



VOLUNTEER CONDUCT POLICY

It is the policy of Junior Achievement of Arizona, Inc. that no volunteer has any inappropriate contact inside or outside the classroom with any Junior Achievement student including those students 18 years of age or older. Furthermore, a volunteer should not be in contact with any student inside or outside the classroom unless that student's teacher, another school-sanctioned adult, or the student's parent is present.

This policy is conveyed verbally and in writing by Junior Achievement staff to volunteers teaching for the first time. This policy is also conveyed in writing to all volunteers prior to their first visit to the classroom each school year.

Because Junior Achievement cares that its volunteers have healthy relationships with the youth they serve, it has established these standards. *These are examples only, not a comprehensive list.*

1. *Young people look to adults for examples of appropriate behavior.* JA volunteers must use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. Profanity or sexualized language or jokes is inappropriate around students. Violating state law regarding interactions with youth, e.g., providing them alcohol or illegal drugs, is forbidden and illegal.
2. *Volunteers must take particular care when touching youth.* Most people understand the difference between appropriate touching, like a handshake or pat on the back, and touching which is sexual or disrespectful. Volunteers must also consider how any physical contact may be perceived.
3. *Interactions with students must both be appropriate and appear appropriate.* Volunteers will spend most of their time with groups of students. A volunteer should not be in contact with any student inside or outside the classroom unless that student's teacher, another school-sanctioned adult, or the student's parent is present. Favoritism, or the appearance of favoritism, should be avoided.
4. *Volunteers are responsible for the quality of interactions.* Students often find it difficult to state discomfort or objections. Volunteers must be especially sensitive to physical and verbal cues that youth provide.

Junior Achievement takes all complaints of misconduct seriously. Credible allegations of misconduct will be promptly investigated by the appropriate authorities. During any such investigation, the JA volunteer will be placed on leave. If an investigation determines misconduct occurred, it will result in the immediate and permanent dismissal as a JA volunteer.

Any JA staff member or volunteer who reasonably suspects misconduct must report these suspicions immediately to the appropriate JA staff person at the local office.

I have received a copy of Junior Achievement's Volunteer Conduct Policy and have read, understand, and will abide by this policy. **By signing this, I hereby certify that I have never been charged with a crime of violence or a crime involving a child or young person,** or, if I have, that I have fully disclosed in writing the facts regarding such a charge to the local Junior Achievement office.

SIGNATURE: _____ DATE: _____ NAME (Print): _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PLEASE return your original signed copy of this completed form to the appropriate Junior Achievement office.
Keep the carbon copy for your own reference.