

Volunteer Name: _____ Program _____ Date _____

MU Extension Volunteer Conduct

Volunteers are fundamental in partnering with MU Extension to guide and deliver programs relevant to the citizens of Missouri. Extension depends upon volunteers to operate with a high standard of ethical conduct.

All Extension volunteers must understand and observe these basic standards:

- Treat all youth and adults with respect and without discrimination. This standard includes providing equal access to participation for all, regardless of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability or protected veteran status.
- Avoid harming youth or adults, whether through neglect, sexual harassment, physical force, verbal, or emotional abuse.
- Obey the laws of the locality, state and nation
- Display mutual respect to one another
- Practice personal and intellectual integrity
- Demonstrate responsible decision-making
- Display tolerance and respect for diverse opinions and perspectives
- Avoid situations where a conflict of interest may occur, regarding their role as an MU Extension volunteer and their business interests.

As a volunteer for University of Missouri Extension and by completing this agreement, you agree that if you, while acting as a volunteer for the University of Missouri Extension, become aware of sex discrimination including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation involving a student, employee, volunteer or visitor of the University, you will report such behaviors. This action applies regardless of whether the recipient of the behavior is a student, employee, volunteer, or visitor of the University of Missouri. You will report the incident to Mizzou's Title IX Coordinator via phone, (573)882-3880 or report via an [online form](#) (available on Title IX website). For more information visit [Mizzou's Title IX office](#) website at <http://title9.missouri.edu/>.

In addition, programs that engage youth as learners or as planning partners must annually complete background checks on volunteers that work with youth, and ensure that screened and oriented volunteers are present whenever youth are present.

- As an MU Extension volunteer, volunteers must fulfill their obligation as a mandated reporter as prescribed by Missouri State Law (Section 210.115.1) If a volunteer believes there is or has been child abuse or neglect they must make a report to the appropriate Missouri Child and Abuse Hotline, in addition to the MU Extension staff person who directly supervises the volunteer service.
- Abstain from using alcohol or any illegal substance while working with, or responsible for youth.
- Be proactive in following best practices for age-appropriate youth supervision:
 1. Make and follow appropriate plans for emergency responsiveness and disaster response
 2. Obtain and manage health and medical information for emergency response in appropriate situations

Procedures, requirements, and any additional rules will be developed and administered by the appropriate Program Director, Continuing Education Director, or as needed by the Vice Provost for MU Extension.

Procedures for appeal will be developed and administered at the Program level. Each program may also implement processes for review and remediation and/or appeal that are unique to program circumstances and context.

Volunteers are expected to observe the standards delineated on page 1. Any of the following conduct may be grounds for removal from the program at the discretion of MU Extension administration. The list includes, but may not be limited to:

- Falsification of information, including forgery, omission, or provide misleading information regarding an individual’s role as an Extension volunteer.
- Representation as an MU Extension volunteer in an unauthorized role, or attempting to implement management/policy decisions that are inconsistent or in direct violation of MU Extension program policies.
- Breach of confidentiality, unauthorized possession, use, copying, or reading of any confidential information to unauthorized persons.
- Theft, unauthorized possession, use or transfer of assets or property of MU Extension , or of another person’s property who is participating, volunteering or working for an MU Extension program; or in any manner defrauding the organization of its assets for any reason or by any means, regardless of value.
- Possession, use, being under the influence, sale, distribution, or unlawful manufacture of illicit drugs or alcohol, or misuse or abuse of prescribed or over-the-counter drugs while performing volunteer duties.
- Conviction of a felony violation during the period in which they are serving as an MU Extension volunteer.
- Violation of anti-discrimination policies. Volunteers will not discriminate on the basis their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability or protected veteran status. Non-discrimination policies may apply to instances occurring in other settings, including off-campus if there are effects of the conduct that interfere with or limit a person’s ability to participate in or benefit from Extension’s educational programs or activities.
- Disorderly conduct including, but not limited to, sexual harassment, creating a disturbance or fighting with or striking a fellow volunteer or program participant.
- Destruction or defacement of property.

In cases where accusations are made against a volunteer, awaiting further information or final determination, a volunteer may be temporarily removed from his/her volunteer role or may be allowed to continue in their volunteer role with certain restrictions.

These policies are in affect for all MU Extension programs that enlist the participation of volunteers in program guidance and program delivery. Examples include (but not limited to) Master Gardeners, EXCEL, Youth Development programs, Community Arts, Master Naturalists, Osher LLI, various Continuing Education programs and any program in which volunteers are engaged to assist in MU Extension program delivery.

Volunteer Name (printed)	signature	date	phone #
Supervisor Name (printed)	signature	date	phone #