MO BROOKS for US Senate

Code of Conduct and Team Expectations

Campaign Interns and Volunteer Staff

**Campaign Values**

We appreciate your passion and commitment to our campaign. All campaign staff,

surrogates, interns, and volunteers are expected demonstrate the campaign values of

respect, integrity, and compassion.

**Code of Conduct**

As a member of the Mo Brooks team, you are expected to:

● Publicly conduct yourself in a way that reflects the campaign values of

respect, integrity and compassion for others.

● To regularly communicate with your campaign supervisor and take

accountability for all projects assigned to you.

● Refrain from making any disparaging remarks towards any candidate for

office or public official, or any staff members of a candidate or public official.

● To exercise caution in your use of social media and to remember that

everything you place online could be interpreted to reflect on Mo Brooks.

● Treat all team members professionally and to address any interpersonal

conflicts by notifying your campaign supervisor appropriately.

● Be proactive, assertive, self-directed, and reliable

**Sexual Harassment**

● The Campaign maintains a zero tolerance policy towards sexual harassment

**Scope of Internship / Volunteer Engagement**

● Interns and Volunteer staff, unless otherwise agreed to in writing,

acknowledge that no employer-employee relationship is created by this

agreement.

● Any proposal for the attainment of course credit as a part of this internship

agreement must be submitted and approved by your campaign supervisor.

● The Campaign team prohibits the disparagement of any other candidate, for

governor, or public office.

● Campaign interns, unless otherwise directed to in writing, are not authorized

to speak to any voter on behalf of Mo Brooks or on behalf of the campaign.

● Campaign interns are not authorized to respond to any press or media

inquiry. Any and all media inquiries should be directed to our Communications

Director.

**Expectations**

You are expected to:

● Attend all relevant political events in your home county or any other nearby

events;

● Commit to a minimum of 10 hours campaign work per week and account for

any and all activities to your supervisor on a weekly basis;

● Support social media efforts by retweeting, sharing, posting, and otherwise

aiding in the distribution of Mo Brooks campaign materials;

● Assist in creating contact sheets;

● Assisting grassroots efforts to boost events, as part of the Mo Brooks

statewide tour;

● Assist in in the creation of voter contact sheets;

● Call potential attendees, provided by campaign, to attend events, assigned by

staff;

● Actively seek potential new volunteers or interns and refer such to your

supervisor;

● Work in your respective region to build an infrastructure for grassroots

outreach, to assist staff.

● Update call logs and responses

**Scheduling and Administrative Responsibilities**

● Interns are asked to maintain availability and share any potential scheduling

conflicts 4 weeks in advance. We ask that all members of the campaign team

plan to be flexible and to limit conflicts as campaign needs are constant and

ever-changing.

● Interns will receive regular instructions weekly, including long-term projects and

assignments for weeks further out.

● Interns will be responsible for passing along questions, which they cannot

answer directly or accurately, in order to make sure we get the best, and most

accurate answer to anyone asking questions.

Joshua as the point of contact. [joshua@mobrooks.com](mailto:joshua@mobrooks.com)