



REPUBLIC OF THE MARSHALL ISLANDS  
**MARSHALL ISLANDS MARINE RESOURCES AUTHORITY**  
PO BOX 860 MAJURO, MARSHALL ISLANDS 96960

## **Intern Code of Conduct**

### **The Intern will:**

1. Observe appropriate dress codes when engaged in MIMRA related activities. If available, the intern will wear MIMRA gear to be provided by MIMRA whenever carrying out his or her activities to make them recognizable in his or her place of assignment.
2. Execute his or her duties faithfully and diligently and carry out reasonable instructions from supervisors, program officers, coordinators etc.
3. Act as a role model for other young people through his or her actions on and off the job.
4. Behave in a professional manner whenever carrying out MIMRA related activities (e.g meetings with local partners, presentations and activities with local communities, communicating to fellow interns or intern program officers, coordinator etc.).
5. Refrain from any action that may create discord or disharmony among local partners and or community members.
6. Not engage in other employment during MIMRA related activities
7. Not engage in any activities that are contrary to the interests of the MIMRA.
8. Promote a clean and healthy environment through greater awareness of the environment and respecting the rights of others.
9. Respect the work ethics and expectations of the MIMRA.
10. Neither solicit or accept a direct or indirect gift or payment of any kind from any person or organization in exchange for services or materials from MIMRA.
11. Avoid all conflicts of interest situations involving MIMRA.
12. Not abuse any property (i.e. laptop computer) or entrust the same to any for private or illegal use.
13. Keep all information regarding protocol or operations received in the course of his or her work confidential and according to MIMRA policies.

## Disciplinary Process

An intern in violation of any of the MIMRA policies and procedures will be subject to a warning suspension or dismissal, as set out herein.

*The following general disciplinary actions will normally apply except in the case of a major offense:*

- 1) First violation will be a verbal warning, the date of which shall be noted in the intern's file, together with as much details on the case as possible, and copied to the intern.
- 2) A second violation will result in a written warning, again, detailing as much as possible the nature of the violation and what will happen if any more violations occur.
- 3) A third offense will mean a suspension without pay for 1 week with a warning that any more violations will mean complete termination of the internship.

*The following are considered major offenses and violations of which are liable to immediate termination of employment:*

- I. Not heeding the warnings for possible termination as set out above.
- II. False declaration and/or representation in the documents provided during the recruitment process.
- III. Disclosure of confidential information without proper authorization.
- IV. Theft, willful damage, sabotage or destruction of MIMRA property.
- V. Giving or accepting a bribe.
- VI. Fighting, screaming, or shouting—as in anger—at other interns, employees or at superiors.
- VII. Proven guilty of financial irregularities (e.g. altering log book or claiming more hours than actually worked)
- VIII. Sexual harassment or assault.
- IX. Repeated acts against instructions from a supervisor, intern program officers or coordinators.
- X. Repeated absence without authorized leave or reasonable excuses.
- XI. Disorderly conduct due to drugs or alcohol during work hours, at the MIMRA office or local partner offices or at any MIMRA-sponsored event.
- XII. Have been found guilty in a court of law for any felony charges.