



July 1, 2015

Dear Potential Master Gardener:

Thank you for your interest in the Cheatham and Robertson County Master Gardener Program. Tennessee Master Gardeners are trained volunteers who help the University of Tennessee and Tennessee State University share the latest and greatest gardening information. To be a trained volunteer, you will receive over 30 hours of horticulture classes and return 40 hours of volunteer community service through UT and TSU Extension.

The purpose of the Master Gardener program is to train citizens as horticulture educated volunteers of UT Extension and TSU Cooperative Extension Program to work in partnership with your county to expand the educational outreach by providing home gardeners with research based information.

The tentative schedule is enclosed. Class topics could change due to speakers' schedules, however, the dates will remain the same. You must attend 80% of the classes and pass a final test to complete the program (don't worry it will be simple).

The fee for the 2015 class is \$125.00 or \$200 for a couple that is willing to share a book. Space is limited. To register, please complete the enclosed application (1 per person) and send your fee to your county Extension Office. For Cheatham County residents the address is 162 County Services Drive, Suite 110, Ashland City, Tennessee 37015 and for Robertson County residents the address is 408 North Main Street, Springfield, Tennessee 37172. The check can be made out to University of Tennessee Extension. The fee will cover your text book, a name badge, access to the Tennessee Master Gardener Website, a welcome reception and the graduation celebration.

In addition to the tentative schedule, a 2015-2016 Master Gardener Application is enclosed. The University of Tennessee also has new policies related to volunteers and as a Master Gardener, you will be a volunteer of the University of Tennessee. You will find a complete volunteer packet attached as well. This information will need to be completed and returned as well with your payment.

After you complete the class, you will be eligible to join either the Cheatham or Robertson County Master Gardeners Association and continue your service to your county.

The deadline to register is August 21st. We look forward to an excellent class this year! If you have any questions, please give us a call. The number for Cheatham County is 615-792-4420 and Robertson County is 615-384-7936.

Sincerely,

*Sierra A. Knans*

Extension Agent, Cheatham County

*Paul Hart*

Extension Agent and County Director, Robertson County

# 2015 Tentative Master Gardener Schedule

## Robertson & Cheatham County

Monday, August 31	<b>Intro to Master Gardeners</b>	Sierra Knaus & Paul Hart Extension Agents
Monday, September 14	<b>Basic Botany</b>	Paul Hart Extension Agent
Monday, September 21	<b>Soils</b>	Bob Ary Extension Agent
Monday, September 28	<b>Lawn Grass Management</b>	Mitchell Mote Extension Agent
Monday, October 5	<b>Diseases</b>	Ronnie Barron Extension Agent
Monday, October 12	<b>Insects</b>	Ronnie Barron Extension Agent
Monday, October 19	<b>Herbaceous Ornamentals</b>	Karla Kean Extension Agent
Monday, October 26	<b>Vegetable Gardening</b>	Chris Robbins TSU Farm Manager
Monday, November 2	<b>Landscape Design</b>	Nancy Coop Master Gardener
Monday, November 9	<b>Backyard Wildlife</b>	Polly Rooker Master Gardener
Monday, November 16	<b>Lawn and Garden Equipment</b>	Chris Robbins TSU Farm Manager

All classes will begin at 9:00 am and will be held at First Baptist Church Joelton. The address is 7106 Whites Creek Pike, Joelton, TN 37080.



## 2015-2016 Volunteer Program Application

Name \_\_\_\_\_ Date \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

What is your present occupation and/or family responsibility? Describe time constraints. Please include your hours and days of work.

\_\_\_\_\_

\_\_\_\_\_

Below please indicate by a check (✓) your preferred times to do your volunteer work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Below rate your preference for kinds of volunteer work  
(1 least preferred; 5 most preferred)

Telephone/ office work at Extension Service Office	1	2	3	4	5
Teaching small groups	1	2	3	4	5
Teaching large groups	1	2	3	4	5
Teaching children/ teens	1	2	3	4	5
Teaching adults/ senior citizens	1	2	3	4	5
Newsletter editing/layout	1	2	3	4	5
Writing articles for newsletter/newspaper	1	2	3	4	5
Public relations/publicity	1	2	3	4	5
Working on landscaping projects	1	2	3	4	5
Photographing plants/ horticultural activities	1	2	3	4	5

Please list any previous volunteer work you have done. Specify organization, type of work and dates. \_\_\_\_\_

\_\_\_\_\_

How did you learn about the Master Gardener Program? \_\_\_\_\_

\_\_\_\_\_



What do you consider to be your areas of expertise? Please rank your expertise on a scale of 1 to 5, 1 being low and 5 being high.

<input type="checkbox"/> Vegetable Gardening	<input type="checkbox"/> Landscape design
<input type="checkbox"/> Flower Gardening	<input type="checkbox"/> Diseases/insects
<input type="checkbox"/> Herb Gardening	<input type="checkbox"/> Water conservation gardening
<input type="checkbox"/> Trees/shrubs	<input type="checkbox"/> Speaking to groups
<input type="checkbox"/> Native Plants	<input type="checkbox"/> Writing articles on gardening
<input type="checkbox"/> Wildlife Gardening	<input type="checkbox"/> Photography
<input type="checkbox"/> Houseplants	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Ornamental ponds	_____
<input type="checkbox"/> Lawns and Turf Grass	_____
<input type="checkbox"/> Community gardens	

Please list group affiliations (garden clubs, professional or hobby associations, plant specialty societies or clubs, etc.)

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What horticultural experience or training have you had? (credit or non-credit courses, workshops, etc.)

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Why do you wish to become a Master Gardener?

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Programs in agriculture and natural resources,  
4-H youth development, family and consumer sciences,  
and resource development.  
University of Tennessee Institute of Agriculture,  
U.S. Department of Agriculture and county governments cooperating.  
UT Extension provides equal opportunities in programs and employment.



Check-off List for Volunteer Leader Application Process

Date: \_\_\_\_\_

Please complete the following application documents and return to the Extension Office for processing:

- ☐ check-off list of forms needed (this form)
- ☐ Application: F809
  - \_\_\_ **F809 Adult Volunteer Application Form**
  - \_\_\_ Background Disclosure Form (F809-B)
  - \_\_\_ Background Screening Consent (F809-C)
- ☐ Form 833 Volunteer Agreement and Standards of Behavior
- ☐ Tennessee Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse
- ☐ HR0580 Code of Conduct & Standards of Conduct for Covered Adults – Please date and sign here indicating you have received and read the policy

- \_\_\_\_\_
- ☐ Child Protection Training – Please date and sign here indicating you have received and read the training

*To be conducted on 8/31 as part of  
Master Gardener training*

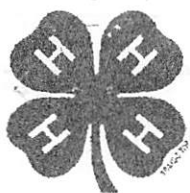
Once the above documents are submitted, Extension staff will process the application documents and the applicant will be notified if further information is needed or if an interview is to be scheduled.

**For Office Use Only:**

Date Background Check Completed: \_\_\_\_\_

Date National Sex Offender Website Checked: \_\_\_\_\_

Date Tennessee Abuse Registry Checked: \_\_\_\_\_

**ADULT VOLUNTEER APPLICATION FORM****Mission of Tennessee 4-H Youth Development**

To provide research-based Extension educational experiences that will stimulate young people to gain knowledge, develop life skills and form positive attitudes to prepare them to become capable, responsible and compassionate adults.

**Vision of Volunteer Involvement in Tennessee 4-H Youth Development**

Volunteers will be woven into the fabric of Tennessee 4-H Youth Development, playing a key role in fulfilling the mission of the organization. Caring and knowledgeable volunteers will deliver quality programs that enhance life skill development for Tennessee's youth. This group of diverse volunteers will be vital to the organization, providing innovative ideas and serving as key resources and 4-H ambassadors in their local communities. The effective engagement of trained volunteers will multiply the efforts and accomplishments of UT Extension personnel.

UT Extension aims to provide a safe environment for all persons involved in 4-H Youth Development activities. This application is designed to be an information-gathering aid in order to successfully match the applicant's skills and interests with the appropriate position description and needs of the organization. Answers given by the applicant may be verified.

**GENERAL INFORMATION**

Name \_\_\_\_\_  
Last First M.I. Name you prefer

Home Address \_\_\_\_\_ How long at this address? \_\_\_\_\_  
Street, Box, Route, Apt. #

City State ZIP County

Mailing Address (if different) \_\_\_\_\_

Email Address \_\_\_\_\_ How long have you resided in this county? \_\_\_\_\_

Phone \_\_\_\_\_  
Daytime Evening Last Four Digits of Social Security Number (required)\*

\*The last four digits of your social security number or personal tax identification number is required by UT Risk Management for any volunteer or friend of UT. The last four digits of your social security number will be used only once for the assignment of a special UT personnel number. Your SSN will not be released and will remain confidential.

**4-H EXPERIENCE**

Are you a 4-H alumnus/alumna? ☐ Yes ☐ No

If yes, where? \_\_\_\_\_  
City County State

If yes, what year(s) were you a 4-H'er? \_\_\_\_\_

Have you ever been a 4-H volunteer? ☐ Yes ☐ No

If yes, where? \_\_\_\_\_  
City County State

Why are you interested in a 4-H volunteer position? \_\_\_\_\_

Have you ever worked with youth before? ☐ Yes ☐ No

If yes, please explain briefly. \_\_\_\_\_

What time commitment and duration are you considering?

\_\_\_\_\_ Hrs./week \_\_\_\_\_ Hrs./month ☐ 1-3 months ☐ 3-6 months ☐ 6-12 months

Do you prefer to work directly with ☐ youth ☐ adults ☐ both

If you prefer to work directly with youth, what age level(s) do you prefer? (Check all that apply.)

☐ Explorer (4<sup>th</sup> grade) ☐ Junior (5<sup>th</sup> & 6<sup>th</sup>) ☐ Junior High (7<sup>th</sup> & 8<sup>th</sup>) Senior: ☐ Level I (9<sup>th</sup> & 10<sup>th</sup>) ☐ Level II (11<sup>th</sup> & 12<sup>th</sup>)

## TRANSPORTATION

Do you have access to a car? ☐ Yes ☐ No

Do you have a valid driver license? ☐ Yes ☐ No

Driver License Number

State

Date of Expiration

Have you ever been cited for a traffic violation? ☐ Yes ☐ No

If yes, please explain. \_\_\_\_\_

## EMPLOYMENT AND VOLUNTEER EXPERIENCE

(This information is needed for the past 10 years. Please attach extra pages as necessary.)

1.

Current Occupation/Volunteer Position

Employer/Organization Name

Employer/Organization Address

Employer/Organization Telephone

City/State/ZIP

Email Address

Employed From/To

2.

Previous Occupation/Volunteer Position

Employer/Organization Name

Employer/Organization Address

Employer/Organization Telephone

City/State/ZIP

Email Address

Employed From/To

3.

Previous Occupation/Volunteer Position

Employer/Organization Name

Employer/Organization Address

Employer/Organization Telephone

City/State/ZIP

Email Address

Employed From/To

4.

Previous Occupation/Volunteer Position

Employer/Organization Name

Employer/Organization Address

Employer/Organization Telephone

City/State/ZIP

Email Address

Employed From/To

## EDUCATIONAL BACKGROUND

Name of Last High School Attended

State

County

Did you graduate? ☐ Yes ☐ No

If not, please circle the highest grade completed.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ GED ☐

**Education Beyond High School** (Please begin with current or most recent.)

Institution/City/State

Attended From (Month/Year) To (Month/Year)

Degree

Major

Institution/City/State

Attended From (Month/Year) To (Month/Year)

Degree

Major

Languages Spoken (other than English)

Other Educational or Special Training (CPR training, First Aid training, etc.)

## REFERENCES

Please list three people, not related to you, who have knowledge of your qualifications and have known you for at least two years. Please provide complete addresses and phone numbers.

1.

Name

Street Address

City/State/ZIP

Day Phone Number

Evening Phone Number

Email Address

Relationship

2.

Name

Street Address

City/State/ZIP

Day Phone Number

Evening Phone Number

Email Address

Relationship

3.

Name

Street Address

City/State/ZIP

Day Phone Number

Evening Phone Number

Email Address

Relationship

I authorize contacting the references listed on page 3, previous employers and volunteer organizations. I understand the omission or misrepresentation of information requested may result in non-appointment or dismissal as a 4-H volunteer. If appointed as a volunteer, I agree to abide by the policies of UT Extension and the Tennessee 4-H Youth Development program and to fulfill my volunteer responsibilities to the best of my ability. I also understand that UT Extension may contact other individuals as needed to verify my fitness and experience in working with youth.

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete and made in good faith.

Applicant Signature

Date

13-0104 10/12

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating. UT Extension provides equal opportunities in programs and employment.

THE UNIVERSITY of  
**TENNESSEE** **UT**  
INSTITUTE of  
AGRICULTURE





## BACKGROUND DISCLOSURE FORM

Last Name

First Name

M.I.

UT Extension aims to provide a safe environment for all persons involved in 4-H Youth Development activities. This form is designed to be an information-gathering aid in order to successfully match the applicant with a volunteer position.

A "yes" answer does not automatically exclude you from becoming a registered volunteer. If there are any changes in answers to these questions, the volunteer should immediately contact the local Extension office.

1. Have you ever had problems with

a. Substance abuse?

☐ Yes ☐ No

b. Criminal behavior?

☐ Yes ☐ No

c. Child abuse or neglect?

☐ Yes ☐ No

d. Suspension or revocation of your driving privileges?

☐ Yes ☐ No

2. Have you ever had an indictment, conviction, imprisonment or fine for any criminal violation including, but not limited to, DUI, substance abuse, child abuse or child neglect?

☐ Yes ☐ No

3. If yes, to any of the above questions, give date(s), location(s) and complete name at the time(s).

4. If yes, to any of the above questions, please describe what steps you have taken to correct the problem(s).

5. Other than the above, is there any other fact or circumstance involving you or your background that would affect your ability to be entrusted with the supervision, guidance and care of youth under the age of 18? ☐ Yes ☐ No (If yes, please explain.)

6. Do you currently have the minimum vehicle insurance coverage required by the State of Tennessee? ☐ Yes ☐ No

13-0104 10/12

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## BACKGROUND SCREENING CONSENT

Last Name	First Name	M.I.	*Last Four Digits of Social Security Number
Current Street Address		How long?	Date of Birth
City	State	ZIP	County
Home Phone	Driver License Number	State	Date of Expiration

\*The last four digits of your social security number are collected for the sole purpose of conducting background clearances. Providing the information is optional; however, for those positions that require criminal background checks, this information is necessary for program participation.

List below any previous residence(s) (beginning with the most recent) and any alias, maiden or other names for the past seven years. (Include city, state and zip code.)

1.	Previous Street Address	How Long at This Address		
	City	State	ZIP	Alias, Maiden or Other Names
2.	Previous Street Address	How Long at This Address		
	City	State	ZIP	Alias, Maiden or Other Names
3.	Previous Street Address	How Long at This Address		
	City	State	ZIP	Alias, Maiden or Other Names

Have you ever been convicted of a misdemeanor or felony other than a misdemeanor traffic violation? ☐ Yes ☐ No

If yes, please give date, nature, county/state, and disposition of offense. (Information should include any situation in which the applicant was sentenced for a crime, unless the sentence was reversed on appeal. A criminal record will not necessarily prevent an applicant from becoming a 4-H volunteer, but rather will be considered as it relates to specifics of the volunteer position for which you are applying.)

I hereby authorize the 4-H agent or authorized representative of the organization bearing this application to obtain a criminal and traffic violation background check. I give my consent to a criminal and traffic violation background check.

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete and made in good faith.

Applicant Signature

Date

13-0104 10/12

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**Tennessee 4-H Youth Development Volunteer Agreement and Standards of Behavior**

Applicant Name: \_\_\_\_\_

**Tennessee 4-H Youth Development Volunteer Standards of Behavior**

Families and other youth-serving organizations place trust in UT Extension to provide quality leadership and care for participants in 4-H programs. The opportunity to work with youth is a privileged position of trust that should only be held by those who are willing to commit to upholding behavior that fulfills this trust. For these reasons, the following behavior guidelines are provided for volunteers working in the UT Extension 4-H Youth Development program.

1. Treat others in a courteous, respectful manner, demonstrating behaviors appropriate for a positive role model for youth.
2. Obey the laws of the locality, state and nation.
3. Make all reasonable efforts to assure that 4-H youth programs are accessible to youth without regard to race, color, national origin, sex or disability and promote a spirit of positive participation.
4. Recognize that verbal and/or physical abuse and/or neglect of youth is unacceptable in 4-H Youth Development programs, and report suspected abuse to 4-H officials and the proper authorities.
5. Do not participate in or condone neglect or abuse that happens outside the program to 4-H youth participants, and report suspected abuse to proper authorities.
6. Operate motor vehicles (including machines or equipment) in a safe and reliable manner and only with a valid operator's license and the legally required insurance coverage.
7. Inform county 4-H staff of any arrests or charges of criminal activity against you. (Temporary suspension pending resolution of the case may be required.)
8. Notify Extension staff promptly of any incident that may violate UT Extension policies or personal rights.
9. Do not require 4-H participants to purchase materials, supplies, equipment, animals or services from any specific vendor.
10. Teach 4-H youth to provide appropriate animal care and treat animals humanely.
11. Do not consume alcohol or illegal substances while responsible for youth in 4-H activities nor allow 4-H youth participants under supervision to do so.
12. Accept supervision and support from county, region and state 4-H staff while involved in the 4-H Youth Development program.

**Tennessee 4-H Youth Development Volunteer Agreement**

Volunteers are asked to carefully consider the following expectations and confirm a willingness to observe these by signing where indicated. In addition, volunteers serving can expect the following from UT Extension.

**UT EXTENSION AGREES TO:**

- ❖ Provide orientation training for the position.
- ❖ Set educational tone and directions.
- ❖ Provide position descriptions.
- ❖ Provide assistance, support and encouragement.
- ❖ Give recognition for time and energy devoted to the position.
- ❖ Inform of coming events and activities.
- ❖ Make annual evaluations.
- ❖ Provide opportunities and materials to develop understanding and management of the volunteer assignments.
- ❖ Provide educational materials to be used for project and club organizations.
- ❖ Provide timely information on opportunities for youth at county, region, state and national levels.

**VOLUNTEER AGREES TO:**

- ❖ Complete new 4-H leader orientation and training.
- ❖ Be supportive of Extension programs and staff members.
- ❖ Participate in county leader association meetings and trainings as appropriate.
- ❖ Inform enrolled youth of Extension program opportunities.
- ❖ Supply county Extension office with application updates annually.
- ❖ Abide by the Tennessee 4-H Youth Development Volunteer Standards of Behavior.
- ❖ Participate in available training as appropriate to fulfill my duties.

I have read and understand the Tennessee 4-H Youth Development Standards of Behavior and Volunteer Agreement. I agree to perform my duties as explained by Extension staff and to abide by the 4-H Code of Conduct and any other rules specific to individual events at which I may be serving as a 4-H volunteer. I understand that volunteering with UT Extension is a privilege, not a right. I further understand that I may terminate this appointment without prior notice. I understand and agree that failure to comply with this agreement is grounds for immediate suspension and/or termination of my volunteer status with the Tennessee 4-H Youth Development program.

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

Date \_\_\_\_\_

UT Extension Representative's Signature \_\_\_\_\_

Date \_\_\_\_\_

THE UNIVERSITY of TENNESSEE **UT**  
INSTITUTE of AGRICULTURE

13-0107 10/12(Rev)

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# TENNESSEE LAW ON MANDATORY REPORTING OF CHILD ABUSE AND CHILD SEXUAL ABUSE

All members of the University community are responsible for compliance with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. Please go to the following website to find detailed information from the Tennessee Department of Children's Services on how to identify and report child abuse and child sexual abuse: <http://www.tn.gov/youth/childsafety.htm>.

The following is a summary of key provisions of Tennessee law on mandatory reporting of child abuse and child sexual abuse.

## Who Must Report

Tennessee law mandates 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.

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.

The Tennessee mandatory reporting laws define a child as a person under 18 years of age.

## How to Report

Call 911 if the situation is a life threatening emergency. In other cases, a report of child abuse or child sexual abuse must be made **immediately** to one of the following four authorities:

- The Tennessee Department of Children's Services (reports can be made by calling the Central Intake Child Abuse Hotline at 1-877-237-0004);
- The sheriff of the county where the child resides;
- The chief law enforcement official of the city where the child resides; or
- A judge having juvenile jurisdiction over the child.

Please note that 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.



**Criminal Penalties for Failure to Report**

Any person who knowingly fails to make a report of child abuse as required by Tennessee law commits a Class A misdemeanor.

Any person who knowingly and willfully fails to report known or suspected child sexual abuse, or who knowingly and willfully prevents another person from doing so, commits a Class A misdemeanor.

**I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE REQUIREMENTS OF TENNESSEE LAW DESCRIBED IN THIS DOCUMENT.**

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

[KNOXVILLE](#)[CHATTANOOGA](#)[MARTIN](#)[HEALTH SCIENCE CENTER](#)[AGRICULTURE](#)[PUBLIC SERVICE](#)[SPACE INSTITUTE](#)

## HR0580 – Code of Conduct

Effective: July 1, 2012 Revision No: 8

### Topics:

<a href="#">Introduction</a>	<a href="#">Responsible Use And Protection Of Confidential Information</a>
<a href="#">General Principles And Statements Of Ethical And Responsible Conduct</a>	<a href="#">Additional Information</a>
<a href="#">Ethical And Responsible Conduct</a>	<a href="#">Specific Examples Of Prohibited Conduct</a>
<a href="#">Responsible Reporting Of Suspected Violations And University Response</a>	<a href="#">Respect For Persons</a>
<a href="#">Respect For Others</a>	<a href="#">Respect For Property</a>
<a href="#">Avoiding Conflicts Of Interests</a>	<a href="#">Standards Of Safety</a>
<a href="#">Responsible Use Of University Resources</a>	<a href="#">Compliance With Laws And University Policies</a>
<a href="#">Responsible Conduct In Research</a>	<a href="#">Work Performance</a>
<a href="#">Commitment To Environmental Health And Safety</a>	<a href="#">Standards Of Attendance</a>

### Objective:

To provide employees of the University of Tennessee with guidance on how to conduct themselves in an ethical and responsible manner.

### Policy:

#### Introduction

The Code of Conduct was developed to supplement and clarify existing university policies, procedures, and rules. It does not replace, limit, or otherwise alter any existing policies. Employees are expected to familiarize themselves with the Code and to abide by it. Employees who violate the Code will be subject to appropriate disciplinary action. Employees should direct specific ethical or compliance questions to their supervisor or the university's [director of compliance](#). The university's Code of Conduct is comprised of 1) general principles and statements of ethical and responsible conduct and 2) specific examples of prohibited conduct.

#### General Principles and Statements of Ethical and Responsible Conduct

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 employees. Even the appearance of unethical or irresponsible conduct can be damaging to the public's trust in the university. Employees 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.
2. Responsible Reporting of Suspected Violations and University Response
  - a. General Statement of Reporting Obligation Employees 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. Employees are expected to report compliance concerns at the earliest possible opportunity by contacting their immediate supervisor, the next level of supervision, the appropriate campus/institute compliance officer, Office of Audit and Compliance (865-974-6611), or the Institutional Compliance office (865-974-4438). Employees

wishing to remain anonymous should report their concerns to the State Comptroller's Fraud Hotline (1-800-232-5454<sup>(9)</sup>). Concerns will be referred to the appropriate university office for investigation. Employees are expected to cooperate fully in investigations. As required by Fiscal Policy FI0130 Fraud, Waste and Abuse department heads and other management officials must report suspected fraud, waste, and abuse of university resources, and all allegations of such activity made to them, immediately to the Office of Audit and Compliance.

- b. **Mandatory Reporting of Child Abuse and Child Sexual Abuse** Employees must comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. 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. 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. A report of child abuse or child sexual abuse must be made immediately to one of the following authorities:

- The Tennessee Department of Children's Services (call the Central Intake Child Abuse Hotline at 1-877-542-2873<sup>(9)</sup> or 1-877-237-0004<sup>(9)</sup>).
- The sheriff of the county where the child resides.
- The chief law enforcement official of the city where the child resides.
- 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.

- c. **Protection from Retaliatory Discharge** Employees are protected from retaliatory discharge if in good faith they report or attempt to report illegal activities, or if they refuse to participate in illegal activities. For purposes of this policy, illegal activities are violations of the civil or criminal code of this state or the United States or any regulation intended to protect the public health, safety, or welfare. Employees are also protected from other forms of retaliation for reporting or seeking guidance regarding potential or actual criminal conduct.
3. **Respect for Others** People are the University of Tennessee's most important resource for accomplishing its teaching, research, and public service missions. Accordingly, employees are expected to be committed to creating an environment that promotes academic freedom, diversity, fair treatment, and respect for others. Employees are expected to treat one another, students, and the general public in an honest and respectful manner.
4. **Avoiding Conflicts of Interests** Objectivity and integrity are essential qualities for employees of a public institution such as the University of Tennessee. For the university to carry out its missions with unquestioned credibility, employees are expected to maintain the highest levels of integrity and objectivity as they perform their duties. Employees are expected to take all reasonable precautions and seek appropriate guidance to ensure that their outside interests do not place them in conflict with carrying out their duties and responsibilities as UT employees. Employees must disclose outside interests in accordance with university policies so that they can be reviewed and managed or eliminated, as appropriate.
5. **Responsible Use of University Resources** Employees must use university property, funds, technology, time, and other resources for legitimate business purposes. Employees must not use university resources for personal gain or to benefit third parties, unless a specific exception has been granted in accordance with policies. Employees are expected to be responsible stewards when using university funds for business travel or entertainment.
6. **Responsible Conduct in Research** As members of a research university, employees must conduct research with the highest integrity and in compliance with federal, state, and local laws and regulations and university policies. Employees must recognize that failure to do so can result in significant penalties or criminal prosecution for both employees and the university. Employees involved in conducting research are expected to become familiar with applicable laws, regulations, and policies and to consult with their campus/institute research or compliance office whenever they have concerns or questions. Employees are expected to submit accurate, timely, and complete reports and documents related to research.
7. **Commitment to Environmental Health and Safety** Employees are expected to be committed to protecting the health and safety of all university students, faculty, staff, volunteers, patients, and visitors. To accomplish this,



the university provides information and training to employees about health and safety hazards and safeguards. Employees are expected to exercise good health and safety practices and to comply with all health and safety laws and regulations.

8. **Responsible Use and Protection of Confidential Information** Employees are entrusted with a variety of confidential information about students, faculty, staff, alumni, donors, research sponsors, licensing partners, patients, and others. Employees must access, use, protect, disclose, preserve, and dispose of confidential information in compliance with applicable laws, regulations, contracts, and university policies.
9. **Additional Information** For university policies, statements, guidelines, and available training related to each of the principles of the Code of Conduct, visit the [Office of Institutional Compliance website](#).

### **Specific Examples of Prohibited Conduct**

No Code of Conduct can list all prohibited conduct. The following information, which is not all-inclusive, illustrates some examples of specifically prohibited conduct that may lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under university policy.

#### **10. Respect for Persons**

- a. 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.
- b. Violation of any university policy against harassment, discrimination, or retaliation.

#### **11. Respect for Property**

- a. Willful or negligent damage to university property.
- b. Theft or dishonesty.
- c. Tampering with or wantonly destroying university data, records, or other information; gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing university data or information.
- d. 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.
- e. Soliciting, collecting money, or circulating petitions on university property at any time without permission of the chief business officer or designee.

#### **12. Standards of Safety**

- a. Possession of firearms, explosives, or other dangerous materials on university property or during university activities, unless the employee 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 officers, R.O.T.C. personnel, etc.).
- b. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances; 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 an employee is expected to attend as part of his or her duties); or reporting to work under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.
- c. Refusal to obey security officials, Emergency Management personnel, or other proper authorities in emergencies.
- d. Failure to comply with safety rules, regulations, or common safety practices.
- e. Failure to report an accident involving on-the-job injury or damage to university property.
- f. Smoking in violation of university policy.



### 13. Compliance with Laws and University Policies

- a. Falsification of university records.
- b. Misrepresentation of academic credentials, which is defined by Tennessee law as follows: "A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing, that such person1) has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; 2) has successfully completed the required course work for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or 3) has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education." Misrepresentation of academic credential is a Class A misdemeanor.
- c. Behavior or conduct unacceptable to the university or the community at large.
- d. Violation of federal government security regulations as outlined in contracts.
- e. Any violation of any law in the performance of duties or that affects the ability to perform duties satisfactorily.
- f. Failure to comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse.
- g. 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.
- h. Failure to comply with the university's conflict of interests policy.
- i. Fabrication, falsification, plagiarism, or other serious unethical or illegal deviations from accepted practices in proposing, conducting, reporting the results of or reviewing research of service activities, in violation of university policy or state or federal law or regulations.
- j. The access, use, or disclosure of a person's financial, personal, protected health information, or other confidential information without authorization or legal justification, in violation of university policies or law, e.g., privacy provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Educational Rights and Privacy Act (FERPA).
- k. Gambling on university property or during university activities.
- l. Flagrant violation or failure to observe traffic or parking regulations.

### 14. Work Performance

- a. Insubordination or refusal of an employee to follow instructions or to perform designated work or to comply with directives of authorized university officials.
- b. Failure to wear proper uniform or identification in the prescribed manner as may be required by the university.
- c. Sleeping on the job.
- d. Failure or refusal to maintain or obtain required licensure, certification, or registration.
- e. Instigating or participating in deliberate low productivity and/or interfering with another employee's work.

### 15. Standards of Attendance

- a. Unexcused Absence. An absence without proper notification or satisfactory reason is unexcused. An absence of three consecutive days without notification or satisfactory reason is considered a voluntary termination.
- b. Repeated Tardiness. Tardiness is defined as arriving at work past the appointed starting time without supervisory approval.
- c. Other Absences. Such absences include the failure of employees to report to their work place at the beginning of the work period, leaving work before the end of the work period, and failure to inform the supervisor when leaving the work area.

## EXHIBIT B

### STANDARDS OF CONDUCT FOR COVERED ADULTS

As a participant in the *Extension Volunteer* ("Program"), you have been identified as a "Covered Adult" for purposes of University of Tennessee Safety Policy 575 (Programs for Minors).

As a Covered Adult, you are responsible for complying with University of Tennessee Human Resources Policy 580 (Code of Conduct), a copy of which is attached.

In addition, you shall not:

1. Strike, shake, slap, administer corporal punishment to, or touch in an inappropriate or illegal manner, any minor.
2. Humiliate, ridicule, threaten, or degrade a minor.
3. Sleep in the same room or other enclosed space (such as a tent) as a minor, unless you are a parent/legal guardian/sibling of said minor.
4. Shower or take a bath with a minor or in the presence of a minor.
5. Dress or undress in the presence of a minor.
6. Invade the privacy of minors in situations such as changing clothes and taking showers and intrude unless to the extent that health and safety requires.
7. Use a camera or other imaging device in showers, restrooms, or other areas in which a minor has a reasonable expectation of privacy.
8. Wear clothing that is not discreet and modest when interacting with minors.
9. Possess or engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs, during the Program.
10. Provide alcohol or illegal drugs to a minor, or provide prescription drugs or any other medication to a minor except in compliance with the policies of the *Extension Volunteer Program*.
11. Take a photograph or video of a minor or post information about a minor on the Internet without the written permission of the minor's parent or guardian.
12. Give a personal gift to a minor.
13. View pornography during the Program, or make any form of pornography available to a minor participating in the Program or assist a minor in any way in gaining access to any form of pornography.
14. Meet a minor off of the site of the Program or after the hours of the Program, even if another Covered Adult is present.
15. Have any personal, non-programmatic related communications with a minor during the Covered Program, or after the Program has ended, unless you have a relationship with the minor that existed before the Program.
16. Instruct, care for, supervise, guide, control, or routinely interact with a minor who is less than two (2) years younger than you (applicable only if the Program involves an overnight stay).

You should report violations of these standards of conduct by someone else (other than violations involving child abuse or child sexual abuse, the reporting of which shall be in compliance with Section 2 of University of Tennessee System Safety Policy 575) to your supervisor, the Designated Official (865-974-3061), the Office of the General Counsel (865-974-3245), UWA Audit and Consulting Services (865-974-6611), or the State of Tennessee audit hotline (1-800-232-5454).