

# Illinois Extension Volunteer Code of Conduct



The opportunity to volunteer with University of Illinois Extension is a privilege and not a right. All Extension volunteers who participate in or attend any activity or event sponsored by the University of Illinois Extension Program are expected to uphold the values of the University of Illinois Extension Program and conduct themselves according to the following standards. These standards also apply to online Extension activities, including social media and internet presence.

## **As a University of Illinois Extension volunteer, I agree to:**

1. Represent University of Illinois Extension with dignity and pride and be a positive role model.
2. Conduct myself in a manner that reflects honesty, integrity, self-control, and self-direction. Accept the results and outcomes of Extension contests with grace and empathy for other participants. Accept the final opinions of judges and evaluators. Be open to innovative ideas, suggestions, and opinions of others.
3. Create a welcoming environment for all. Encourage everyone to fully participate in Extension programs. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why. Our first priority is to create a safe, inclusive space for learning, sharing and collaboration that is welcoming to people from diverse backgrounds, cultures, and perspectives. Diversity includes, but is not limited to, race, color, religion, political beliefs, national or ethnic origin, immigration or citizenship status, sex, gender identity and expression, transgender status, sexual orientation, age, marital or family status, educational level, learning style, pregnancy, physical appearance, body size, and individuals with disabilities.
4. Comply with University of Illinois equal opportunity and antidiscrimination policies, as well as all federal, state, and local laws.
5. Respect the privacy of persons involved with Extension programs and hold in confidence sensitive, private, and personal information.
6. Create a safe environment. Not carelessly or intentionally harm or intimidate anyone in any way (verbally, mentally, physically, or emotionally). Not engage in romantic displays or sexual activities in either public or private situations at any Extension sponsored activity or event. Be kind and compassionate toward others. Not insult, harass, or bully others or engage in other hostile behaviors. Be considerate and courteous of all persons and their property.
7. Be a team player. Work cooperatively with all individuals involved in Extension programs and activities. Be responsive to the reasonable requests of the person in charge. Respect the integrity of the group and the group's decisions.
8. Be a positive role model. Act in a mature, responsible manner, recognizing I am a role model for others and that I am representing both myself and the University of Illinois Extension programs. Be responsible for my behavior, use positive and affirming language, and uphold exemplary standards of conduct at all Extension activities.
9. Participate fully. Participate in and contribute to planned programs, be on time and follow through on assigned tasks/responsibilities in a manner that fosters the safety, well-being, and quality of the educational experience for myself and others.
10. Obey the law. Obey the laws of the locality, state and nation, and University of Illinois and University of Illinois Extension policies and guidelines. Commit no illegal acts.

11. Will not possess, offer to others, or use alcohol, illegal drugs, marijuana, or tobacco products, which include e-pens, e-pipes, e-hookah, e-cigars, JUULs, vapes, vape pens or other electronic nicotine delivery systems at Extension activities or events. Will not attend Extension activities under the influence of alcohol, illegal substances, or marijuana.
12. Will not possess or use weapons or firearms except as expressly permitted as part of supervised 4-H shooting sports programming.
13. Not retaliate against individuals, including minors, families, parents, guardians, University of Illinois Extension staff members or other volunteers, who report allegations of inappropriate conduct (including but not limited to abuse; neglect; assault; harassment; sexual assault, abuse, or harassment; possessing child pornography or providing it to a minor; furnishing alcohol, drugs, or sexual materials to a minor; and violations of the University of Illinois antidiscrimination policy).
14. Recognize that verbal and/or physical abuse and/or neglect of youth is unacceptable in youth programs and report suspected abuse immediately to the County Director, the University of Illinois Police Department, local law enforcement authorities, and DCFS. Make these calls jointly with an Extension staff member or County Director.
15. Not engage in one-on-one contact with minors participating in youth programs; not communicate with a single minor; and include University of Illinois Extension staff members and minor's parents or guardians in communications with minors.
16. Uphold and support the responsible use of social media. In so doing, I will not create or post social media content about Illinois Extension that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment.
17. Complete background screenings as required by University of Illinois Extension and acknowledge that negative information in a background report may lead to termination as a volunteer.
18. Recognize that University of Illinois Extension has the responsibility and authority to remove individuals who are serving as volunteers who are disruptive to the University of Illinois Extension programs, violate the University of Illinois Extension Volunteer Code of Conduct, state, or local laws, or for any other reason the University of Illinois Extension deems appropriate.

## Compliance

It is expected that all University of Illinois Extension volunteers comply with the University of Illinois Extension Volunteer Code of Conduct. Failure to comply with any component of the Code or participation in other inappropriate conduct as determined by University of Illinois Extension representatives may lead to dismissal as a volunteer from the University of Illinois Extension Volunteer program.

I have read and I understand this Code of Conduct. I further agree to abide by the conditions of this document. I understand that my failure to comply with these expectations may result in my termination as a University of Illinois Extension volunteer.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date



**Illinois Extension**  
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

College of Agricultural, Consumer and Environmental Sciences.  
University of Illinois, U.S. Department of Agriculture, Local Extension Councils Cooperating.  
University of Illinois Extension provides equal opportunities in programs and employment.