

EMPLOYER ETHICS POLICY
OFFICIAL POLICY

Ethical treatment of College of Charleston employees hired utilizing the services offered by the Career Center

The College of Charleston Career Center offers facilities and services to employers seeking to hire, as well as the opportunity, once approved, to post full-time, part-time and internship positions that are in line with the Career Center's [Policies & Guidelines](#). In order to be approved to use our facilities and services or continue as an employer partner with the Career Center at the College of Charleston, it is important that all employers utilizing these services will interact with students, alumni, and Career Center staff in a professional and ethical manner. Any organization hiring and employing College of Charleston students or alumni must also adhere to the policy and standards listed below, or the partnership with the Career Center will be suspended or revoked, permanently.

The Career Center and the College of Charleston expect all employers to adhere to the following ethical guidelines:

- 1.0 All employers, positions, and contacts will be suspended from utilizing Career Center services if:**
- I. Employers have been judged by a court of law in the United States to be engaged in illegal activities
 - II. Employers who misrepresent their organization by providing dishonest information or omitting critical information
 - III. Recruitment activities through student organizations or academic departments are not in accordance with the policies of the Career Center
 - IV. An employer does not adhere to the position description submitted to the Career Center or adhere to internship learning agreements
 - V. The employee has not been paid the agreed pay or earned amount
 - VI. The employee has been harassed verbally, emotionally or sexually. This includes name calling, bullying, libel, or slander. All employers must follow the College of Charleston's [Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse Policy](#).
 - VII. Employer supplied inaccurate information on their organization and employment opportunities. Employing organizations are responsible for information supplied and commitments made by their representatives. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate or employee that is fair and equitable
 - VIII. The host employer, or any member of the employing organization threatens any College of Charleston student, alumni, faculty, or staff member including the Career Center staff
 - IX. The organization does not maintain [equal employment opportunity](#) (EEO) compliance and follow affirmative action principles
 - X. The Career Center requires all employers to maintain a safe work environment, conducive to learning, and follow the [OSH law](#); employers have a responsibility to provide a safe workplace

In addition, the Career Center and the College of Charleston expects all employers who recruit on campus or post on [Cougar JobLink](#) to subscribe to the principles of professional conduct from the Career Center governing organization, the [National Association of Colleges and Employers](#). Any mistreatment of students or staff by email, text, phone or in-person harassment, resulting in complaints or issues, will ultimately be presented to the College of Charleston attorney, Human Resources Office, or the Office of Public Safety.

Once posting or campus recruiting privileges have been suspended for any individual or employer, there will be up to a 3 month period for an internal panel information gathering process and the individual or employer will then be notified of the outcome of the internal decision by phone and email. Ultimately, the Executive Director of the Career Center maintains the right to suspend or revoke any job posting or revoke any employer from using any Career Center services, at any time, for any reason.

We appreciate working with you and thank you for listing your job opportunities with the Career Center.