



## University of Maine Cooperative Extension 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, including transgender status or gender expression, national origin, citizenship status, age, disability, genetic information or veteran's 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: <http://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. not use alcohol, tobacco or illegal drugs at any UMaine Extension event.
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.

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Signature of UMaine Extension Volunteer

Date

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Printed Name of UMaine Extension Volunteer

**THIS FORM IS TO BE SIGNED ANNUALLY**



# AND JUSTICE FOR ALL

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**fax:**

(202) 690-7442; or

**email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Conforme a las leyes federales y a los derechos civiles, reglamentos y políticas del Departamento de Agricultura de los Estados Unidos (U.S. Department of Agriculture, USDA), se prohíbe a esta institución discriminar por motivo de raza, color, nacionalidad, sexo, edad, discapacidad y reprimir o tomar represalias por actividades realizadas en el pasado relacionadas con los derechos civiles. (No todos los principios de prohibición se aplican a todos los programas).

Las personas discapacitadas que requieran medios alternos para que se les comunique la información de un programa (por ejemplo, braille, letra agrandada, grabación de audio, lenguaje de señas estadounidense, etc.) deberán comunicarse con la agencia estatal o local responsable de administrar el programa o el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339. La información del programa también está disponible en otros idiomas además del inglés.

Para presentar una queja por alegada discriminación, complete el formulario de quejas por discriminación del programa del USDA, AD-3027, que podrá encontrar en línea en [http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish\\_Form\\_508\\_Compliant\\_6\\_8\\_12\\_0.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf) o en cualquier oficina del USDA o escriba una carta dirigida al USDA que incluya toda la información solicitada en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al (866) 632-9992. Envíe su formulario o carta completos al USDA por

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Esta institución ofrece igualdad de oportunidades.