Appendix A - COC-Volunteers

Code of Conduct- Volunteers

4-H Saskatchewan endeavours to educate youth and adults for living in a global and ever changing world. It strives to create environments in which young people are valued, contributing members of their community. Volunteers are integral to fulfilling this mission. Thank you for making this commitment.

Council staff should be contacted for complete information on involvement in the program. 4-H volunteers are subject to all other relevant laws and regulations. These standards outline 4-H Saskatchewan Program expectations of all those who work with children and youth, and are represented by this Code of Conduct.

As a positive role model I will:

- Complete the 4-H volunteer screening process in a timely manner; consisting of a Criminal/Vulnerable Sector Check, Child Abuse Registry Check and a name of a character reference.
- Work cooperatively with youth, families, volunteers, 4-H staff and others in a respectful manner.
- Treat others courteously. Be kind, helpful and supportive to 4-H members, adult volunteers, youth leaders, 4-H staff, guests or other program participants including judges and sponsors.
- Make all reasonable efforts to ensure equal access to participation for all youth and adults.
- Provide a safe environment.
- Respect the privacy of others.
- Respect facilities used for 4-H activities.
- Exhibit good sportsmanship. By example, help individuals learn to respect and cooperate with others. Teach others to compete with honesty and fair play.
- Be honest, honour my commitments and accept responsibility for my choices.
- Use language that is respectful, polite and kind.
- Wear clothing that is neat, clean and acceptable in appearance as appropriate for 4-H events.
- Take personal responsibility for any interpersonal conflict that may arise, whether with members, parents, guardians, adult volunteers, 4-H staff or other participating adults; demonstrating positive conflict resolution skills to youth members.
- Handle funds and fundraising in an ethical manner. Funds must be expended for 4-H purposes only and must not be kept in a personal bank account. Accurate records must be maintained.
- Accept support and guidance/direction from 4-H staff or volunteers acting on behalf of 4-H Saskatchewan while involved in the 4-H Saskatchewan program.
- Treat animals humanely and provide appropriate care according to Industry Codes of Practice.
- Promptly notify the most appropriate authority figure of any incident that may violate the 4-H Saskatchewan Codes of Conduct.
- Ensure my behaviour always represents the 4-H brand.

When participating in 4-H activities I will not:

- Use my position of trust for personal advantage or profit /gain.
• Conduct myself in a manner that requires undue supervision by staff, event coordinator, 4-H club Head Leader or other authoritative figure such that time and effort is absorbed by activities that do not benefit members.
• Use profanity, shout or display disrespectful conduct.
• Harass, taunt, ridicule, discriminate against or attack others (whether verbally, in writing or by the use of social media).
• Use threats of violence: i.e. hitting, shoving, pushing or any other behaviour that is likely to cause a participant to feel unwelcome, singled-out or uncomfortable.
• Harm youth or adults in any way, whether through sexual harassment, physical force, verbal abuse, mental abuse, neglect or other harmful experiences.
• Touch anyone in an inappropriate way or engage in sexual behaviour.
• Use tobacco, alcohol or illegal drugs at an event where 4-H members are present.
• Drive any 4-H participant in any vehicle without a valid driver’s licence, without proof of automobile liability insurance, while impaired or without ensuring that all passengers use appropriate restraints.
• Be the subject of a criminal investigation or prosecution for a misdemeanor or criminal offence.
• Engage in any behaviour that negatively impacts the 4-H program. This specifically includes, but is not limited to, conducting oneself in a manner that is uncooperative, uncivil, disrespectful, unproductive, disruptive and insubordinate.

Local, provincial, and national 4-H organizations may have additional guidelines and/or policies that need to be adhered to. It is the responsibility of the participant to ensure that he/she is aware of and understands these additional rules and responsibilities.

I have read and understand the 4-H Saskatchewan Volunteer Code of Conduct. I agree to abide by these terms and will work to fulfill my commitment as a 4-H volunteer. I understand and agree that failure to comply with these standards of behaviour is grounds for suspension and/or termination of my volunteer status with the 4-H Saskatchewan program. For more details refer to the Conflict Resolution Procedure.

Volunteer Signature _____________________________ Date __________________________

COPY RETAINED BY APPROPRIATE AUTHORITY FIGURE
Appendix B - COC Members

Code of Conduct- Members

As a member I will:

- Fully participate in activities I attend and follow the rules set by the organizers.
- Treat others courteously. Be nice, kind, helpful, supportive and respectful to other 4-H members, adult volunteers, youth leaders, 4-H staff, guests or any other program participants including judges and sponsors.
- Respect the privacy of others.
- Respect facilities used for 4-H activities.
- Be a positive role model and exhibit good sportsmanship. By example, help individuals learn to respect and cooperate with others. Teach others to compete with honesty and fair play.
- Be honest, honour my commitments and accept responsibility for my choices.
- Use language that is respectful, polite and kind.
- Wear clothing that is neat, clean and acceptable in appearance as appropriate for 4-H events.
- Handle funds and fundraising in an ethical manner. Funds must be spent for 4-H purposes only and must not be kept in a personal bank account. Accurate records must be maintained.
- Treat animals humanely and provide appropriate care according to industry Codes of Practice
- Follow the 4-H Guidelines for Social Media
- Notify a leader, parent/guardian or other person in charge of any incident that causes me concern.
- Ensure my behaviour always represents the 4-H brand.

When participating in 4-H activities I will not:

- Swear, shout or display disrespectful conduct.
- Harass, taunt, ridicule, discriminate against or attack others (whether verbally, in writing or by the use of social media).
- Use threats of violence: i.e. hitting, shoving, pushing or any other behaviour that is likely to cause a participant to feel unwelcome, singled-out or uncomfortable.
- Do anything illegal or unsafe.
- Use tobacco, alcohol or illegal drugs at any 4-H function.
- Touch anyone in an inappropriate way or engage in sexual behaviour.

This document applies to: all 4-H members enrolled in the program

Local, provincial, and national 4-H organizations may have additional guidelines and/or policies that need to be adhered to. It is the responsibility of the participant to ensure that he/she is aware of, understands and abides by these additional rules and responsibilities.

Members who violate the Code of Conduct are subject to discipline, up to and including dismissal from the 4-H program as per the Conflict Resolution Procedure within the 4-H Saskatchewan Policies.
Declaration:

I have either read the Member Code of Conduct or had it explained to me and understand its importance. I agree to always behave in an appropriate manner.

Participant Signature __________________________________________ Date __________________________

I acknowledge that final decisions regarding acceptable behaviour/consequences are the decision of the adult supervisors of the activities in which my child is participating. I acknowledge that if the behaviour of my child results in his/her dismissal from an event it is my responsibility to provide, at my expense, transportation for the dismissed child. If a child is dismissed from an event or activity and an adult chaperone must accompany the child home, I am solely responsible for any related expenses.

Signature of Parent ________________________________ Date __________________________

(if under 18 years of age)

COPY RETAINED BY THE GENERAL LEADER
Code of Conduct - Parents

*4-H Saskatchewan endeavours to educate youth and adults for living in a global and ever changing world. It strives to create environments in which young people are valued, contributing members of their community. Volunteers are integral to fulfilling this mission. Thank you for making this commitment.*

These standards outline 4-H Saskatchewan Program expectations of all those who work with children and youth, and are represented by this Code of Conduct. Council staff should be contacted for complete information on involvement in the program. 4-H parents, guardians and non-registered volunteers are subject to all other relevant laws and regulations.

**As a positive role model I will:**

- Work cooperatively with youth, families, volunteers, 4-H staff and others in a courteous, respectful manner demonstrating behaviours appropriate for a positive role model for youth.
- Treat others courteously. Be kind, helpful, supportive and respectful to 4-H members, adult volunteers, youth leaders, 4-H staff, guests or other program participants including judges and sponsors.
- Make all reasonable efforts to ensure equal access to participation for all youth and adults.
- Respect the privacy of others.
- Respect facilities used for 4-H activities.
- Exhibit good sportsmanship. By example, help individuals learn to respect and cooperate with others. Teach others to compete with honesty and fair play.
- Be honest, honour my commitments and accept responsibility for my choices.
- Use language that is respectful, polite and kind.
- Wear clothing that is neat, clean and acceptable in appearance as appropriate for 4-H events.
- Take personal responsibility for any interpersonal conflict that may arise, whether with members, parents, guardians, adult volunteers, other participating adults or 4-H staff, demonstrating positive conflict resolution skills for youth members.
- Handle funds and fundraising in an ethical manner. Funds must be expended for 4-H purposes only and must not be kept in a personal bank account. Accurate records must be maintained.
- Accept support and guidance/direction from 4-H staff or volunteers acting on behalf of 4-H Saskatchewan while involved in the 4-H Saskatchewan program.
- Treat animals humanely and provide appropriate care according to Industry Codes of Practice
- Follow the 4-H Guidelines for Social Media
- Notify a leader or other authority figure of any incident that causes me concern.
- Ensure my behaviour always represents the 4-H brand.

**While participating in 4-H activities I will not:**

- Conduct myself in a manner that requires undue supervision by staff, event coordinator, 4-H club Head Leader or other authority figure such that time and effort is absorbed by activities that do not benefit members.
- Use profanity, shout or display disrespectful conduct.
• Harass, taunt, ridicule, discriminate against or attack others (whether verbally, in writing or by the use of social media).
• Use threats of violence: i.e. hitting, shoving, pushing or any other behaviour that is likely to cause a participant to feel unwelcome, singled-out or uncomfortable.
• Harm youth or adults in any way, whether through sexual harassment, physical force, verbal abuse, mental abuse, neglect or other harmful experiences.
• Touch anyone in an inappropriate way or engage in sexual behaviour.
• Use tobacco, alcohol or illegal drugs. For a person of legal age (where no minors are present) responsible consumption of alcohol is acceptable.
• Drive any 4-H participant in any vehicle without a valid driver’s licence, without proof of automobile liability insurance, while impaired or without ensuring that all passengers use appropriate restraints.
• Be the subject of a criminal investigation or prosecution for a misdemeanor or criminal offence.
• Engage in any behaviour that negatively impacts the 4-H program. This specifically includes, but is not limited to, conducting oneself in a manner that is uncooperative, uncivil, disrespectful, unproductive, disruptive and insubordinate.

Local, provincial, and national 4-H organizations may have additional guidelines and/or policies that need to be adhered to. It is the responsibility of the participant to ensure that he/she is aware of and understands these additional rules and responsibilities.

By receiving this document, I understand that I am expected to abide by the 4-H Parent, Guardian, or Non-registered Volunteer Code of Conduct. I accept that my involvement is contingent upon my compliance and that failure to comply may result in being barred or censored from 4-H activities. For more details refer to the Conflict Resolution Procedure