



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

SDSU Extension Volunteer Code of Conduct

SDSU Extension programs provide objective, research-based educational programs accessible to all South Dakota residents. An SDSU Extension volunteer is considered an agent of the University while performing assigned duties and is expected to abide by South Dakota State University (the University) and South Dakota Board of Regents (SDBOR) policies, as well as state and federal laws and regulations which govern their actions. This Code of Conduct governs SDSU Extension Volunteers, and is adopted as a policy of the University per University Policy 1:1.2.f. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants in SDSU Extension programs.

When serving as an SDSU Extension Volunteer you agree to:

1. Respect, adhere to, and enforce the rules, policies, and guidelines established by the University, SDBOR and SDSU Extension, including but not limited to SDSU Volunteer Policy 4:8, and abide by all applicable state and federal laws.
2. Accept the supervision, directives and support from SDSU Extension staff or designees.
3. Accept responsibility to represent SDSU Extension by being a positive role model.
4. Conduct yourself in a courteous, civil and respectful manner.
5. Refrain from harassment of SDSU Extension program participants or staff, or disruption of the efficiency or morale of the SDSU Extension program – whether verbal, physical or written, including by the use of social media.
6. Refrain from offensive, or sexually inappropriate behavior.
7. Under no circumstances may you consume or possess alcohol, illegal drugs, or use tobacco products while engaged in service with SDSU Extension, particularly in the presence of youth.
8. Respect the property of others, including clothing, personal items, equipment, and facilities.
9. Treat animals humanely and teach youth to provide appropriate animal care, if applicable to your service program.
10. Operate machinery, vehicles, and other equipment in a responsible manner.
11. Comply with equal opportunity and anti-discrimination laws. Make all reasonable effort to ensure that programs do not discriminate on the basis of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, or veteran status.
12. Refrain from engaging in any behavior that – in the sole judgement of SDSU Extension staff – is unproductive. Use and teach research-based practices and concepts in an objective manner, even when the information is new or different from your personal opinion.
13. Follow through and complete accepted tasks in a timely manner.

Per SDSU Volunteer Policy 4:8, The University or University volunteers may end their volunteer service at any time, with or without cause, and without advance notice.

By my signature below, I acknowledge receiving this document, my full understanding of its contents, and that I am expected to abide by the SDSU Extension Volunteer Code of Conduct in all of my actions associated with SDSU Extension. I further acknowledge, by my signature below, that my involvement with the SDSU Extension program is contingent upon my compliance with the entire Code of Conduct and that failure to comply with any provision may result in being barred or censored from SDSU Extension activities.

Signature

Date

Print Name

SDSU Extension is an equal opportunity provider and employer in accordance with the nondiscrimination policies of South Dakota State University, the South Dakota Board of Regents and the United States Department of Agriculture.

Learn more at extension.sdstate.edu

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P-00036