

## Annex B

### Youth Program / Minors on Campus

#### Code of Conduct for Authorized Adults or other Youth Program Staff

Authorized adults or program staff should be positive role models for minors and act in a responsible manner. It is expected that all authorized adults and program staff will adhere to the below expectations. Violations of any of the forgoing shall be reported to the programs Youth Program Director.

1. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.
2. Do not engage or allow minors to engage you in romantic or sexual conversations or related matters. Similarly, do not treat minors as confidantes; refrain from sharing sensitive personal information about yourself. Examples of sensitive personal information that should not be shared with minors are information about financial challenges, workplace challenges, drug or alcohol use, and romantic relationships.
3. Do not touch minors in a manner that a reasonable person could interpret as inappropriate. All personal contact should generally only be in the open, and in response to the minor's needs, for a purpose that is consistent with the program's mission and culture, or for a clear educational, developmental, or health-related purpose (e.g., treatment of an injury). Any refusal or resistance from the minor should be respected.
4. Do not use harassing language that would violate University Discrimination Policy 1005.
5. Do not be alone with a minor. If one-on-one contact is required, an Authorized Adult should have the one-on-one contact and meet in open, well-illuminated space or rooms with windows observable by other authorized adults or program staff, unless the one-on-one contact is expressly authorized by the program administrator or is being undertaken for medical care.
6. Do not meet with minors outside of established times for program activities. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.
7. Do not invite individual minors to your home or other private locations. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.
8. Do not provide gifts to minors or their families independent of items provided by the program.
9. Do not engage or communicate with minors except for an educational or programmatic purpose; the content of the communication must be consistent with the mission of the program and the University.
10. Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including, but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minor from harm, all incidents must be documented and disclosed to the program administrator and the minor's parent/guardian.
11. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty, or in the presence of minors involved in a program, or when responsible for a minor's welfare.
12. Do not provide alcohol or illegal substances to a minor.
13. Do not provide medication to a minor unless authorized by the program's medication management guidelines.
14. When transporting minors, more than one authorized adult or program staff from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible and comply with the program's transportation guidelines.

By signing below, I agree to follow the Youth Programs / Minors on Campus Staff Code of Conduct.

\_\_\_\_\_  
Printed Name of Program Staff

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date