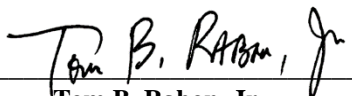
	<b>NCWorks Commission</b>
	<b>Commission Policy Statement Number: CPS 06-2021</b>
	<b>Date: May 13, 2021</b>
	<b>Subject: Guidelines for North Carolina NCWorks Career Center Code of Conduct Violations</b>
	<b>From:</b>  <hr style="width: 20%; margin: auto;"/> <b>Tom B. Rabon, Jr.</b> <b>Chair, NCWorks Commission</b>

**Purpose:** To provide Local Area Workforce Development Boards (WDBs) with guidance and procedures for NCWorks Career Center staff to follow regarding customer behaviors that violate the NCWorks Career Center Code of Conduct and for the suspension and banishment of customers from NCWorks Career Centers and to rescind PS 02-2019.

**Background:** It is the intent of the Division of Workforce Solutions (DWS) and the NCWorks Commission to provide a safe environment for customers seeking services and staff in the NCWorks Career Centers. DWS previously distributed the Code of Conduct for display in all NCWorks Career Centers. This policy and its attachments provide guidance, procedures, and templates related to violations of the NCWorks Career Center Code of Conduct.

U.S. Department of Labor has mandated that DWS develop a statewide complaint and inquiry intake system, as well as an appeals process for jobseekers who have been banished or suspended, employers who have been denied access to [www.ncworks.gov](http://www.ncworks.gov), as well as Migrant and Seasonal Farm Workers (MSFW) and employers affiliated with the MSFW program. This policy provides a statewide system for issues associated with customer conduct at NCWorks Career Centers. Separate policies have been established for managing customer complaints/appeals and the MSFW program. Any questions, complaints, or appeal inquiries made by MSFW should be routed to the DWS Monitor Advocate [DWS\\_StateMonitorAdvocate@ncommerce.com](mailto:DWS_StateMonitorAdvocate@ncommerce.com) per Commission Policy Statement Migrant and Seasonal Farm Worker (MSFW) Complaint System and Appeal Policy Procedures. All other customer complaints, questions, or concerns should be routed through the DWS Ombudsman who can be reached at [DWSML\\_CustomerOmbudsman@ncommerce.com](mailto:DWSML_CustomerOmbudsman@ncommerce.com) or 919-814-0302.

**Action:** Effective immediately, Local Area WDBs should ensure that NCWorks Career Center staff display NCWorks Career Center Code of Conduct signs in a location where the signs are visible to all customers in NCWorks Career Centers across the state. Code of Conduct signage cannot be altered or modified unless prior written approval has been granted by DWS. Local Area WDBs should ensure that NCWorks Career Center staff enforce the Code of Conduct when violations are committed.

Local Area WDBs should ensure that all NCWorks Career Center staff shall receive formal training on the NCSafe system and sign a notification of completion and that all NCWorks Career Center staff utilize the NCSafe protocols in [www.ncworks.gov](http://www.ncworks.gov). The NCSafe alert allows NCWorks Career Center staff the ability to designate a jobseeker as banished or suspended in [www.ncworks.gov](http://www.ncworks.gov). This notification flags the jobseeker's profile in [www.ncworks.gov](http://www.ncworks.gov) to alert other staff of the status.

When appropriate, the Local Area WDB and Career Center management are encouraged to involve local law enforcement.

Local Area WDBs shall abide by procedures and standards set forth in these guidelines and procedures. Please refer to the Guide to Managing Code of Conduct Violations for additional policy and procedure information.

**Effective Date:** Immediately

**Expiration:** Indefinite

**Contact:** DWS Ombudsman

**Attachments:**

- A. Guide to Managing NCWorks Career Center Code of Conduct Violations
- B. NCWorks Career Center Code of Conduct Poster
- C. Template for Suspension or Banishment Letter
- D. Template for Concurrence Letter