



# Manitoba 4-H Council Inc.

## Code of Conduct – Registered Volunteer

**This document applies to: Leaders, Board Members, Staff and Host Families**

*4-H Manitoba 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. As a reputable child-serving organization, 4-H Manitoba has developed the following code of conduct to guide our volunteers. While every volunteer is valued and unique, we come together as an organization in the best interests of children and their families. The safety, rights and well-being of children we serve are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries. Thank you for making this commitment.*

The Manitoba 4-H Council Policy Manual details the rights and responsibilities of registered volunteers. Council staff should be contacted for complete information on involvement in the program. All 4-H volunteers are subject to all of the requirements of the manual. 4-H volunteers are also subject to all other relevant laws and regulations. These standards outline 4-H Manitoba 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 Youth Protection Program volunteer screening process in a timely manner; consisting of a Criminal/Vulnerable Sector Check, Child Abuse Registry Check and a name of a character referee.
- 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.
- Treat all allegations of abuse/sexual misconduct seriously and report all allegations or suspicions to the appropriate authority.
- 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



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Manitoba while involved in the 4-H Manitoba program.

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- Treat animals humanely and provide appropriate care according to Industry *Codes of Practice* [www.nfacc.ca](http://www.nfacc.ca)
- Follow the 4-H Manitoba *Guidelines for Social Media*.
- Promptly notify the most appropriate authority figure of any incident that may violate the 4-H Manitoba 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 any sexual behaviour, such as sexual innuendo, showing a member pornographic material or grooming (engaging with a member with the intention of forming an inappropriate relationship).
- Under any circumstances upload or copy a picture I may have taken of a 4-H member to the internet without prior signed parental permission
- Engage a member in any activity which may appear inappropriate to our organization, the member's family or the public.
- Use illegal drugs. For a person of legal age **responsible** consumption of alcohol is acceptable. Additionally, for a person of legal age, use of tobacco, tobacco products and other legal intoxicants must adhere to provincial and local regulations.
- 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 misdemeanour or criminal offence.



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- Engage in any behaviour which 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 Manitoba Registered Volunteer Code of Conduct. I accept that failure to adhere to the Code of Conduct will result in an investigation and disciplinary action if necessary. Appropriate consequences/disciplinary actions are to be determined by management and will be based on the nature and severity of the incident. For more details refer to the ***Conflict Resolution Procedure***.

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### **4-H Manitoba Volunteer Agreement**

Volunteers are asked to carefully consider the following expectations.

Volunteers agree to:

- Enroll as a volunteer.
- Support and abide by the 4-H Manitoba Volunteer Code of Conduct.
- Be supportive of 4-H programs, youth, adults and staff members.
- Participate in meetings and volunteer training as appropriate to duties.
- Provide a safe, positive environment for youth and adults to grow, learn and develop.
- Inform youth and adults of events, activities and program opportunities.

Volunteers accepted and agreeing to serve can expect the following from 4-H Manitoba.

4-H Manitoba agrees to:

- Provide orientation to volunteers regarding the 4-H mission, program expectations and expectations of the position.
- Provide overall direction for the 4-H Program.
- Provide assistance, support and encouragement.
- Provide educational programs and materials to develop volunteers' understanding and competency to fulfill assignments.
- Provide instructional materials and resources to be used in educational programs.
- Inform volunteers of events, activities and program opportunities.

I have read and understand the 4-H Manitoba 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 behavior is grounds for suspension and/or termination of my volunteer status with the 4-H Manitoba program. For more details, refer to the ***Conflict Resolution Procedure***.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

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