



## Volunteer Requirements and Standards of Behavior

As a trained UMaine Extension volunteer, while I am representing the University of Maine Cooperative Extension, I am required to:

1. seek diverse audiences and provide equal access to all Extension programs including working with staff to provide accommodations.
2. comply with state, federal and University equal opportunity and non-discrimination laws and guidelines; I will not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender, gender identity or expression, ethnicity, national origin, citizenship status, familial status, ancestry, age, disability physical or mental, genetic information, or veterans or military status.
3. not violate the sexual harassment policy of the University of Maine System.
4. report all incidents of sexual misconduct and report all known or suspected child abuse/neglect. (Note: a refresher training via video is available at: <https://extension.umaine.edu/volunteer/orientation/required-training/>)
5. treat all program participants, volunteers, Extension staff, others and myself with courtesy and respect.
6. work cooperatively with other volunteers, families and Extension staff/colleagues.
7. not share confidential information except as authorized or required by policy or law.
8. model healthy choices. I will not use, possess, or offer alcohol, tobacco/tobacco products, marijuana/marijuana products, vaping, e-cigarettes, or illegal drugs/substances when involved in 4-H program activities. I will not attend 4-H programs while impaired.
9. not commit an illegal or abusive act; immediately report potentially illegal acts to both Extension staff and the authorities.
10. participate in required volunteer training programs and follow the stated policies and procedures.
11. treat program areas, lodging areas and transportation vehicles with respect.
12. handle any money, animals, machinery, equipment, or other UMaine Extension property that has been entrusted to me in a safe and responsible manner.
13. report all unsafe conditions and accidents to Extension staff/colleagues as soon as possible.
14. notify my county Extension staff/colleagues if I am unable to complete an assignment, uncomfortable with an assignment, or if I need to resign.
15. not use my status as an Extension volunteer for personal or business financial gain.

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### Requirements and Standards of Behavior Agreement

I have read and understand the University of Maine Cooperative Extension Volunteer Requirements and Behavior Standards. I understand and agree that my actions and decisions affect me as well as others. Any action on my part that contradicts any portion of these standards may result in the loss of privileges as a volunteer or could be grounds for suspension and/or termination of my status as a UMaine Extension volunteer. I will conduct myself in accordance with the intent of the Requirements and Standards of Behavior. I will accept the appropriate and logical consequences of any actions if I fail to do so.

Signature of UMaine Extension Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of UMaine Extension Volunteer \_\_\_\_\_

**THIS FORM IS TO BE SIGNED ANNUALLY**

Please download and review the [And Justice for All \(PDF\)](#) poster available on [UMaine Extension's Civil Rights Toolkit](#) page: <https://extension.umaine.edu/plugged-in/policies-guidelines/civil-rights-toolkit/>