

## Adult Code of Conduct

The University of Georgia Extension establishes the following code of conduct for adults. These general behavioral expectations apply to any adult, including faculty, staff, and volunteers working or volunteering in a capacity that includes children under the age of eighteen and/or youth program participants.

Adults are expected to:

- Work cooperatively with youth, families, University of Georgia faculty, staff, volunteers, community members and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.
- Represent the University of Georgia College of Agricultural and Environmental Sciences' Cooperative Extension programs with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Respect, adhere, and enforce the 4-H Code of Conduct as well as other rules, policies and guidelines established by UGA Extension and event coordinators including state laws and regulations.
- Respect the privacy of all individuals in situations such as toileting, showering and changing clothes. When it is necessary to supervise minors, at least two leaders should be present and only to the extent that the health and/or safety requires.
- Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Always avoid touching areas that are normally covered by swimsuits. When hugging is appropriate, hug from the side over the shoulders, not from the front.
- Recognize that physical punishment is not an appropriate form of discipline and will not be allowed. Physical punishment includes physical actions that may not be expected of an individual during the program and are assigned to a young person as a consequence for misbehavior.
- Recognize that verbal abuse, physical abuse, or committing criminal acts may be grounds for termination. Abusive behavior towards youth or other adults, including failure to provide adequate health and safety measures, inadequate care or supervision, emotional mistreatment of members, or verbal or physical abuse will not be tolerated.
- Under Georgia law, report any mistreatment of youth to the proper authorities. All staff are considered mandatory reporters for purposes of the Policy and must report incidents involving sexual or physical abuse or neglect of a minor immediately to the Program/Activity Administrator, the UGA Police Department, AND the Georgia Department of Family and Children Services (DFCS).
- Comply with equal opportunity and anti-discrimination laws and policies. The University prohibits harassment of or discrimination and offers its educational programs, assistance, and materials to all people without regard to age, color, disability, genetic information, national origin, race, religion, sex, or veteran status, and is an Equal Opportunity Institution.
- Treat animals humanely and encourage youth and adults to provide appropriate and ethical care.
- Strive for a minimum of two adults at any activity involving youth. Adults, in most cases, should not be left alone with a single child unless the adult is the parent/guardian of that child.
- To be housed in overnight settings in separate sleeping areas from children when possible. When this is not possible, parent/guardians should be furnished with a letter explaining the situation and informing the parent/guardian that his/her child will be housed with an adult in the same room.
- Substance Use Prohibited – Do not use, possess or be under the influence of alcohol, illegal drugs, or any prescription medication that impairs your ability to perform your duties during the Program/Activity.
  - Do not condone others' use of alcohol or illegal drugs during the Program/Activity.
  - Smoking and tobacco use is prohibited at all Extension 4-H events.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner.
- Accept responsibility to promote, conduct, and support 4-H to develop an effective local, county, district and state program.
- Recognize the following behaviors are inappropriate and will not be tolerated in the presence of youth during Extension youth activities or events:
  - consumption of alcohol, illegal drugs, and controlled substances
  - promotion of religious or political preferences
  - theft, pilfering, or fraud
  - use of tobacco products and e-cigarettes
  - sexual advances or activities involving youth
  - willful damaging of property
  - permitting passengers to ride in motor vehicles without seatbelts
  - permitting youth or adults to ride in the back of trucks
  - behaviors that are illegal under law