

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA CODE OF CONDUCT

Authorized adults and/or program staff should be positive role models for minors and act in a responsible manner that is consistent with the mission of Bloomsburg University. Authorized adults and/or program staff are required to comply with all applicable laws and PA State System of Higher Education Board of Governors' and University policies. Authorized adults or program staff working in programs covered by this policy must follow these expectations:

- *Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.
- *Do not engage or allow minors to engage you in romantic or sexual conversations or related matters. Similarly, do not treat minors as confidantes; refrain from sharing sensitive personal information about yourself. Examples of sensitive personal information that should not be shared with minors are information about financial challenges, workplace challenges, drug or alcohol use, and romantic relationships.
- *Do not touch minors in a manner that a reasonable person could interpret as inappropriate. All personal contact should generally only be in the open, and in response to the minor's needs, for a purpose that is consistent with the program's mission and culture, or for a clear educational, developmental, or health-related purpose (e.g., treatment of an injury). Any refusal or resistance from the minor should be respected.
- *Do not use harassing language that would violate Board of Governors' Policy 2009-03: Social Equity, or Bloomsburg University PRP 6814, Harassment and Discrimination.
- *Do not be alone with a minor. If one-on-one contact is required, meet in open, well-illuminated spaces or rooms with windows observable by other authorized adults or program staff, unless the one-on-one contact is expressly authorized by the program administrator or is being undertaken for medical care.
- *Do not meet with minors outside of established times for program activities. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.
- *Do not invite individual minors to your home or other private locations. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.
- *Do not provide gifts to minors or their families independent of items provided by the program.
- *Do not engage or communicate with minors except for an educational or programmatic purpose; the content of the communication must be consistent with the mission of the program and the university.
- *Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including, but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and immediately disclosed to the program administrator. The program administrator or the Director of Human Resources will notify the minor's parent/guardian.
- *Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty, or in the presence of minors involved in a program, or when responsible for a minor's welfare.
- *Do not provide alcohol or illegal substances to a minor.
- *Do not provide medication to a minor unless authorized by the program's medication management guidelines. When transporting minors, more than one authorized adult or program staff from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Use of personal vehicles to transport minors is prohibited.
- *Possession of or use of any type of weapon, dangerous device, or explosive device is prohibited unless authorized in advance by campus law enforcement.
- *Violations of any of the forgoing shall immediately be reported to the program administrator and Director of Human Resources, and result in immediate prohibition from participation in programs covered by this policy.

By my signature I hereby acknowledge that I have read and understand the Code of Conduct and agree to abide by the prescribed conduct set forth in this document.

Printed Name/Program or Event

Signature

Date