



# NCWorks Career Center

## CODE OF CONDUCT

## Welcome to our NCWorks Career Center!

In order to maintain a safe and supportive environment, there are behaviors which are prohibited while you are transacting business at the Center.

Please do not:

- Possess weapons (any type)
- Use or possess illegal drugs or alcohol
- Use abusive language
- Communicate verbal or physical threats
- Harass others
- Damage property
- Smoke or use tobacco products (including e-cigarettes)
- Use computers or Wi-Fi for non-job-related activities
- Wear inappropriate or offensive attire
- Drink or eat in undesignated areas
- Bring pets into the facility (does not include certified service animals)
- Operate cell phones in undesignated areas
- Enter restricted areas unaccompanied

Additionally, please ensure children or other dependents are not left unattended.

*If you have questions about or are in need of attire that is typically worn in the field or industry you plan to work in, please ask an NCWorks center staff member about resources that may be available to you.*

**For further information, please email or call:  
CustomerOmbudsman@ncworks.gov (984) 236-4254**