

**ALASKA 4-H VOLUNTEER SERVICE
COOPERATIVE EXTENSION SERVICE, UNIVERSITY OF ALASKA - FAIRBANKS
CODE OF CONDUCT/ RESPONSIBILITIES AND RIGHTS**

The following guidelines are to assist 4-H volunteers in promoting positive youth development by understanding what behavior is expected while performing within the course and scope of a 4-H volunteer. The personal behavior of each participant is important to the success of all 4-H events; individual behavior must reflect a healthy respect for self and others in use of language and action. Group behavior shall include safe and appropriate use of public space in a manner respectful of all individuals, including participants and sponsoring organizations or entities. 4-H volunteers are considered representatives of the University of Alaska-Fairbanks and subject to UAF policies.

CODE OF CONDUCT

- ❖ Adhere to rules of safety.
- ❖ Adhere to program rules, curfews, dress codes, policies, and rules of the facility being used. It is the responsibility of all program participants to redirect others when necessary to enforce the rules.
- ❖ Demonstrate personal conduct that is courteous and respectful towards others, using appropriate language, exhibiting good sportsmanship, and providing positive role modeling. Positions or offices held in the 4-H organization, or any perceived status is not grounds for behavior outside of established guidelines.
- ❖ Accept personal and group responsibility for behavior including any financial damage.
- ❖ Abstain from illegal behaviors, possession of weapons, possession or use of alcohol, illegal or illicit drugs, and tobacco products during 4-H events and activities.
- ❖ Abstain from sexual behavior that includes sexual harassment, sexual contact, or excessive public displays of affection.
- ❖ Abstain from child neglect and abuse (visual, physical, verbal, emotional) and harassment.
- ❖ Abstain from criminal conduct.
- ❖ Reinforce the Code of Conduct with dignity and intervene when necessary.

RESPONSIBILITIES

- ❖ Fully participate in scheduled activities. This includes being on time, completing all tasks, remaining on-site during the course of the event, and cleaning up.
- ❖ Respect and safeguard the individual rights, competencies, safety, and property of program participants.
- ❖ Adhere to and help enforce the program policies and procedures referred to in the 4-H policy handbooks.
- ❖ Possess a valid driver's license, carry proof of automobile liability insurance, and ensure all passengers use seat belts; side trips beyond the scope of the activity are prohibited. 4-H members will be driven by parents, officially enrolled leaders or extension agents. In cases of extenuating circumstances, parents may designate another adult (at least 21 years of age) to drive provided the extension office is notified at least 24 hours PRIOR to the event or activity.
- ❖ Prohibit discrimination in policies, procedures, or practices on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, ancestry, marital status, age, sexual orientation, citizenship, or status as a Vietnam veteran.
- ❖ Provide receipts for any money collected in the name of 4-H.

CONSEQUENCES FOR INFRACTIONS

Infractions of the Code of Conduct/Responsibilities and Rights must be reported by anyone observing them to the 4-H Youth Development Agent. Consequences include:

- ❖ Discussion of inappropriate actions with the volunteer and clarification of policy.
- ❖ Written notice of removal of 4-H volunteer's status, removal from the 4-H Youth Development Program at the individual's expense and without refund, from participation in the event in which the code of conduct has been violated, resolution or repayment of damages, sanctions on participating in future 4-H events, forfeiture of financial support for the event, or removal from offices held.
- ❖ Suspension of volunteer status while investigation is conducted.
- ❖ Referral of the adult to the appropriate law enforcement agency, if appropriate.

By my signature on the 4-H Adult Volunteer Application Form, I acknowledge receipt of this document and acknowledge that I have read and agree to abide by the guidelines in this document. I understand that failure to comply with these guidelines may result in revocation of authorization to serve as a 4-H Volunteer.