



MassHire Downtown Boston Career Center Membership Agreement

1. Eligibility and Enrollment

To access Career Center services, individuals must register as members.

- **Eligibility:** Membership is open to all Massachusetts residents, individuals laid off from Massachusetts employers, and individuals in the process of relocating to Massachusetts or actively looking for work in Massachusetts.
- **Registration:** Members must complete a 2-step registration process to obtain a job seeker ID number that is used to access career center services.
- **Fees:** Membership is free for eligible persons, and all career center services are free unless otherwise specified.

2. Member Rights and Services

Career Center Members are entitled to:

- Participate in workshops, webinars, and hiring events.
- Attend one-on-one or small group coaching sessions (subject to availability).
- Use on-site technology (computers, printers, etc.) for job search purposes.

3. Code of Conduct

To maintain a safe and productive environment at MassHire Downtown Boston, members must agree to adhere to the following:

- **Professionalism:** Treat staff, volunteers, and other members with courtesy and respect always.
- **Non-Discrimination:** Harassment or discrimination based on race, gender, disability, age, or any other protected status is unlawful and will not be tolerated.
- **Use of Resources:** Computers and internet access are to be used strictly for job search activities, resume building, and career research.

4. Attendance and Cancellation Policy

To ensure all members have access to resources at MassHire Downtown Boston, the following rules apply:

- **Punctuality:** Members arriving more than 10 minutes late for an appointment (virtual or on-site) may be asked to reschedule.
- **Cancellations and Reschedules:** Please provide at least 48 hours' notice if you are unable to attend a scheduled appointment.
- **No-Show Policy:** Repeated "no-shows" may result in temporary suspension of access to one-on-one services.

5. Privacy and Confidentiality

- **Data Protection:** The Career Center collects personal information solely for the purpose of providing services and reporting to funders. Your data will not be shared with third parties without explicit consent.
- **Mutual Respect:** Members must respect the privacy of others they might encounter during group sessions or in common areas.

6. Termination of Membership

The Career Center reserves the right to suspend or terminate membership if:

- The Membership Policies or Code of Conduct are violated.
- Career Center property is intentionally damaged or misused.
- The member provides fraudulent information during the registration process.