

Conduct Rules for empowHER Leadership Retreat Youth Program Staff and Volunteers

Program staff and volunteers must abide by all University regulations and may be removed from the program for violation of such rules:

1. Groups of 8-10 participants will be in a team with two adult mentors (ages 18-30). Additional volunteers and empowHER Board staff will also be present and available should the need arise.
2. Youth program directors and coordinators must make reasonable efforts to limit one-on-one contact between adults and minors participating in youth programs.
 - a. Reasonable efforts must be made to have two or more adults present during activities where single minors are present.
 - b. Reasonable efforts must be made to involve more than one adult in any direct electronic contact with single minors.
 - c. Adult staff/volunteers should make reasonable efforts to have another adult staff/volunteer present when addressing single participants in private areas (e.g.: restrooms, bedrooms, study lounges, and similar areas).
 - d. If handling an emergency when only one minor is present, the adult responding should make reasonable efforts to contact another adult to come and assist as immediately as possible.
 - e. Adult staff expected to contact single minors for official academic or programmatic recruitment may do so as directed by their supervisor by E-mail or phone call during standard business hours.
3. Adults may have no personal, non-programmatic related electronic communications with participants (email, phone, text, Facebook, etc.) during the youth program.
4. Adults may not take pictures of minors or post information about minors to social media sites without permission from a parent/guardian.
5. Adults may not meet participants off-site or off-hours.
6. Adults may not give personal gifts to participants.
7. Adults may not possess, consume, or be under the influence of alcohol, medical marijuana, or illegal drugs at any time the adult has responsibility for minor participants.
8. Adults may not possess a firearm or other weapon at any time during the youth program.
9. Adults may not violate the University's Anti-Discrimination Policy.
10. Adults may not engage in abusive conduct of any kind toward, or in the presence of, a minor.
11. Adults may not strike, hit, administer corporal punishment of any kind to, or touch a minor in an inappropriate or illegal manner.
12. Adults may not pick up minors from or drop off minors at their homes, other than the driver's child/children, or except as specifically authorized in writing by the minor's parent/legal guardian.
13. Adults may not provide alcohol or illegal drugs to any minor.

14. Adults may not provide prescription drugs or any medication to any minor except for medical professionals specifically authorized in writing by the parent or legal guardian as being required for the minor's care or emergency treatment.
15. Adults may not make sexual materials in any form available to minors or assist them in any way in gaining access to such materials.
16. Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University's anti-discrimination policy.
17. If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University's anti-discrimination policy is made against an adult participating in a program, including program staff/volunteers, the accused adult must be removed from any further participation in programs and activities covered by this policy until such allegation has been satisfactorily resolved.

Michigan State University Anti-Discrimination Policy

- The University Anti-Discrimination Policy (ADP) states expectations for institutional and individual conduct. A detailed description of the ADP can be found at https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html.
- The ADP User's Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User's Manual can be found at <https://civilrights.msu.edu/assets/documents/adp-users-manual.pdf>.
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at <https://oie.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf>.

University Reporting Protocols: Child Abuse, Sexual Assault, and Child Pornography

- The reporting protocols for incidents of child abuse, child neglect, sexual assault, and child pornography apply to all employees and volunteers who are performing services for the University. The reporting protocols can be found at https://www.hr.msu.edu/policies-procedures/university-wide/reporting_protocols.html.

Acknowledgement

By signing below, I acknowledge that I have read and understand these rules for Youth Program staff and volunteers. I understand that I am expected to act in accordance with these rules and that I may be removed from MSU Youth Programs and may be subject to additional personnel discipline measures deemed appropriate in accordance with applicable employee disciplinary policies and procedures.

Printed Name

Signature

Date