

This Code of Conduct applies to all Authorized Adults (“Staff”), which includes volunteers, serving in a Program Serving Non-Enrolled Minors. Along with any Authorized Program-specific guidelines and procedures, Staff are required to comply with all applicable laws, University policies, and the requirements herein.

1. **General** – Staff should work cooperatively with youth, families, University faculty, other Staff, community members and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.
  - Staff should represent the University and the Program with pride and dignity, behave appropriately, refrain from using profanity, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
  - Staff should respect, adhere, and enforce the Participant Code of Conduct as well as other rules, policies and guidelines established by the Program Administrator or Director, and applicable state laws and regulations.
2. **Two Adult Rule** – Generally, two Staff should always be present with a minor. When it is necessary to speak privately with a minor, meet in open, well-illuminated spaces or rooms within sight of other Staff.
3. **Mentoring** – Programs that involve mentoring or private instruction (tutoring, laboratory, music lessons, etc.) where there is only one Staff present should take place in a room or other space that is in full view from outside the room even when the door is closed. These Programs should only take place in UNG facilities appropriate to the program, never a private residence.
4. **Time and Place** – Do not meet with minors outside of the established time and place designated for the Program.
5. **Transportation** – Never transport a minor without parent/guardian permission, and avoid being alone with a minor in a vehicle. All transportation should comply with the University and Program transportation guidelines and policies. Transportation should only take place in a University approved vehicle.
6. **Privacy** – The privacy of all individuals should be respected in situations such as toileting, showering and changing clothes. When it is necessary to supervise minors, at least two Staff should be present and only to the extent that the health and/or safety requires.
7. **Touching** – Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Always avoid touching areas that are normally covered by swim suits.
8. **Overnight** – When supervising overnight programs, Staff are not permitted to share sleeping areas with minors.
9. **Sexual Conduct and Communications** – Staff must comply with UNG’s Sexual Misconduct Policy.
  - Engaging in any sexual conduct, making sexual comments, telling sexual jokes, or sharing sexually explicit material (or assisting in any way to provide access to such material) with minors is prohibited.
  - Staff must not engage minors or allow minors to engage them in romantic or sexual conversations, or related matters.
10. **Online Communications** – Staff should not engage or communicate with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time, except and unless there is an educational or programmatic purpose, the content of the communication is consistent with the mission of the Program and the University, and another Staff is copied on all communication.
11. **Other Communications** – It is inappropriate for Staff to share sensitive personal information about themselves with minors, including information about financial challenges, workplace challenges, drug or alcohol use, promotion of particular religious or political beliefs, and romantic relationships.

12. **Discipline** – Any discipline used should be constructive, not humiliating or isolating. Physical punishment is not an appropriate form of discipline and is prohibited.
13. **Photography** – Photographing minors is prohibited, except for Program-related purposes where the parent or guardian has executed a Photo and Media Release. Use of any device capable of recording and transmitting visual images in shower areas, restrooms, or other areas where privacy is expected is prohibited.
14. **Gifts** – Staff may not provide gifts to minors independent of items provided by the Program.
15. **Administering Medication** – Staff are not permitted to provide or administer any type of medication to a minor, including over-the-counter medication.
16. **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.
  - Do not condone others’ use of alcohol or illegal drugs during the Program.
  - As UNG is a tobacco-free campus, smoking, vaping, and tobacco use is prohibited.
17. **Non-Discrimination** – Staff must comply with UNG’s Non-Discrimination Policy.
  - Any form of Hazing is prohibited.
  - Verbal, physical, and cyber bullying are prohibited.
18. **Report Injuries** – Report any accident, injury or illness of a minor immediately to the Program Administrator.
19. **Mandatory Reporter** – 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 Administrator, the UNG Police Department, AND the Georgia Department of Family and Children Services (DFCS).

My signature confirms that I have read and understand this Code of Conduct. My signature further confirms that I agree to abide by this Code of Conduct. Failure to abide by this Code of Conduct may result in sanctions against me, including but not limited to, termination and/or criminal prosecution.

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Name

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Date

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Program Name

For assistance or to obtain this training in an alternate format for accessibility purposes, please contact the Director of Regulatory Risk for Youth Programs at [Brooke.Smith@ung.edu](mailto:Brooke.Smith@ung.edu) or 706-867-2036.