

Supporting Employment Transitions Employment Resource Centre Resource Room Policies

By registering and receiving a SET Access Card number you are agreeing to abide by the following policies:

Policy 1 – Privacy

The Resource Room is a public space and the decision is yours whether or not to discuss your resume, cover letter or job search within the hearing of others. If you require more privacy, you are welcome to make an appointment with an Employment Consultant.

Policy 2 – Computer Use

Computers and Internet access are for job search purposes only, such as resume development, research training options, career assessments and completing job applications on-line. Self Employment and research for investment opportunities are not permitted. The Resource Room staff will monitor activity to ensure that the resources are being used only for job search activity, i.e. resume, cover letter, job search and career decision making. You will be asked to leave if the resources are used for personal or business purposes.

Policy 3 – Internet Access and Use

No inappropriate material may be viewed. This includes and is not limited to pornography or violence of any nature where the rights of others are in violation. Downloading of data, programs or images is not permitted. SET reserves the right to monitor individual internet use.

Policy 4 – Email, Messaging and Social Contact Websites and Services

Persons using the SET computers may access Email to contact employers, training providers, or to send or retrieve copies of employment search documents such as resumes or cover letters. They may not use it for personal email. The SET computers may not be used for: Instant Messaging such as IRC or MSN messaging; chat rooms; dating services; or social contact websites and services such as Face Book or Adult Friend Finder.

Policy 5 – Use of Cell Phones

Employment related calls are permitted if they are not disruptive to other clients.

Policy 6 – Copier and Printer

The photocopier and printer are for employment related documents only. **A maximum of 10 copies** of resumes and cover letters may be made per day.

Policy 7 – Workshop Privileges

If a person has requested a workshop but is not able to attend, they are expected to call our front desk at 250-714-0085 to cancel or to reschedule. If a person does not attend 3 or more requested workshops without cancelling or rescheduling, they may be restricted to the waiting list for future workshops.

Policy 8 – Use of Print Materials

Newspapers, magazines and books are for use in the Resource Centre only.

Policy 9 – Phone Use

Phone use is for legitimate employment related calls only and may be limited in time or frequency during busy times.

Policy 10 – Consideration and Respect for Others

All persons using the Resource Center must be treated with respect. Raised voices, swearing, verbal hostility or physical harassment will not be tolerated.

Policy 11 – Dress Code

Appropriate clothing, including shirts and shoes are required for use of the Resource Centre.

Policy 12 – Drug and Alcohol

Use of drugs and alcohol are not permitted on site. If you have been using drugs or alcohol prior to arrival, please return on a day when you are ready for active job search.

Policy 13 – Hygiene and Scented Products

In consideration of others, no scented products are permitted. Personal grooming must be appropriate for job search.

Any misuse, depending on the nature and severity, may result in a warning, further conditions imposed on use, or prohibition on any further use.

‘Building Futures Together’