



## Program Staff Code of Conduct

Wilkes University is committed to providing a safe and secure environment for minors participating in programs associated with the University. Program Staff are expected to be positive role models for minors, and act in a caring, honest, respectful and responsible manner that is consistent with the values of the University. Program Staff must abide by the University's Minors on Campus Policy as well as this Code of Conduct.

While taking part in a Wilkes University sponsored program, program staff are prohibited from:

- One-on-one interactions with minors, unless authorized by the Program Director. Approved one-on-one interactions may only take place in open, well-illuminated spaces or rooms observable by other adults from the activity or program with minors.
- Entering a minor's room, bathroom facility, or similar area where that minor is staying overnight in University housing without another Program Staff in attendance, except under emergency circumstances.
- Sharing accommodations with minors with the exception of minors' parents or guardians sharing accommodations with their own children.
- Allowing visitors by minors or Program Staff during overnight stays.
- Engaging in abusive conduct of any kind toward, or in the presence of, a minor.
- Striking, hitting, administering corporal punishment to, physically restraining or touching in an inappropriate or illegal manner, any minor.
- Hazing of any kind.
- Bullying, including verbal, physical, and cyber bullying.
- Using a Program Staff member's personal vehicle to transport minors participating in the Program unless the parent or legal guardian of the minor has provided written permission.
- Use of a Program Staff member's home for program activities.
- Providing alcohol or illegal drugs to any minor.
- Providing or administering prescription drugs or any medication to a minor.
- Using tobacco, in any form, in all University owned, managed or leased buildings, vehicles, shuttles and vans.
- Using profanity or telling off-color jokes in the presence of minors.
- Providing gifts to a minor.
- Using fireworks, guns, and other weapons as part of the Program.
- Providing or allowing sexual materials in any form to be available to minors participating in programs.
- Taking photographs or videos of minors or posting photographs or videos on a digital, electronic, hosted media, web-based service or any other medium without first obtaining a Media, Photo & Video Release from the minor's parent or legal guardian.
- Engaging in or communicating with minors through e-mail, 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 and the content of the communication is consistent with the purpose of the program.
- Engaging in intimate displays of affection towards others in the presence of minors.
- Failing to report abuse, harassment or exploitation of minors by other minors participating in the program.

My signature confirms that I have read this Code of Conduct and that as a person working with minors, I agree to follow these standards.

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_