

## Adult Volunteer Code of Conduct

(PAGE RETAINED BY THE COUNTY 4-H OFFICE)

All 4-H adult volunteers are subject to all of the requirements of the 4-H Policy Handbook. As well, all 4-H adult volunteers are subject to all other applicable University of California (UC) policies, and to all other relevant laws and regulations. The following requirements are critically important and, as such, constitute the California 4-H Youth Development Program (YDP) Adult Volunteer Code of Conduct.

1. Respect all 4-H participants including youth members, adult volunteers, parents, guardians, other adult participants, 4-H YDP staff, and other UC personnel.
2. Comply with all requirements of the State 4-H Office, UC Cooperative Extension (UCCE) County Directors, 4-H YDP staff, and other UC personnel.
3. Recognize the responsibilities of the State 4-H Office, UCCE County Directors, 4-H YDP staff, and other UC personnel in setting program standards, priorities, and direction.
4. Support implementation of the 4-H YDP as administered by the State 4-H Office, UCCE County Directors, 4-H YDP staff, and other UC personnel.
5. Recognize, respect, and support 4-H adult volunteers in performing the duties and responsibilities afforded to them by virtue of their role.
6. Take personal responsibility for any interpersonal conflict that may arise, whether with parents, guardians, other participating adults, adult volunteers, 4-H YDP staff, and/or other UC personnel; thereby demonstrating positive conflict resolution skills for youth members.
7. Follow the *California 4-H Dress Guidelines* - <http://4h.ucanr.edu/files/210170.pdf>

### PROHIBITED BEHAVIORS AND ACTIONS

The following behaviors and actions are prohibited for all 4-H adult volunteers when engaged in any 4-H activity. The UCCE County Director\* may, if necessary in their sole judgment, immediately limit, suspend, or terminate the services of any 4-H adult volunteer that does not comply. In such instances, the decision of the UCCE County Director\* is final.

1. Possession or use of alcohol, tobacco, smokeless tobacco products, e-cigarettes, unregulated nicotine products, illegal drugs and/or any other inappropriate materials. Participation while impaired in a manner that impedes the ability to perform the assigned volunteer duties.
2. Driving any 4-H participant in any vehicle without a valid driver's license and proof of automobile liability insurance; and/or failure to ensure that all passengers use seat belts.
3. Use of abusive, obscene, and/or discriminatory language.
4. Attack or harassment; whether verbal, physical, written, or by the use of social media.
5. Engagement in discrimination on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.
6. Be the subject of a criminal investigation or prosecution for a misdemeanor or felony offense.
7. Engagement in any other behavior that is illegal, unsafe, and/or does not support the 4-H mission.
8. Have private, one-on-one interactions with youth members, at *any time*, both during 4-H activities and outside of 4-H activities, (other than as approved by the youth member's parent/guardian), or an exceptional circumstance such as an emergency.
9. Engage in a romantic relationship with a youth member at any time.
10. Engagement in any behavior that – in the sole judgment of the UCCE County Director\* – negatively impacts the 4-H program. This specifically includes, but is not limited to, conducting oneself in a manner that is uncooperative, uncivil, disrespectful, unproductive, disruptive, and/or insubordinate; as well as conducting oneself in a manner that requires undue supervision by UC ANR, UCCE personnel and/or 4-H YDP staff, such that time and effort is absorbed by activities that do not benefit youth members.

I acknowledge that I have received, read, and will abide by the 4-H Adult Volunteer Code of Conduct. I understand that my appointment as a 4-H adult volunteer is contingent upon my compliance and that failure to comply may result in limitation, suspension, or termination of my service as a 4-H adult volunteer. I also understand that when functioning in the role as a parent, guardian, or adult participant I will abide by the Parent, Guardian, or Adult Participant Code of Conduct. (To obtain a copy go to <http://4h.ucanr.edu/files/4717.pdf> or contact your County 4-H Office.)

By my signature on this 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 my appointment as a 4-H Adult Volunteer is contingent upon my agreement to this document. Failure to comply with these guidelines may result in termination as a 4-H Adult Volunteer.

\*When referring to multi-county (outside the authority of a single County Director), sectional, or state level this authority extends to the State 4-H YDP Director.

**Photograph and Information Release**

(PAGE RETAINED BY THE COUNTY 4-H OFFICE)

I give to The Regents of the University of California, National 4-H Council, National 4-H Headquarters (USDA), Cooperative Extension and units, its nominees, agents, and assigns, unlimited permission to copyright and use, publish, and republish for purposes of advertising, public relations, trade, or any other lawful use, information about me and reproduction of my likeness (photographic or otherwise) and my voice, whether or not related to any affiliation with 4-H, with or without my name. I hereby waive any right that I (and minor) may have to inspect or approve the copy and/or finished product or products that may be used in connection therewith or the use to which it may be applied. By signature on the 4-H Adult Volunteer Application Form, I consent and agree to the foregoing terms and provisions.

County: \_\_\_\_\_

Adult Volunteer Name: \_\_\_\_\_

Signature of Adult Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_