

STAFF & VOLUNTEER CODE OF CONDUCT

- I. I will be reliable and consistent in being present for scheduled work and responsibilities. If I cannot be present, I will inform my direct supervisor, team or the Volunteer Coordinator.
- II. I will cooperate with UAY staff and volunteers, with the understanding that positive teamwork is critical to the success of the UAY mission.
- III. I will keep all information concerning UAY program participants confidential at all times. I will follow the guidelines of the UAY Confidentiality Policy, including my obligations as a mandatory reporter of child abuse. I am prepared to break confidentiality when I believe a participant is suicidal or likely to harm others.
- IV. I will not give out my home phone number, take clients to my home or make arrangements for youth to stay with my friends. I will refer youth and families to the on-call/intake counselor at 338-7518.
- V. I will never possess or be under the influence of non-prescription drugs or alcohol while at UAY, nor supply drugs or alcohol to a minor. I will also report criminal convictions to the UAY Associate or Executive Director.
- VI. As an adult staff or volunteer, I will never become involved in a sexual or unprofessional relationship with a UAY participant. As a youth employee or volunteer under the age of eighteen, I will not engage in a sexual or coercive relationship with a youth with whom I have a supervisory, instructional or leadership role.
- VII. I am aware that under Iowa law it is a crime to engage in any sex act with one under 14 years of age. I am also aware that it is a crime to engage in any sex act with one under the age of 16 years old if there is a difference in age of four years or more.
- VIII. I will be committed to the UAY philosophy of Unconditional Positive Regard. I will make every effort to demonstrate respect for others, and promote a non-judgmental environment in UAY programs.

I understand the terms of the UAY Code of Conduct and agree to observe it. I will discuss any situation that might violate the intent of the Code with my team coordinator, the Volunteer Coordinator or a UAY Director.

Staff/Volunteer Name

Staff/Volunteer Signature

Witness

Date