

Name \_\_\_\_\_  
(Please Print)

**UNIFORM POLICIES**  
**GOVERNING THE CONDUCT OF LEGISLATIVE INTERNS**

Interns should recognize and appreciate that their conduct and department 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 sponsored by the Legislative Internship Program Director.
2. Interns are required to keep regular state business hours (Monday – Friday, 08:00 – 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. Interns are allowed one hour for lunch and should 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 another professional ensemble. In the case of male employees, suit or dress trousers and jacket, together with appropriate accessories (tie).
5. Interns should report for work every day and work a full day regardless of whether the member or staff is in the office or not. If extreme circumstances necessitate an intern's absence or tardiness, **the intern should advise their assigned office, as well as the legislative internship program director before 8:00 a.m.**
6. Interns should keep any information that they acquire in the strictest confidence, and should be advised to ask the staff in their assigned office about any information before relating it to anyone. What goes on in the assigned office should remain in the office. **Do not repeat or share information with other interns, staff, or anyone else outside of the assigned office.**
7. Interns **SHALL NOT** attend receptions or other functions held for the General Assembly after hours or outside of the Cordell Hull building. **NO EXCEPTIONS.**
8. During the term of the internship, interns are prohibited from actively participating in partisan political activities during work hours. Interns are also prohibited from advocating for or against legislation that is pending in the General Assembly if it is outside the scope of the intern's assigned duties. Interns should refrain from posting items on social media that may have the effect of creating a disruption in the workplace or cause the appearance that you are no longer impartial in the performance of your duties. Bearing in mind, interns are representatives of the legislature, their respective university or college, and the internship program.

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. **INTERNS UNDERSTAND THAT THE LEGAL AGE IN TENNESSEE FOR THE CONSUMPTION OF ALCOHOLIC BEVERAGES IS TWENTY-ONE (21) YEARS OF AGE.**
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 they reflect the Tennessee General Assembly and the Legislative Internship Program.
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 in Tennessee.
12. Interns are not permitted to lobby for or against legislation during the term of their 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. 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 full-time staff, if necessary, to expedite the work of a legislator, a committee, or a legislative office.
15. Interns should also recognize that the limited size of the legislative staff requires that all legislative employees be expected to demonstrate initiative and cooperation with each other to meet the demands of a given legislative office.
16. Interns are advised that parking spaces are critical during the legislative session and strict compliance with all parking regulations is required of all legislative interns.
17. Interns are reminded that rules of the House and Senate Chambers prohibit legislative employees, **including interns**, from entering the chambers during floor sessions without prior authorization from the Chief Clerk.
18. Interns will be furnished identification badges, which they will be expected to wear **at all times** while they are at work for the General Assembly.
19. Due to the nature, demands, and duration of the legislative internship program, no intern assigned to any office within the House of Representatives or the Senate shall seek any Federal, State, County, Municipal, or political party executive committee office. Any action contrary to this policy shall result in dismissal of the intern from the legislative internship program.
20. **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 Legislative Internship Program Director, which could result in dismissal from the program.**

**Acknowledgment**

I, \_\_\_\_\_, have read the above Uniform Policies Governing the Conduct Of Legislative Interns, understand their applicability to me, and agree to abide by them.

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Signed

Date