

# STAFF & VOLUNTEER CODE OF CONDUCT

Georgia Highlands College is committed to the safety and well-being of minors. Authorized staff and volunteers should be positive role models, treat others with respect, and be courteous. Authorized staff and volunteers must abide by all GHC policies, USG policies, and state and federal laws.

- Do not engage in any sexual activity, or in the presence of, a minor, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such materials to minors.
- Do not engage or allow minors to engage you in romantic or sexual conversations, or related matters, unless required in the role of counselors or health care providers.
- Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Touching 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 (i.e., treatment of an injury). Any resistance from the minor should be respected.
- Do not use profanity, vulgarity, or harassing language that would violate HR.501.
- Do not be alone with a single minor. If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other authorized adult or program staff, unless the one-on-one interaction is expressly authorized by the program administrator or is being undertaken by a health care provider.
- 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.
- 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.
- Do not provide gifts to minors or their families independent of items provided by the program.
- Do not engage or communicate with minors through email, text messages, social networking websites, phone, internet chat rooms, multiplayer online games, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the program and the college.
- 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 minors from harm, all incidents must be documented and disclosed to the program administrator and the minor's parent/guardian.
- Do not provide alcohol or illegal drugs to a minor.
- 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.

- Do not provide medication to a minor unless authorized by the program's medication management guidelines.
- Possession of or use of any type of weapon or explosive device is prohibited unless authorized in advance by campus law enforcement.

My signature confirms I have read and understand this Code of Conduct. My signature also confirms that I agree to abide by this Code of Conduct.

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Name

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Date

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Department