

University of Missouri (MU) Extension Volunteer Code of Conduct

Volunteers are key MU Extension partners, helping guide and deliver programs that matter to Missouri citizens. Extension depends and expects all volunteers to understand and uphold the following Volunteer Code of Conduct at all times.

BE ACCOUNTABLE TO AND WORK WITHIN THE MU EXTENSION SYSTEM

1. Work within the scope of assigned volunteer role and follow all related program policies and procedures.
2. Conduct behavior in strict accordance with applicable laws and MU confidential information policies, using confidential information only as needed to perform volunteer duties. The following rules apply:
 - a. access confidential information only with proper approval and refrain from misusing or treating it carelessly;
 - b. do not divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorized;
 - c. understand and agree that any violation of the responsibilities explained in this section subjects a volunteer to discipline, possible removal from the volunteer role or legal liability. (Collected Rules & Regulations, §110.005, Business Policy Manual, §108).
3. Treat all youth and adults equally, without discrimination. This includes providing equal access to participation for all youth and adults, regardless of race, color, sex, pregnancy, national origin, ancestry, sexual orientation, gender identity, gender expression, religion, age, veteran status, disability, or any other status protected by applicable federal or state law. Sexual violence is also prohibited, including but not limited to sexual misconduct, sexual exploitation, sex-based stalking, and dating/intimate partner violence. MU Collected Rules & Regulations: <http://bit.ly/2r9IsqP>
4. Avoid harming youth or adults, whether through sexual harassment, physical force, verbal or mental abuse or neglect. Retaliation for making or supporting a report of discrimination or harassment is also prohibited. Volunteers must report the incident to the MU Office for Civil Rights & Title IX at 573-882-3880 or at civilrights.missouri.edu (MU Collected Rules & Regulations).
5. Assume role of a mandated reporter and, if concerned a child has been/or will be abused and/or neglected, contact the Missouri Child Abuse and Neglect Hotline 1-800-392-3738 (TDD 1-800-669-8689). If the situation is not an emergency an online report (<http://dss.mo.gov/cd/can.htm>) can be made. In addition, mandated reporters (anyone with care, custody or control of a child) should contact the MU Extension employee serving as the supervisor of assigned volunteer role. If it appears the child is in imminent danger, contact law enforcement as well. (5/11/17, Pursuant to § 210.115 RSMo).
6. Avoid conflict of interest between assigned MU Extension volunteer role(s) and personal business interests.

BE A POSITIVE ROLE MODEL AT ALL TIMES

1. Obey laws of the locality, state and nation, including forgery, theft, destruction or defacement of property.
2. Display mutual respect to others, practicing patience, cooperation and teamwork.
3. Practice personal and intellectual integrity.
4. Under no circumstances engage in unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance at any Extension sponsored or supervised event. Avoid unlawful possession, use and/or distribution of alcohol at any Extension sponsored or supervised event. Avoid misuse or abuse of prescribed or over-the-counter drugs.
5. Be respectful of diverse opinions and perspectives.
6. Actively promote a safe environment for participants, volunteers, visitors, staff and others involved in the program.

Volunteering is a privilege, not a right, and that failure to uphold any of the code of conduct standards above may result in coaching by assigned MU Extension supervisor. This may include reassignment, role restriction and, if appropriate, removal from all MU Extension volunteer roles.

Volunteer Signature

Date

Phone number

Program

Supervisor Signature

Date

Phone number

Program

Revised 6/23/17