

Program Staff Code of Conduct and Standards of Behavior
Activities and Programs with Minor Participants

This Program Code of Conduct and Standards of Behavior is an agreement accepted by employees/volunteers including faculty, staff and students who work in an activity or program with minor participants. This document must be signed and collected by the “Program Director” (University employee in charge of and responsible for the Program) prior to the Program beginning. The primary purpose of these standards is to promote the safety and wellbeing of all activity/program participants. Employees/volunteers are expected to function within these standards.

I will:

- Comply with Ohio University Policy 03.004: Sexual Misconduct, Relationship Violence, and Stalking (<https://www.ohio.edu/policy/03-004.html>), including the requirement to report sexual misconduct to the Office of Equity and Civil Rights Compliance.
- Complete the EduRisk trainings prior to the start of the Program and to provide certificates to the Program Director who will use and track on the Staff/Volunteer Tracking Form.
- If I have access to confidential information of a Participant, use it only for Program administration and have an obligation not to disclose that information to others outside the Program unless necessary for health, safety, or legal necessity.
- Accept supervision and support from professional staff while involved in the activity/program.
- Accept the responsibility to professionally represent the activity/program and Ohio University.
- Conduct myself in a courteous and respectful manner, exhibit good sportsmanship and be a positive role model for minors.
- Respect, adhere to and enforce the Minors on Campus rules, policies and guidelines established by the activity or program and the university.
- Refrain from engaging in any criminal conduct. Staff shall not abuse children in any way including verbal or mental abuse, bully, humiliate, degrade, threaten, speak inappropriately, shame, withhold kindness, be cruel, etc. Any form of abuse will not be tolerated and may be cause for immediate removal from the Program and disciplinary action from the University.
- Comply with all applicable civil rights laws and policies, including and not limited to Ohio University equal opportunity and nondiscrimination policies.
- Perform duties in a responsible and timely manner as outlined in the position description.
- Report any child abuse or neglect in accordance with university policy.
- Self-disclose felony or misdemeanor convictions that occur within three days of pleading guilty or being convicted.
 - If I have been background checked and have had a break of service for less than 12 months, I will disclose any convictions that occurred during the break within three business days of commencement of participation in activities and programs with minors. If the break in service is longer than 12 months, I must be background checked again.
- Not intentionally or purposefully place myself in a situation where I am alone with a minor unless authorized by the dean/vice president (or designee). Approved one-on-one interactions may only take place in open, well-illuminated spaces or rooms observable by other adults from the activity or program. If the dean/vice president (or designee) determines that meeting in this manner is not practicable and approves other arrangements, an exemption request form must be submitted following the exemption process outlined in the policy.

- Not, under any circumstances, physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the activity/program, such as food or shelter, to participants.
- Endeavor to provide a safe and healthy experience for all participants.
- Report red-flag behaviors to the activity or program administrator of the activity or program with minors that I am working or volunteering in. If I am an activity or program administrator, I will review red flag behaviors and work with those working and volunteering in my activity or program to correct these behaviors.
- If I'm volunteering, complete the Volunteer Agreement and Release which can be found here: <https://www.ohio.edu/hr/additional-resources/risk-management-and-insurance/minors-campus> prior to the Program beginning.
- Be a good example to the Participants and other Staff and therefore will not:
 1. use, possess, discuss, or be under the influence of alcohol or illegal drugs;
 2. use, possess, or discuss smoking or tobacco products in the presence of the Participants;
 3. possess any type of weapon or explosive device;
 4. use University computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships with Participants;
 5. use profanity, tell inappropriate jokes, or share intimate details of one's personal life in the presence of Participants;
 6. use a platform to harm minors in any way;
 7. date Program Participants; and
 8. initiate contact with or accept supervisory responsibility for Participants outside approved University activities. Staff may not be alone with Participants they meet in University Programs outside the University. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.

Serving as a Staff member for the Program is contingent upon compliance with this Code of Conduct. The University in its sole discretion may suspend or terminate Staff's participation in and access to the Program for any violation. Violations may also be reported to the appropriate University offices for disciplinary purposes in accordance with University policies and procedures and the Faculty Handbook.

I have read and understand the standards of behavior outlined above. I understand and agree that any act or omission on my part that contradicts any portion of these standards may be grounds for immediate suspension and/or termination of my employee/volunteer status with Ohio University.

Employee/volunteer printed name

Employee/volunteer signature Date