

Protection of Minors Code of Conduct

All University employees, students and volunteers engaged in activities that involve minors shall be positive role models for Minors, and act in a caring, honest, respectful and responsible manner that is consistent with the mission of the University. All such individuals are required to comply with all applicable laws and University regulations and shall follow the expectations below to avoid conduct that could cause harm or be misinterpreted:

1. Treat minors with respect at all times, regardless of their race, color, national origin, ancestry, religion, disability, medical condition, sex, gender identity, or sexual orientation.
2. Do not engage in:
 - Sexual abuse: Inappropriate touching, sexual comments, sexual jokes, sharing sexually explicit material or assist in providing access to such material to Minors.
 - Verbal abuse: Degrading, threatening, profanity, harassing language, romantic or sexual conversations, or related matters, unless required in the role of resident advisors, counselors, or health care providers.
 - Physical abuse: Hitting, spanking, shaking, slapping, unnecessary restraints.
 - If restraint is necessary to protect a Minor or other Minors from harm contact UPD, if need assistance.
 - All incidents must be documented and immediately reported to the Program Supervisor.
 - Mental abuse: Shaming, humiliation, cruelty
3. 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.
 - Touching should be for a purpose that is consistent with the Program's mission and culture.
 - Touching should be for a clear educational, developmental, or health related purpose.
 - Any resistance from the Minor should be respected.
4. Stop as soon as safely possible the following behaviors between minors:
 - Hazing
 - Bulling
 - Derogatory name-calling
 - Games of Truth or Dare
 - Ridicule or humiliation
 - Sexual activity
 - All incidents must be documented and immediately reported to the Program Supervisor.
 - Contact UPD, if need assistance.
5. Do not be alone with a single Minor. If One-on-One interaction is required:
 - One-on-one interaction must be authorized by the Program Supervisor or is being undertaken by a health care provider.
 - Meet in open, well illuminated spaces or rooms with windows observable by other authorized adult or program staff.
6. Do not meet with Minors outside of established times for Program activities.
 - Do not invite individual Minors to your home or other private locations.
 - Do not provide gifts to Minors or their families independent of items provided by the Program.

- Do not 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 unless there is an educational or Programmatic purpose, and the content of the communication is consistent with the mission of the Program and the University.
 - Any exceptions require written parental authorization and must include more than one authorized adult or program staff.
- 7. Do not use, possess or be under the influence of alcohol or illegal drugs while in the presence of Minors.
- 8. Do not provide alcohol or illegal drugs to a Minor.
- 9. When transporting Minors, more than one authorized adult 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.
- 10. Medication should not be provided to a Minor unless written authorized has been provided by the parent/guardian.
- 11. Possession of or use of any type of weapon or explosive device is prohibited unless authorized in advance by campus law enforcement.
- 12. Immediately report suspected child abuse and neglect to your Program Supervisor and to UPD at (310) 243-3639.

Please sign below to indicate that you have read, understand and agree to abide by the Protection of Minors Code of Conduct:

First and Last Name (Print)	Signature	Date
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