

UNIVERSITY OF WEST GEORGIA
Office of Compliance and Risk Management



STAFF/VOLUNTEER CODE OF CONDUCT

The University of West Georgia is dedicated to ensuring the safety and welfare of minors. Authorized staff and volunteers are expected to serve as positive role models, treating others respectfully and courteously. They are required to adhere to all University policies, University System policies, and state and federal laws.

As an authorized staff or volunteer working in programs with minors, I hereby agree as follows:

Initial beside each item number below

- _____ 1. I will maintain appropriate physical boundaries at all times.
- _____ 2. I will immediately report any reasonable suspicion or knowledge of abuse of a minor to University Police and the Program Director.
- _____ 3. I will not touch or speak to a minor in a sexual or other inappropriate manner.
- _____ 4. If one-on-one interaction is required, it will occur in a location that other volunteers or program staff observe.
- _____ 5. I will not meet with minors outside of established program locations or times.
- _____ 6. I will not invite minors to my home or other private locations or accept their invitation for the same.
- _____ 7. I will not make sexual comments, tell sexual jokes, or allow minors to access sexually explicit materials.
- _____ 8. I will not engage or allow minors to engage me in romantic or sexual conversations.
- _____ 9. I will not engage in private communications with minors, including communications via text messaging, email, phone, internet chat, online games, or social media.
- _____ 10. I will not accept or give gifts to minors without the knowledge of their parents or guardians.
- _____ 11. I will not inflict any physical or emotional abuse on minors, including, but not limited to, striking, humiliating, or degrading minors.
- _____ 12. I will not use, possess, or be under the influence of alcohol or illegal drugs at any time while working with minors.
- _____ 13. I will not provide or knowingly allow minors to possess or consume alcohol, tobacco, or illegal drugs.
- _____ 14. I will not use profanity or inappropriate language in the presence of minors at any time.
- _____ 15. I will not provide transportation to minors unless doing so is an acknowledged component of the program. When transporting minors, I will not be alone in the vehicle with the minor.

By signing, I acknowledge that I have read and comprehended this Code of Conduct. My signature also affirms my commitment to adhere to the guidelines outlined in this Code of Conduct. Any failure to comply with this Code of Conduct may lead to sanctions, including, but not limited to, termination and/or criminal prosecution.

Print name

Date

Signature

Name of Sponsoring Department