

<b>Policy # 1.01</b>	<b>Refer to Policy #</b>
<b>4-H Alberta Code of Conduct Policy</b>	<b>7.01, 9.05</b>
The Code of Conduct applies to all 4-H Alberta participants. Rules of conduct are necessary to maintain the positive image of the Alberta's 4-H Program.	<b>Approved</b>
	November 2015
	<b>Review Date</b>
	July 2017

## 4-H Participants

Each 4-H participant is expected to conduct himself/herself in a positive manner:

- 4-H participants are defined as anyone involved with a particular 4-H function. Participants may include, but are not limited to: members, parents, leaders, additional family members, volunteers, friends, etc.
- 4-H members are expected to contribute 100% effort, with the support of family and/or friends. Examples are: arriving on time for meetings and events; participating to the best of their ability in all planned activities; personally completing project work; communicating with leaders when personal schedules conflict with 4-H.
- 4-H members, volunteers and guests will treat each other with positive consideration and respect other people and their property.
- A positive 4-H image is expected at all times. The use of profanity, crude remarks, inappropriate/derogatory dress and actions is not acceptable.
- Will promote the motto “Learn to Do by Doing” and the values of the 4-H program.
- A 24 hour “cooling off period” for a concern/issue that arises at a 4-H function is required, so long as the issue is not safety related in which case action must be taken immediately. After 24 hours the member and/or participant needs to speak with the leader or organizer responsible to try to learn from and resolve the concern/issue.
- Behavior must be positive for a friendly, safe, fun and learning environment. Behavior that is disruptive, or harmful physically, mentally and/or emotionally to the 4-H family is not acceptable and will not be tolerated.
- Acts of discrimination, and/or harassment on the basis of gender, race, nationality or ethnic origin, color, age, religion, family status or disability is unacceptable.
- Emotional, physical, verbal, mental, sexual or cyber abuse will not be tolerated.

- Possession and/or use of alcohol, illegal drugs or non-prescription inhalants and all tobacco products is not allowed by participants at 4-H member activities, regardless of age of majority, and will result in disciplinary action.
- Unauthorized possession or use of weapons or dangerous materials (including fireworks) is not permitted.
- Maintaining the privacy of 4-H participants is important. No person shall disregard another's privacy, including personal cyber information, property, or space.
- Local districts/regions and/or programs may have additional guidelines and/or policies that need to be followed. It is the responsibility of the 4-H participant to ensure that he/she is aware of and understands these additional rules and responsibilities.

Failure to comply with the 4-H Alberta Code of Conduct Policy and the 4-H Alberta Program Agreement may be cause for dismissal of a 4-H member or participant from a club/activity/program. In case of dismissal of a member, no portion of fees will be refundable.

(Refer to # 9.05 4-H Alberta Alcohol, Illegal Drugs & Tobacco Policy; and # 7.014-H Alberta Program Agreement Policy)

*Adapted from Ontario and Pennsylvania 4-H Member Code of Conduct documents.*

## **Leaders**

In addition to the general 4-H Alberta Code of Conduct that is outlined above, there are additional points that 4-H Leader's are expected to follow, they are:

- Will respect the confidential nature of information provided to them.
- Will not use their position of trust for personal advantage or profit/gain.
- Will accept their duty to know their responsibilities thoroughly. 4-H Leaders are encouraged to take part in any/all learning opportunities available to them.
- Will direct any criticism of the performance and related duties of any 4-H leader to that individual. If, after exhausting all conflict resolution processes and after informing that individual of the intent to do so, may direct in confidence, the criticism to the club leadership team (or refer to: #9.02 4-H Alberta Grievance Policy ).
- Will listen attentively and respond respectfully and do all they can to rectify a problem when constructive feedback/criticism of their performance is directed to them.
- Will refrain from making unauthorized representation to outside bodies in the name of 4-H and its partners.

- Will ensure that outside interests do not bias their judgment or jeopardize their competence.
- Will work for the creation and maintenance of the 4-H council(s) and the 4-H policies that will continue to enhance the role of 4-H.
- Will complete the Leader Screening process every five (5) years as required. (Refer to: # 3.02 4-H Alberta Volunteer Leader Policy).

Anyone violating any of the above requirements may lose the privileges of the 4-H Alberta Program.

*Adapted from the BC 4-H Leader and 4-H Volunteer Code of Ethics documents.  
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### **Staff and Directors of the 4-H Branch, 4-H Council of Alberta and 4-H Foundation of Alberta**

Each staff and Director of any 4-H organization is expected to conduct himself/herself in a polite and positive manner. Additionally he/she will:

- Clearly understand and fulfill their specified roles and responsibilities as outlined in a position description.
- Adhere to conflict of interest, confidentiality regulations and policies of 4-H Alberta and, if applicable, the organization through which they are employed
- Respect and honour the decisions made that follow the specified mandates of each party
- Complete the mandatory security checks to ensure that our youth are protected
- As a participant in a 4-H committee, be open and receptive to all input and represent the views of his/her organization
- Take advantage of learning opportunities to enable strong and successful working relationships