

Name _____
(Please Print)

UNIFORM POLICIES
GOVERNING THE CONDUCT OF LEGISLATIVE INTERNS

Interns should recognize and appreciate that their conduct and deportment reflect not only on themselves but also on the General Assembly and the institutions from which they have been selected, and that while serving as interns they are serving in the public gaze. Therefore, the following policies are adopted and applied to all students serving the General Assembly in the capacity of an intern:

1. All interns are required to attend the pre-session orientation seminars sponsored by the Office of Legislative Administration.
2. Interns are required to keep regular state business hours (M-F, 8:00-4:30) during the term of their appointments. As legislative employees, interns are further advised that there may be occasions when they will need to work overtime to complete their work assignments so they should plan to adjust their schedules accordingly.
3. Lunch Schedule: Interns are allowed one hour for lunch to be scheduled between 11:00 am and 1:00 pm and to be coordinated with the office staff.
4. Interns should follow a dress code of standard office dress including for female employees a professional dress, skirt and blouse, suit, dress slacks, or other professional ensemble. In the case of male employees, a suit of dress trousers and jacket, together with appropriate accessories.
5. Interns should report for work every day. If extreme circumstances necessitate an intern's absence or tardiness, the intern should advise their assigned office, as well as the Program Administrator, before 8 a.m.
6. Interns should keep any information that they acquire in the strictest confidence, and should be advised to ask about any information before relating it to anyone.
7. Interns shall not attend receptions or other functions held for the General Assembly unless specifically invited by the host and such invitation meets all provisions of Chapter 1 of Public Acts, 2006, Section 3-6-304. All invitations must come from the host via the office of the Program Administrator and be certified in compliance with the law. Host to intern invitations may be considered to be a breach of uniform policies. **Interns understand that the legal age in Tennessee for the consumption of alcoholic beverages is twenty-one (21) years of age.**
8. During the term of the internship, interns are banned from participating actively in partisan political activities during state business hours.
9. All interns should avoid any conduct or activities that would cause embarrassment or which might ethically, legally, or morally compromise them, their sponsoring institution, or the General Assembly.

10. Interns should remember to behave in a courteous manner with any person they may come in contact with in performing their duties. Interns should keep in mind that others might well regard them as representatives of the legislators.
11. Interns are not permitted or authorized to solicit or accept contributions or donations from legislators, lobbyists, or permanent staff for any purpose. This is a violation of the Ethics Laws of this State.
12. Interns are not permitted to lobby for or against legislation during the term of the internship.
13. Interns should use office equipment for legislative business only. Use of telephones, fax machines, copiers, or any other office equipment, for personal or political business is strictly prohibited.
14. (a) Interns should recognize that most legislators have only one or two staff members and that interns are expected to share routine office work (filing, photocopying, answering the telephone, running errands, posting notices, etc.) with the staff to expedite the work of a legislator, a committee, or a legislative office.
- (b) Interns should also recognize that the limited size of the total legislative staff requires that all employees be expected to demonstrate initiative and cooperation with each other to meet the demands of a given legislative office. Interns, therefore, are encouraged to assist other interns and staff **IF** their schedules and workload permit.
15. Interns should park in the authorized, non-reserved state parking lots only. At no time are interns allowed to park in the Legislative Plaza Parking Garage.
16. Interns will be furnished identification badges, which they will be expected to wear **at all times** they are at work for the General Assembly.
- 17. Any intern found to have violated the policies outlined above shall be subject to disciplinary action appropriate for the offense to be administered by the Intern Program Administrator, which could result in dismissal from the program.**

Acknowledgment

I, _____, have read the attached Uniform Policies
(please print)

Governing the Conduct of Legislative Interns, understand their applicability to me, and agree to abide by them.

Signed

Date