

In order to provide fair and equitable services to our students and employers, the Jefferson College Workforce and Employment Services Office and its clients adhere to the following policies:

Employers must subscribe to:

- [The National Association of Colleges and Employer \(NACE\) Principles for Professional Practice.](#)
- [The Department of Labor laws and regulations.](#)
- [The Equal Employment Opportunity Commission \(EEOC\) recruitment and employment guidelines and laws.](#)

Workforce and Employment Services reserves the right to refuse service to employers for factors such as the following:

- Misrepresentation by dishonesty or lack of information
- Fraud
- Complaints by students
- Harassment of Jefferson College students, alumni, faculty, or staff
- Breach of confidentiality
- Requiring, at the time of application, personal information such as bank and social security numbers
- Positions not likely of interest to college students or alumni
- An excessive outlay of personal funding required to obtain the position
- Failure to adhere to Workforce and Employment Services' policies and/or any violation of Jefferson College's rules and regulations, and local, state, or federal laws.