other absences causing unexpected loss of hours as deemed necessary by the mentor to complete my project objectives.

Safety

I will complete all required safety training within the first two weeks of my internship.

I will wear protective clothing, eyewear, shoes, and other protective gear when required. I will follow all safety protocols and signage.

If an accident or injury occurs, I will immediately notify my mentor and my Internship Specialist.

If an accident or injury occurs, I will complete any necessary incident forms or safety follow-ups per the safety officer's request. I will fully cooperate with safety officials throughout the incident reporting period. Copies of any necessary incident forms will be provided to my mentor and the Internship Specialist.

If I am personally involved in an incident of harassment or bullying or witness an incident of harassment or bullying, I will immediately notify the [NASA Center Anti-Harassment Coordinator](#) (CAHC) or the Internship Program Specialist. For additional information regarding the [Agency's Policy on Anti-Harassment](#) refer to NPR 3713.3A.

NASA is committed to providing a safe environment for all its interns free from discrimination or harassment on any ground. NASA Internships abides by a zero-tolerance policy for any form of harassment in the workplace, treats all incidents seriously, and promptly investigate all allegations of harassment. Any person found to have harassed another will face disciplinary action, up to and including dismissal from their internship.

Use of NASA Equipment and Social Media Practices

I understand that if I am assigned a computer workstation, all equipment, materials, and supplies assigned to me are my responsibility and will remain in my possession during the duration of my internship.

I will not abuse my privileges by using my work computer for games, social media, or accessing non-work-related websites (e.g., personal email, Netflix, Spotify). I understand that visiting inappropriate websites or posting inappropriate content to websites could be cause for immediate termination of my internship.

If NASA equipment experiences any malfunction or system failure, I will contact the [Enterprise Help Desk](#) and my mentor immediately.

I understand that posting unapproved NASA content online could be cause for immediate termination of my internship.

I will return all NASA property, including my badge and laptop, at the end of my internship and honor the non-disclosure agreement. I understand that not promptly returning NASA equipment puts me at risk of withholding federal property, which may entail significant consequences including, but not limited to, a federal investigation.

I will always wear my NASA badge while on-site and will not recreate a badge or use another individual's badge to enter Controlled Access Areas (CAA).

I will represent NASA in the highest regard and ensure that my actions do not reflect poorly on NASA.

I understand that intern laptops must not leave the United States or its approved associated territories of Puerto Rico and the U.S. Virgin Islands. Under no circumstances should NASA equipment be transported internationally. In the event of non-compliance, NASA IT Security will immediately disable the device and an investigation may be initiated.

Corrective Action Plan

I acknowledge that reporting and providing a valid reason for any absence is required. Failure to appear for work meetings or neglect of internship responsibilities may be subject to disciplinary action, up to and including termination from the internship program.

I understand that my internship may be suspended or terminated if any of the following occur: (1) above Code of Conduct is broken; (2) have three or more unexcused absences; (3) have repeated tardiness or absences reported by mentor; or (4) repetitively unreachable or unresponsive during designated working hours.