

# Manor Youth Advisory Commission

## CODE OF CONDUCT

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### PURPOSE

To ensure a safe, respectful, and positive environment for all youth participants, all youth members, chaperones, and volunteers serving with the Manor Youth Advisory Commission (YAC) agree to abide by Code of Conduct.

### GENERAL

The YAC establishes standards of workplace conduct for all youth participants, all youth members, chaperones, and volunteers. The standards are minimum requirements and are not all-inclusive. The absence of a specific rule covering any act tending to discredit a youth participant, adult leader, volunteer or the agency does not mean that the act is condoned, is permissible, or would not call for disciplinary action.

Chaperones and volunteers are expected to exercise reason and judgment consistent with their assignments and training. Youth rights must be observed at all times. Chaperones and volunteers are expected to be courteous and professional in dealing with youth and to be cooperative and compatible in their dealings with employees. Concerns regarding staff or fellow chaperones and volunteers should be expressed properly through the City Staff Liaison.

Youth members, chaperones, and volunteers are subject to all applicable rules, regulations, policies and procedures of YAC and the facility/program where they volunteer. Although YAC makes applicable policies and policy revisions available to volunteers, each volunteer shares responsibility in remaining aware of agency policies.

### RULES

The following rules shall be observed by youth members, chaperones, and volunteers.

#### (1) General Rules

- (a) No fighting, throwing things, horseplay, insults, inappropriate jokes, or other disorderly conduct which may offend or endanger the well-being of any YAC member or guest.
- (b) No threatening, intimidating, coercing conduct and/or abusive or vulgar language.
- (c) No intentional bodily harm to any citizen.

- (d) No insubordination or refusal to comply with instructions or failure to perform reasonable duties.
- (e) No damaging or destroying YAC property through careless or willful acts.
- (f) No conduct which reflects adversely on YAC and/or the City of Manor.
- (g) No discourteous treatment of the public or other YAC members.

**(2) Relationship between Youth and Chaperones/Volunteers**

- (a) An adult leader or volunteer is expected to maintain constructive two-way communication, using concern, empathy, respect and fairness when dealing with youth and youth issues. A volunteer must not taunt, provoke, yell, scream, intimidate, curse, or use any improper language in the presence of youth.
- (b) An adult leader or volunteer must maintain an appropriate adult/youth relationship at all times, and know and respect the youth's rights.
- (c) A volunteer must maintain professional and appropriate boundaries with youth. Personal information is not to be shared by the volunteer except in situations where it is necessary to carry out the volunteer assignment.
- (d) An adult leader or volunteer must not pursue a relationship with a youth beyond the scope and limitations of the volunteer assignment, including, but not limited to, offering to foster or house a youth.
- (e) Sexual contact with youth under YAC jurisdiction is strictly forbidden. If an allegation of sexual misconduct is substantiated, disciplinary action will be taken up to and including termination. All allegations of sexual misconduct will be referred to law enforcement for investigation and possible prosecution.

**(3) Reporting Mistreatment and Illegal Activities**

- (a) When an adult leader, volunteer, or youth commissioner has cause to believe that a youth has been or maybe adversely affected by abuse, neglect, or exploitation by another adult leader, volunteer, or youth commissioner, he/ she must report the matter within 24 hours to the City Manager.
- (b) An adult leader, volunteer, or youth commissioner is required to report suspected incidents of fraud, and other job-related illegal activities to the City Manager. Fraud includes any intentional deception, misrepresentation or omission of important facts.

Commented [SK1]: We can change this if necessary.

**(4) Sexual Conduct**

All inappropriate sexual conduct is strictly prohibited and will not be tolerated. Inappropriate sexual conduct is conduct of a sexual nature that is detrimental to morale, interferes with job performance, or has a negative impact on a safe, professional and pleasant work environment. Reports of such conduct are to be made to the City Manager and law enforcement.

Commented [SK2]: We can change this if necessary.

## (5) Intoxicants or Drugs

Consuming, possessing, using, or being under the effects of alcohol, drugs or any mood-altering substance while engaging in YAC activities or programs is strictly prohibited. Exceptions will be made for prescription drugs or over-the-counter medications that do not significantly interfere with the performance of volunteer duties.

## (6) Field Trips & Transportation

(a) Chaperones and volunteers will be attentive and considerate of the participant safety on field trips and during any transportation provided by the YAC.

- i. Chaperones and volunteers will have a written list of the participants in their group and must check the roll frequently, specifically before departure to and from destination.
- ii. Each group of participants must have first aid supplies provided by the City.
- iii. Participants must remain in assigned areas and follow all instructions of the chaperones who volunteers of their group.

(b) Before a participant can be transported to and from city sponsored activities, the parent must give their permission. Parents may be asked to volunteer to attend field trips to assist with supervision of participants. Those parents who wish to volunteer must submit any required paperwork \_\_\_\_\_ weeks/days prior to the date of the field trip for background screening.

(c) A completed and signed permission slip must be on file for each participant.

(d) Only authorized persons listed on the permission slip may pick up a participant. Parents also have the option of electronically signing a form allowing their child to walk home at the end of the field trip.

(e) In the event of overnight travel for field trips, Participants will be assigned hotel rooms. Participants are to stay in their assigned hotel room after completion of program activities. Chaperones and volunteers will ensure that all participants are located within their assigned hotel rooms by a curfew for the participants. Participants will be assigned to rooms with at least one other participant of the same gender and similar age. No participant will be assigned a hotel room alone. Chaperones and volunteers may not share sleeping accommodations with participants.

## (7) Disciplinary Actions

(a) Any adult leader, volunteer, or youth participant may report violations of the Code of Conduct.

(b) Reports should be made to \_\_\_\_\_. An investigation will be conducted, and the accused will have an opportunity to respond.

**Commented [SK3]:** We will need to provide details on who the paperwork will be submitted to. We also need a process by which the background screening will be done. Will it be done by the City or will an agency be used?

(c) Depending on the severity and the frequency of the violation, disciplinary options can include:

- i. A written or verbal warning.
- ii. Continued participation but with specific conditions of probation.
- iii. Temporary suspension from all YAC activities and events for a defined period.
- iv. Permanent removal from the YAC for serious or repeated violations.

**Commented [SK4]:** This is very generic. We need to get into the details on what kind of violations would lead to these specific punishments and who decides these punishments.

**Manor Youth Advisory Commission CODE OF CONDUCT**– Adopted on \_\_\_\_\_, 2025.

DRAFT

This policy applies to all Manor YAC members to ensure that all YAC meetings and activities are conducted efficiently and set standards for the behavior and treatment of fellow YAC members. By signing below, I acknowledge that I have received, read, and understand the Manor YAC Code of Conduct. I agree to abide by the standards outlined in the Code of Conduct during all YAC meetings and activities.

Please mark below the capacity of your participation in the YAC:

Adult Leader

Chaperone

YAC Commissioner

For participants under 18 years of age, a parent or guardian must also sign below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Acknowledgment:

I have read and discussed the Code of Conduct with my child and understand the expectations for participation.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This document is to be kept of file by the City Secretary's Office or the City Staff Liaison for official records.

**Commented [SK5]:** Please confirm if these are one and the same, and we can change this.

**Commented [SK6]:** This can be changed as needed.