

**Code of Conduct
For Youth Serving Programs**

[PROGRAM NAME]

Thank you for participating in _____
[Program name] (“the Program”).

Please carefully read these regulations, and indicate your agreement to abide by them by signing the Code of Conduct Agreement Form on the last page. Please submit your signed agreement to the Program director.

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While participating in the Program, you must abide by all Yale regulations applicable to you.

Definition of “Participant”

The term “Participant” as used in these regulations means any person under the age of 18 or any non-Yale student participating in a youth serving program.

Drug and Alcohol Use

Regardless of your age, you may not drink alcohol or be under the influence of drugs (other than taken as prescribed by a health care provider) or alcohol while participating in the Program, or while operating a vehicle or equipment owned or leased by the Program or Yale University.

The unlawful manufacture, possession, distribution, transfer, purchase, sale or use of alcoholic beverages or illegal drugs while on Yale University property, while participating in the Program, or while operating a vehicle or machine leased or owned by the Program or Yale is strictly prohibited. Failure to comply with these policies is likely to result in disciplinary action by the appropriate Yale disciplinary body.

You may not participate in the Program while using any medication that might adversely affect your judgment, your safety, or the safety of others.

Weapons

You may not carry a firearm or other weapon while on Yale University property or while participating in the Program.

Smoking

Smoking is prohibited while participating in the Program with Participants. Additionally, you should be aware and respectful of any additional limitations regarding smoking established by any organization or location you visit while participating in the Program.

Accident Notification & Medication

You must report all accidents, injuries, and other emergencies to the Director of the Program in which you are participating. You may not administer medication of any kind to any Participant in the Program.

Transportation

You may never transport Participants in a car owned by Yale University, and you may never transport Participants by car in connection with the Program.

Dress

You are expected to dress in a manner appropriate to the Program activity. You are also expected to be mindful of the dress code expectations of your program site.

Language

You must not use profanity or sexually suggestive language when participating in the Program, regardless of whether others are using such language. You are expected to act and speak professionally at all times. Remember that while participating in the Program, you are not solely an individual volunteer, but rather a representative of the Program and Yale University.

Alone with a Participant

You should avoid being alone with a Participant who is in your charge in relation to the Program. Certain Program activities by their nature (such as mentoring programs) may require you to work individually with Participants. In such cases, you should try to meet with the Participant in a public place. If you are working in a school setting and need a quiet place to concentrate, you should meet with the Participant in a location observable by teachers or parents, such as offices with windows or outdoor spaces. Under no circumstances should you be alone with a Participant in a room with the door closed.

Socializing and Communicating with Participants Outside the Program

You are expected to act professionally when participating in the Program. This is especially important when interacting with Participants. In certain circumstances, communicating with a Participant via text or email may be necessary or beneficial in order to discuss a Program activity. If such a need arises, you may communicate with a Participant outside the Program if and only if you receive express, advance, written (including email) permission from the Participant's parent or legal guardian and the director of the Program. These signed permissions should be given to the program director at, to keep on file. When such permission has been granted, you must include the Program director in your email communications with the Participant.

You may not socialize with Participants outside the Program. Communicating via a social network application or website is never permitted. Furthermore, socializing by telephone, email, or text messages is not permitted when the

communication is not part of your responsibilities as a member of the Program.

If you are working with a Participant in a school setting, you must follow the school's policies regarding socializing and communications, and you are responsible for learning those policies. If a school has no policy on communications or socializing, or its policy would allow you to socialize outside the Program, you must follow Program policy as explained above.

Whenever in doubt about the appropriateness of any interaction with a Participant, you should contact your on-site supervisor, the director of the Program, or a Program Administrator.

Abuse and Neglect

At no time, nor for any reason, may you physically punish any person in a Program. Any incidence of physical punishment will result in termination of your participation in the program and may result in legal charges and/or discipline by the appropriate Yale disciplinary body.

If you are working in a school setting, you must report immediately to your on-site supervisor any incident you observe or learn about that involves physical abuse, sexual abuse, molestation, physical or sexual harassment, or any conduct that adversely affects the safety of the Participants you are working with.

If you are not working in a school setting, you are required to report immediately to the director of the Program any incident you observe or learn about that involves physical abuse, sexual abuse, molestation, physical or sexual harassment, or any conduct that adversely affects the safety of the Participants you are working with. The Program director must then report the incident to the appropriate authorities as required by Yale's Policy on Reporting Suspected Child Abuse and Neglect.

Sexual Misconduct

Yale University is dedicated to providing an environment that is free from sexual misconduct. An environment in which sexual misconduct exists at any level is offensive and will not be tolerated by Yale University.

If you are found to have engaged in sexual misconduct in relation to the Program, your participation in the Program will be terminated and you may be subject to legal sanctions and/or discipline by the University-Wide Committee on Sexual Misconduct.

If you believe that you have been the subject of sexual misconduct, you should report the incident to the University Title IX Coordinator, the Title IX Coordinator for your Yale school, the University-Wide Committee on Sexual Misconduct,

and/or the Yale or New Haven Police Departments. You may also obtain counseling and information from the SHARE Center.

You may not have a sexual or amorous relationship with a Participant in any Program, regardless of whether you believe the relationship is consensual.

Nondiscrimination

While participating in the Program, you must treat all persons equally and with respect regardless of sex, race, color, religion, age, disability, status as a special disabled veteran, veteran of the Vietnam era or other covered veteran, or national or ethnic origin, or on the basis of sexual orientation, or gender identity or expression.

Agreement

I have read the attached Code of Conduct for Yale students participating in the _____ [Program name]. I understand that any violation of the Code or regulations may result in termination of my participation and/or referral to the appropriate Yale disciplinary body.

By signing below, I am agreeing to abide by this Code and all Yale regulations applicable to me as a Yale student.

Printed Name

Signature

Date