



## Adult Volunteer Code of Conduct

**We appreciate your volunteer service to the University of California Agriculture and Natural Resources (UC ANR) and the valuable link you provide to local communities. When in the course and scope of your duties, you are considered an agent of the University of California (UC) and have the following rights and responsibilities.**

### **Your Responsibilities:**

1. Recognize, honor and uphold the responsibility and authority of the statewide and local program personnel in setting program priorities, standards and direction.
2. Be committed to the mission, program trajectory, core values, educational goals, and quality standards of the statewide program.
3. Follow all health and safety requirements and guidelines related to statewide program activities, gatherings, projects, etc.
4. Respect people (including oneself, fellow volunteers, program personnel, and community members) and property of program participants and community members.
5. Take personal responsibility for the resolution of any interpersonal conflict that may arise, whether with fellow volunteers, program participants, program staff and/or other UC personnel; thereby demonstrating positive conflict resolution skills to all involved.
6. Prohibit discrimination against or harassment of any person in any statewide program or statewide program activity. Report instances of harassment or discrimination on the basis of a protected class such as race, religion, sex, gender, and disability to UC ANR personnel.
7. When driving on UC business, possess a valid California driver's license and carry proof of the minimum automobile liability insurance required by UC; and ensure that all passengers use seat belts.
8. Follow UC personnel guidance, directives and timelines for all financial matters, including banking, reporting and providing receipts for all income and expenses.
9. Volunteers may be held liable for property damage or personal injuries that are caused by their property and should carry insurance. This may include incidents involving tools, equipment, vehicles, animals, etc.
10. Adhere to and help enforce program policies and procedures referred to in the Policy Handbook (4-H Policy Handbook, UC Master Food Preserver Policy Handbook, and UC Master Gardener Policy Handbook).
  - a. Report volunteer hours on a regular basis if required by the statewide program.
  - b. Be recognized as an agent of the UC when working in the course and scope of your volunteer duties by wearing your program name badge and/or dress when acting as a volunteer.

### **Your Rights:**

1. To be respected by program personnel.
2. To have access to current program materials, training, and curriculum to support program delivery.
3. To be informed of any infraction that may or does result in corrective action or dismissal from the program.
4. To make written complaints concerning statewide programs, policies or personnel as described in the Policy Handbook (4-H Policy Handbook, UC Master Food Preserver Policy Handbook, and UC Master Gardener Policy Handbook).



**The following are prohibited when acting on behalf of a UC ANR statewide program:**

1. Failure to act in a supportive and cooperative manner with program stakeholders, failure to adhere to the programmatic goals established by the program staff and/or failure to support UC ANR’s Principles of Community.
2. Violation of the UC ANR Volunteer Agreement or Adult Volunteer Code of Conduct.
3. Possession or use of alcohol, tobacco/tobacco products, e-cigarettes, marijuana/marijuana products, illegal drugs and/or other inappropriate materials (or to be under the influence thereof) when involved in a statewide program activity.
4. Use of abusive, obscene, discriminatory or racist language at any program activity including intentionally or unintentionally derogatory comments, slights, questions, jokes, memes, and shame that target individuals or groups on the basis of race, religion, gender, disability or other protected categories.
5. Attack or harassment of another person; whether visual, verbal, physical and/or by the use of social media; includes actions or comments that target individuals or groups, including those who are members of protected categories.
6. Private, one-on-one interactions with youth members at *any time*, both during program activities and outside of program activities, (other than as approved by the youth member’s parent/guardian), or an exceptional circumstance such as an emergency.
7. A romantic relationship with any youth member at *any time*.
8. Behavior that is illegal, unsafe, or contrary to the UC commitment to the highest standard of ethics.

**Consequences:**

All UC ANR volunteers and trainees shall act in ways that promote and support statewide program goals and do not conflict with statewide program policies and procedures. Infractions of this Adult Volunteer Code of Conduct should be reported promptly by anyone observing them to program staff. The UCCE County Director may, if necessary and with guidance from the Statewide Volunteer Coordinator, immediately limit, suspend or terminate the services of any statewide program volunteer.

Further, the UCCE County Director may, if necessary in their sole judgment, waive the formal review process and immediately suspend or terminate a volunteer if in the best interest of the program (e.g., a potential threat to public safety, receipt of notice that the volunteer is the subject of a criminal investigation, contributing to a hostile environment for staff or volunteers, and/or other conditions that cannot be remedied with corrective action). In such instances, the decision of the UCCE County Director\* is final. The Conflict Resolution Manual is intended to serve as a process guide for working through infractions.

By my signature I acknowledge receipt of this document, and I acknowledge that I have read and agree to abide by the guidelines in this document. I understand that my appointment as a UC ANR statewide program volunteer is contingent upon my agreement to this document. Failure to comply with these guidelines may result in termination as a volunteer.

\*When referring to regional (outside the authority of a single County Director) or state level infractions this authority extends to the Statewide Program Director.

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_