**Tennessee Extension Volunteer Statement of Principles and**

**Volunteer Agreement for the Extension Health & Wellness Ambassador Program**

**Introduction**

Community members and families place trust in Tennessee Extension to provide quality leadership and care for all program participants, youth and adults. The opportunity to work in the community is a privileged position of trust that should only be held by those who are willing to commit to uphold behavior that fulfills this trust. This document conveys expectations of volunteers, specifically those associated with the Extension Health & Wellness Ambassador program. **The following statement of principles is provided for all volunteers.**

Volunteers working with youth in any Extension program, activity and event, are identified as a “Covered Person” for the purposes of the University of Tennessee Safety Policy 575 – Program for Minors. At no time may a volunteer be assigned to, or engage in, one-on-one interaction with a minor in a private venue or any other location which is not observable by others. The following information, which is not all-inclusive, illustrates some examples of specifically expected and prohibited conduct. Engaging in prohibited behavior will lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under university policy.

1. **Ethical and responsible conduct:** In carrying out its educational, research, and public service missions, the university relies on the ethical and responsible conduct of all volunteers. Even the appearance of unethical or irresponsible conduct can be damaging to the public’s trust in the university. Volunteers are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards, and to comply with applicable laws, regulations, contractual obligations, and university policies. (HR0580: 1)
2. **Mandatory Reporting of Child Abuse and Child Sexual Abuse**: Covered Persons must comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. (HR0580: 2b)
   1. Tennessee laws mandate reporting by any person who has knowledge of physical or mental harm to a child if:
      1. The nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or
      2. On the basis of available information, the harm reasonably appears to have been caused by brutality, abuse or neglect.
   2. Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether it appears the child has sustained an injury as a result of the abuse.
   3. A report of child abuse or child sexual abuse must be made immediately to one of the following authorities:
      1. The Tennessee Department of Children’s Services (Call Central Intake Child Abuse Hotline at: (877-542- 2873) or (877-237-0004).
      2. The sheriff of the county where the child resides.
      3. The chief law enforcement official of the city where the child resides.
      4. A judge having juvenile jurisdiction over the child.

University police departments are not included in the list of authorities. Reporting to university police, a supervisor, or any other university official or employee does not satisfy an individual’s duty to report child abuse or child sexual abuse to one of the authorities listed above.

1. **Responsible Reporting of Suspected Violations and University Response:** Volunteers are expected to report any good- faith concern that compliance violations might have occurred, including, but not limited to, the following: violations of state or federal law or regulations; fraud in the operations of government programs; misappropriation of state or federal resources; acts that endanger the health or safety of the public or employees; and mismanagement of programs, funds, and/or abuses of authority. Volunteers are expected to report compliance concerns at the earliest possible opportunity by contacting their university contact, the next level of university contact, the appropriate campus/institute compliance officer, Office of Audit and Compliance (865-974-6611), or the Institutional Compliance office (865-974-4438). Volunteers wishing to remain anonymous should report their concerns to the State Comptroller’s Fraud Hotline (1-800-232-5454). Concerns will be referred to the appropriate university office for investigation. Volunteers are expected to cooperate fully in investigations.
2. **Respect for Persons:** Covered Persons are expected to be committed to creating an environment that promotes learning, diversity, fair treatment, and respect for others. (HR0580, #3; TSU6.9) This commitment requires, among other things:
   1. No disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual or threatening physical action or injury on university property or during university activities; or other conduct that threatens or endangers the health, safety, or well-being of any person.
   2. No violation of any university policy against harassment, discrimination, or retaliation.
   3. Treat others in a courteous, respectful manner, demonstrating behaviors appropriate for a positive role model for youth.
   4. Comply with equal opportunity and anti-discrimination policy. Make all reasonable efforts to assure Extension programs, activities and events are accessible to youth and adults without regard to race, color, national origin, gender, religion, age, sexual orientation or disability.
   5. Do not require Extension program participants to purchase materials, supplies, equipment, animals or services from any specific vendor.
   6. Teach youth/adults to provide appropriate animal care and treat animals humanely.
   7. Recognize that physical punishment is not an appropriate form of discipline for youth and will not be allowed.
3. **Respect for Property:** Obey the laws of the locality, state and nation. This means no one will:
   1. Neglect or damage university property.
   2. Steal or engage in dishonest behavior.
   3. Tamper with or wantonly destroy university data, records, or other information; gain unauthorized access to such information; disclose confidential information; or otherwise misuse university data or information.
   4. Engage in unauthorized use of university vehicles, mail services, identification and credit cards, telephones, computers, computer equipment, or other university equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send, or receive on a university computer. The university has the right to monitor, for business reasons, any and all aspects of any university computer system, including employee e- mail.
   5. Solicit, collect money, or circulate petitions on university property at any time without permission of the chief business officer or designee.

# Standards of Safety

* 1. Possession of firearms, explosives, or other dangerous materials on university property or during university programs, activities or events, is prohibited unless the covered person is authorized either by university policy or law to carry firearms, explosives, and other dangerous materials and it is also necessary to do so in the course of employment (police officer, R.O.T.C. personnel, etc.)
  2. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances is prohibited. As are in addition, abuse of prescription drugs while on duty; use of alcohol in a university vehicle on or off university property; possession or use of alcohol while on duty (except at university-sponsored events and other events a Covered Person is expected to attend as part of his or her duties); or attend an Extension program activity or event (reporting to work) under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.
  3. Refusal to obey security officials, Emergency Management personnel, or other proper authorities in emergencies.
  4. Failure to comply with safety rules, regulations, or common safety practices.
  5. Failure to report an accident involving on-the-job injury or damage to university property.
  6. Smoking in violation of university policy.

# Compliance with Laws and University Policies

# The following are examples of conduct that is not allowed:

* 1. Behavior or conduct unacceptable to the university or the community at large.
  2. Any violation of any law in the performance of duties or that affects the ability to perform duties satisfactorily.
  3. Failure to comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse.
  4. Failure to comply with laws regarding mandatory reporting requirements applicable to health care professionals’ interactions with patients while acting within the scope of university employment.
  5. Gambling on university property or during UT Extension and Tennessee State University programs, activities or events.
  6. Flagrant violation or failure to observe traffic or parking regulations.

# Work Performance

# The following are examples of required work performance:

* 1. Must wear proper identification (name tag) in the prescribed manner as may be required by UT Extension, the University of Tennessee, and Tennessee State University.
  2. Must maintain or obtain any required licensure, certification, or registration.
  3. The volunteer understands that he/she has no actual authority to bind or represent the university with regard to any third parties. The volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the university with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreement or contracts on behalf of the university.

References: UT System-wide Policy **HR0580 – Code of Conduct**; UT System-wide Policy **SA0575 – Programs for Minors**.

**Tennessee Extension Health & Wellness Ambassador Program**

The Extension Health & Wellness Ambassador (EHWA) program offered by the University of Tennessee Extension is designed to train and engage community members to improve their own health and the health of their neighbors. Objectives are achieved through the training and deployment of local volunteers. EHWA volunteers assist Extension by implementing community projects, assisting with extension programs, and contributing volunteer service to activities and projects that improve health in their local communities.

**EHWA Volunteer Expectations**

* The title “Extension Health & Wellness Ambassador” is to be used only by individuals who have completed Extension Health and Wellness Ambassador Program requirements.
* To be an EHWA volunteer one must participate in 40 hours of EHWA training, pass a certification exam given by the county agent, and contribute 40 hours of volunteer service within one calendar year of training.
* The title “Extension Health & Wellness Ambassador” is valid only when the volunteer is active with the EHWA Program. Designation as an EHWA becomes void when individuals cease active participation.
* The Extension Health & Wellness Ambassador badge is only to be worn in a volunteer capacity while engaged in activities for the EHWA Program. It is not to be worn at work, or in any other moneymaking capacity, or as part of any other volunteer program unrelated to EHWA. Extension Health and Wellness Ambassador status may not be used to promote any commercial activity or private business.
* EHWAs will not use the title “Extension Health & Wellness Ambassador” or “Wellness Ambassador” at a place of business or for commercial publicity, unless it is while participating in an EHWA-sponsored event. Having association with commercial products, and/or giving implied University of Tennessee endorsement to products or businesses is improper.
* EHWAs will use research-based information. They may not use their status as an EHWA to promote personal opinions, business, or the services of other companies or agencies.
* EHWAs must be willing to maintain a record of their volunteer activities and submit this information to Extension, either electronically or written documentation provided to the local Extension agent.

I wish to become an Extension Health & Wellness Ambassador in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County. I understand that in exchange for the training, I will volunteer at least 40 working hours to the Extension Health & Wellness Ambassador program. I understand that I will become an Extension Health & Wellness Ambassador when I complete the training, pass the exam, and document 40 hours of volunteer service. To retain EHWA designation in subsequent years, I will volunteer 20 service hours and obtain 10 continuing education hours annually.

I have read and understand the University of Tennessee Extension Health & Wellness Ambassador Volunteer Agreement. I agree to perform my duties as explained by Extension staff and to abide by these stated principles and any other rules specific to events and activities at which I may be serving as an Extension volunteer. I understand that volunteering with UT Extension is a privilege, not a right, and failure to comply with the Statement of Principles is grounds for immediate suspension and/or termination of my volunteer status with the University of Tennessee Extension.

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Volunteer Signature Volunteer name (print) Date

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Extension Agent Signature Date