Minors on Campus Training Agenda 2019

Adopted by President’s Cabinet 12/18/18

Mandatory Reporting of Child Abuse and Neglect (brochure)

Guidelines for Camp Workers

Child Abuse Signs and Reporting

Emergency – Accident, Illness, Injury

Emergency – Shelter and Evacuation

Camp Forms

- Camp Registration form
- Medical Information Form for Campers
- Camper Pick Up Authorization Form
- Minor Child Camp Release and Waiver
- Photo Release
- Camper Code of Conduct
- Staff and Volunteer Code of Conduct

Policies and Forms for Human Resources

- Minors on Campus Policy
- EGSC Sexual Misconduct Policy
- Right to Know Training
- USG Ethics Policy Training
- Volunteer Program Policy
- Volunteer Agreement Form
- Volunteer Services – Personal Data and Emergency Contact Form
- Consent Form -Georgia Bureau of Investigation- Georgia Crime Information Center
- Training Completion Certification Form
All individuals will be required to clear a criminal background check prior to participation in college-run or affiliated activities involving minors. Non-EGSC organizations and entities who operate programs or activities on campus involving minors must conduct criminal background checks of their employees, volunteers, and representatives that meet college standards. The College may request any additional information it deems necessary to meet the requirements of these guidelines.

If you know or suspect that a minor has been abused, neglected or is otherwise unsafe, Contact: East Georgia State College Public Safety 478-289-2090 or mobile 478-455-0125
Any questions, concerns or complaints should be directed to the individual camp or program director.

Additional Information:

EGSC Sexual Misconduct Policy

EGSC Ethics Hotline

EGSC Minors on Campus Policy
http://www.ega.edu/policy/09-minors-on-campus-policy.pdf?4518

Volunteer Policy
http://www.ega.edu/policy/08-volunteer-program-policy.pdf?092916
THE 3 R’S OF REPORTING CHILD ABUSE

RECOGNIZE
RESPOND
REPORT

SCOPE

All stakeholders, including, but not limited to, parents, guardians, caregivers, EGSC faculty, staff and volunteers, should be assured that East Georgia State College is committed to the safety of all individuals in its community. The College has particular concern for those who are potentially vulnerable, including minor children, who require special attention and protection. The guidelines in this brochure apply to non-student minors. We are aware that under the state law of Georgia we are mandatory reporters of any child maltreatment.

With the goal of promoting the safety and wellbeing of minors, these guidelines are for those in the college community who may work or interact with individuals under 18 years of age.

Our guidelines apply broadly to interactions between minors and students, faculty, staff, volunteers and contractors in college-run or affiliated programs or activities. It also establishes requirements for non-college affiliated organizations and entities that operate programs or activities involving minors on campus; agreements with such organizations and entities shall reflect those requirements. All East Georgia State College students, faculty, staff, volunteers and contractors are responsible for understanding and complying with these guidelines.

GUIDELINES and Responsibilities

When participating in college-run or affiliated programs and activities, students, faculty and staff must:

• Always be vigilant in protecting the well-being and safety of minors with whom they interact on campus or elsewhere.
• Review the informational material about the signs of abuse and neglect of minors in training materials.
• Watch for signs of minor abuse or neglect and promptly report suspected instances of abuse or neglect, or violations, as required by Georgia mandates.
• Before engaging in any college-run or affiliated program or activity involving contact with minors: meet the requirements relating to training and criminal background checks.
• Meet any additional requirements that relate to the specific program or activity.

Non-East Georgia State College organizations and entities operating programs or activities involving minors on campus must be aware of, and comply with, these guidelines.

To the extent college faculty, staff or students are participating in programs or activities run by a non-EGSC organization or entity off campus, they should familiarize themselves with, and follow, the policies of the off-campus organization relating to interactions with minors and understand their legal obligations with respect to working with minors in the program setting.

East Georgia State College students and employees who participate in college-run or affiliated programs or activities involving minors must complete appropriate training and criminal background checks, where applicable, per the EGSC Minors on Campus Policy.

At a minimum, training must include:

• Basic warning signs of abuse or neglect of minors.
• Guidelines for protecting minors from emotional and physical abuse and neglect.
• Guidelines for camp workers.
• Requirements and procedures for reporting incidents of suspected abuse or neglect or improper conduct.
• Emergency medical and emergency weather response.
• Signed certification of training completion.

Non-EGSC organizations who wish to operate programs or activities involving minors on campus must provide certification that its personnel assigned to the program or activity have attended Minors on Campus training within one year and have been pre-screened with a criminal background check. External sponsors must sign a Facility License Agreement, indicate that minors are involved in the program or activity, and provide evidence of adequate liability insurance. EGSC reserves the right to require the organization’s individuals who will be supervising or interacting with minors to attend EGSC’s Minors on Campus prior to the program or activity start date.
EAST GEORGIA STATE COLLEGE
Guidelines for Working with Minors 2019

Individuals associated with programs or activities involving minors should observe the following “dos” and “don’ts” in order to maintain a safe and positive experience for program participants:

**DO**

- Maintain the highest standards of personal behavior at all times when interacting with minors.
- Whenever possible, try to have another adult present when you are working with minors in an unsupervised setting. Conduct necessary one-on-one interaction with minors in a public environment where you can be observed.
- Listen to and interact with minors and provide appropriate praise and positive reinforcement.
- Treat all minors in a group consistently and fairly, and with respect and dignity.
- Be friendly with minors within the context of the formal program or activity while maintaining appropriate boundaries.
- Maintain discipline and discourage inappropriate behavior by minors, consulting with your supervisors if you need help with misbehaving youth.
- Be aware of how your actions and intentions might be perceived and could be misinterpreted.
- Consult with other adult supervisors or colleagues when you feel uncertain about a situation.

**DON’T:**

- Don’t spend significant time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors.
- Don’t engage in inappropriate touching or have any physical contact with a minor in private locations.
- Don’t use inappropriate language, tell risqué jokes, or make sexually suggestive comments around minors, even if the minors themselves are doing so.
- Don’t give personal gifts to, do special favors for a minor, or do things that may be seen as favoring one minor over the others.
- Don’t share information with minors about your private life or have informal or purely social contact with minor program participants outside of program activities.
- Don’t strike or hit a minor, or use corporal punishment or other punishment involving physical pain or discomfort.
- Don’t relate to minors as if they were peers, conduct private correspondence (including Facebook, Twitter, or other social media) or take on the role of confidant.
- Don’t take photographs of minors on your personal devices.
- Don’t date or become romantically or sexually involved with a minor. Don’t show pornography to minors or involve minors in pornographic activities.
- Don’t provide alcohol or drugs to minors or use them in the presence of minors.
SIGNS OF CHILD ABUSE AND NEGLECT

THE MOST REPORTED FORM OF CHILD MALTREATMENT IS NEGLECT, FOLLOWED BY PHYSICAL ABUSE AND SEXUAL ABUSE

NEGLECT occurs when parents or caretakers do not provide proper supervision, control, subsistence, education as required by law, or other care necessary for healthy development. By itself, lack of financial means to provide for a child is not neglect.

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<th>PHYSICAL SIGNS MAY INCLUDE:</th>
<th>BEHAVIORAL SIGNS MAY INCLUDE:</th>
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<td>POOR HYGIENE</td>
<td>CHRONIC HUNGER OR SLEEPINESS</td>
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<td>INAPPROPRIATE OR ILL-FITTING CLOTHING</td>
<td>DELAYED LANGUAGE DEVELOPMENT</td>
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<td>BEING LEFT ALONE OR WITH PEOPLE UNABLE TO PROVIDE PROPER SUPERVISION</td>
<td>CLINGING BEHAVIOR OR DEVELOPMENT OF INDISCRIMINATE ATTACHMENTS</td>
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<td>OBVIOUS LACK OF NECESSARY MEDICAL TREATMENT</td>
<td>FREQUENT COMPLAINTS OF FEELING UNWELL</td>
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<td>FREQUENT TARDINESS OR ABSENCE FROM SCHOOL</td>
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PHYSICAL ABUSE is non-accidental injury of a child by a parent or teacher

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<th>PHYSICAL SIGNS MAY INCLUDE:</th>
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<td>BRUISES, WELTS OR SWELLING</td>
<td>ATTEMPTS TO HIDE INJURIES</td>
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<td>SPRAINS OR BROKEN BONES</td>
<td>DIFFICULTY SITTING OR WALKING</td>
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<td>BURNS</td>
<td>WARINESS OF PHYSICAL CONTACT WITH ADULTS</td>
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<td>LACERATIONS OR ABRASIONS</td>
<td>RELUCTANCE TO GO HOME</td>
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<td>BITE MARKS</td>
<td>DEPRESSION OR SELF-MUTILATION</td>
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<td>UNEXPLAINED OR REPEATED INJURIES</td>
<td>FEAR OF PARENT OR CAREGIVER</td>
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SEXUAL ABUSE is the exploitation of a child for the sexual gratification of an adult or older child

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<th>PHYSICAL SIGNS MAY INCLUDE:</th>
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<tr>
<td>DIFFICULTY WALKING OR SITTING</td>
<td>PRECOCIOUS SEXUAL KNOWLEDGE OR BEHAVIOR</td>
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<td>TORN, STAINED OR BLOODY CLOTHING</td>
<td>EXTREMES – HOSTILE AND AGGRESSIVE OR FEARFUL AND WITHDRAWN</td>
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<td>GENITAL PAIN OR ITCHING</td>
<td>SELF-MUTILATION</td>
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<td>SEXUALLY TRANSMITTED DISEASES</td>
<td>SUBSTANCE ABUSE</td>
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<tr>
<td>PREGNANCY</td>
<td>RUNNING AWAY</td>
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REPORTING

WHAT TO DO IF YOU SUSPECT THAT A MINOR HAS BEEN ABUSED OR NEGLECTED OR IS OTHERWISE UNSAFE

If you know, suspect, or receive information indicating that a minor has been abused or neglected, or if you have other concerns about a situation involving the safety of minors, follow the procedures described below.

ANY CONCERNS OR COMPLAINTS SHOULD BE DIRECTED TO THE CAMP OR PROGRAM DIRECTOR

IN CASE OF AN EMERGENCY

IMMEDIATELY CALL EAST GEORGIA STATE COLLEGE DEPARTMENT OF PUBLIC SAFETY AT 478-289-2090 OR THE MOBILE 478-455-0125

ALWAYS CALL 911 IF DEEMED NECESSARY
Minors on Campus Training  2019

Emergency Response Protocols – Accidents, Injuries, Emergencies

Injuries to Faculty,  Staff, Volunteers, Campers

Police Department: Monday - Friday 8:00 AM until 5:00 PM 478-289-2090
Weekends and Nights-Police Department Cell phone 478-455-0125

Human Resources: 478-289-2035

Report all personal injuries and accidents to Police Department and Human Resources Office immediately

Complete an EGSC Accident/Incident Report (for all injuries – even if no medical attention required)

Non-emergency injury that may/not require medical attention – Call Police Department

If non-emergency injury to volunteer or camper the Camp Leader or Police Department will administer first aid as needed; Camp Leader will contact parent / guardian to inform of injury and need for medical attention per Emergency Medical Form; Police Department or other college employee will transport and remain with individual; and/ or release to parent/guardian

If non- emergency injury to faculty/staff – Police Department will administer first aid as needed; if medical attention needed check with Human Resources Office for instructions on obtaining appropriate services per Workers Compensation; Police Department may transport for medical attention

Emergency- medical attention needed – Call Police Department

Notify Police Department - remain with the injured until Police Department arrives and/or the individual is transported for medical attention.

Police Department will call ambulance and will provide immediate transport to the hospital when an ambulance is delayed or unavailable. Police Department will remain at hospital until family member arrives.

Call parent or guardian of camper/volunteer and inform of injury and transport

Mental Health Crisis

Notify Police Department - remain with the individual (or remain at a safe distance for observation purposes) until Police Department arrives.
Minors on Campus Training – 2019

Emergency Response Procedures Flipchart – located in each classroom, lab and hallways

Severe Weather Emergency – SHELTER ROOMS

GYM: Locker Rooms, Restrooms, D129, D144, D126, D122A, Set Up Room D144

Fulford Center: Back Hallway

JAM Student Center: Restrooms, Office B173, Office Suite B150, Back Hallway B126, TV Room 102, Office B161, B162, B164, Student Affairs Workroom B123

Academic Building: Lower Level Student Clinic Lobby, Math Science Conference Room 208, Social Science Conference Room C281

Gambrell: Classrooms J531, J528, Library Storage Areas J518, J519, J520, J521, Stage area J551, Restrooms, Academic and Student Affairs file room J553

Evacuation Areas: (SEE CAMPUS MAP)

GYM: Field behind gym, Parking Lot P7 (located across from College Circle)

Fulford Center: Parking Lot

JAM Student Center: Parking Lot P7 (located across from College Circle), P4 (located to rear of Student Center)

Academic Building: Grassy area at front entrance (500 feet away), P7 (located across from College Circle)

Gambrell: P13 (located across College Circle beyond flagpole)

Bobcat Villas: Student Parking lot P-9

Strange Clubhouse: Student Parking lot P-9

George L. Smith Building: Grassy area across street
Camp or Event Registration Form

Camp or Event Name: ____________________________

_________ (Date) ______ (Time)

Team/Participant Name: ____________________________

Mailing Address: ___________________________________

City, State, Zip: ___________________________________

Home Phone: __________________ Work Phone: ___________ Cell: _______________

Coach Name: __________________ Contact Number: __________________

Fee:

Please indicate payment method:

_____ Personal Check -- Check # ____________

_____ Cash (please provide exact amount)

 _____ MasterCard or _____ Visa Account # __________________________xp. Date: __________

Name as it appears on card:

East Georgia College, a University System of Georgia Institution, is an affirmative action, equal opportunity educational institution. Admissions, treatment, and employment at the college are not influenced by race, sex, color, religion, nation origin, age, veteran status, or handicap.

Refunds/Cancellations: If EGC must cancel a class for any reason, we will notify you as soon as possible and send you a full refund. If you are unable to attend a class for which you have registered, please notify us at least 24 hours in advance, excluding holidays and weekends, for a refund (less a 10% administrative processing fee). No refunds will be issued for “no shows” or cancellations received after a class begins.

Parking: Please park in space designated for your event or in space NOT designated for faculty/staff or handicapped.

Special Accommodation Requests: Please call at least 5 business days before the program begins for any special requests.

Please submit this completed form (Front & Back), with fees due via mail, fax or hand-delivery to:

East Georgia State College Business Office
131 College Circle
Swainsboro, GA 30401
Phone: (478) 289-2373 Fax: (478) 289-2038
I. Basic Personal Information (please print)  
Today’s Date: __ / __ / ____

Name: ___________________  Age: ______  EGSC ID# ________  
Local Address:____________________________________________________  
City: ________________  State: _________  Zip: __________  
Local Phone Number(s): (____) ____________, (____) ___________  
Height: ___________  Weight: ___________  

II. Emergency Contact Information  
Person to notify in case of emergency: __________________________  
Relationship: _________  
Contact’s Phone Number(s): (_____) ____________________, (_____) ___________  
Contact’s Address:_________________________________________________  
City: ___________________  State: _________  Zip: __________  
Family Physician: _________  Phone Number: (____) ___________  
Insurance Provider: ________________________________  Phone Number: (____)  
Policy Number:___________________________________________________  
(Note: East Georgia State College does not provide insurance/medical coverage for participants)  

III. Medical Information  
Please list any current medical concerns we need to know about your child: (Ex. past injuries, current conditions, physical limitations, etc.) __________________________  
List any allergies your child has (Ex. medications, stings, food, iodine, latex, etc.)  
List any medications your child is currently taking, their purpose, dosage, and times taken:  

I understand that my child is voluntarily participating in an EGSC camp or activity. By signing this form I hereby acknowledge that all information is accurate and current. I understand that East Georgia State College does NOT provide medical insurance for my child and that I should consult my child’s physician before allowing my child to participate in this program. In the case of accident or illness, I hereby authorize the trip leader(s) and/or school officials to administer or seek medical treatment for my child, as they see fit. I acknowledge that I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage sustained through my child’s participation in such voluntary program.  

Name of Participant: ______________________  Date: ____ / ____ / ____
Signature of Participant:__________________________  
Signature of Parent or Guardian, if minor: ____________________________
EGSC Minor Child Pick Up Authorization Form

Name of Minor Child: ________________________________

Name of EGSC Event/Camp: ________________________________

Parent/Guardian name: ________________________________

Parent/Guardian contact number: ________________________________

For your child’s safety, a photo ID must be presented at pickup which authorizes a child’s release to the bearer of the card. The name listed on the form below must be identical to the name on the driver’s license or picture ID. Minor children will not be released to individuals named below unless such individuals have proper identification.

Please include all names of the persons authorized to pick up your child from East Georgia State College. No minor child will be released to anyone except the individuals named on the list.

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<tr>
<th>Last Name</th>
<th>First Name</th>
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I have authorized the above individuals to pick up my child from EGSC and am aware that the child will not be released to any of the above individuals without proper identification.

Parent/Guardian signature: ________________________________

NO MINOR CHILD WILL BE RELEASED TO ANYONE NOT ON THE ABOVE LIST UNDER ANY CIRCUMSTANCES

1/29/19
RELEASE OF CLAIMS, WAIVER OF LIABILITY,
ASSUMPTION OF RISKS, AND INDEMNIFICATION AGREEMENT
FOR EGSC CAMP OR ACTIVITY - _______ 2019
READ CAREFULLY BEFORE SIGNING

I hereby acknowledge that participation by my child in the EGSC CAMP/ACTIVITY a voluntary education program sponsored and administered by East Georgia State College, involves an inherent risk of personal injuries including but not limited to strains, sprains, bruises, broken bones, heart attack, heat exhaustion, dehydration, injuries associated with physical exercise indoors or outdoors, such as player collisions, slip and fall injuries, and death. I fully assume all risks of injury, sickness, or death to my child associated with his/her voluntary participation in the above program and I fully consent to my child's voluntary participation. For the sole consideration of East Georgia State College arranging for and allowing my child's voluntary participation in said program, and in connection therewith, making available for my child's use while participating in said program, certain equipment, facilities, grounds, or personnel of East Georgia State College, I hereby waive, release, forever discharge, hold harmless, covenant not to sue, and indemnify East Georgia State College, the Board of Regents of the University System of Georgia, their members individually and their officers, agents, employees (hereafter "Releasees") from any and all liability, claims, damages, demands, rights, and causes of action of whatever kind, arising from or by reason of any personal injury, property damage, or the consequences thereof, resulting from or in any way connected with my child's voluntary participation in the program. I understand and acknowledge that acceptance of this signed RELEASE OF CLAIMS, WAIVER OF LIABILITY, ASSUMPTION OF RISKS, AND INDEMNIFICATION AGREEMENT (hereafter "Agreement") by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by Releasees. I further understand and agree that this Agreement shall be effective during the entire period of my child's participation in the above program. I understand that I may withdraw my consent at any time and elect for my child not to participate in the above activity.

EMERGENCY MEDICAL AUTHORIZATION: I understand and agree that the Releasees do not have medical personnel available at all times during the program and are hereby granted permission to authorize emergency medical treatment, if necessary, for my child, and that such action by Releasees shall be subject to the terms of this Agreement. I state that my child has no health-related reasons or problems which preclude or restrict participation in this program, and that my child has adequate 24-hour health insurance to provide for and pay any medical costs that may be attendant as a result of injury to him or her. In the event my child is not currently covered by a health insurance plan, I promise to pay the entire cost of emergency medical treatment necessary for my child while participating in the program.

I acknowledge and represent that I have fully informed myself of the contents of this Agreement, that I freely and voluntarily sign this Agreement, and that it is my express intent that this Agreement shall contractually bind my heirs, executors, administrators, and assigns, and my child's heirs, executors, administrators, and assigns, as well as myself and my child. I certify that I am ___ years of age and suffering under no legal disabilities and that I have read the above carefully.

This the______________ day of _______________ 2019.

________________________________________  
Signature of participant or parent or guardian, Name and age of child (print) Date

________________________________________  
Signature of witness  
(Must be 18 years or older)
USE of PHOTOGRAPHS AGREEMENT and RELEASE

For sole consideration of being permitted to participate in the ___________ Event/Camp at East Georgia State College, I, the undersigned, agree to provide East Georgia State College with the absolute right and unrestricted permission to copyright and/or use, and/or publish photographs/pictures of my child or children, still, single, multiple or moving, in whole or in part made in conjunction with my child’s or children’s activities associated with ___________ Event/Camp.

I waive any right that I may have to inspect and approve the photographs/pictures. I further agree and understand that the photographs/pictures may be reproduced in publications of East Georgia State College as well as publications associated with East Georgia State College’s ___________ Event/Camp. It is agreed and understood that the photographs/pictures will be utilized with the intent to advertise the existence and activities of the ___________ Event/Camp at East Georgia State College.

I hereby release and forever discharge East Georgia State College, the Board of Regents of the University System of Georgia, their members individually and their officers, agents, and employees from any and all claims, demands, rights and causes of actions of whatever kind that its officers, trustees, agents and employees (current and former) from and against any and all claims, demands, and actions or causes of action, claims for attorney’s fees whatever kind or nature which might be asserted against them, by or on behalf of myself; my heirs, assigns, attorneys in fact, attorneys at law, personal representative(s), dependents, or otherwise, arising from the use of photographs/pictures of my child or children in connection with his/her/their activities at East Georgia State College.

I affirm that the only consideration for signing this Agreement are the above stated terms, that no other promise or agreement of any kind has been made to or with me by any persons or entity whomsoever to cause me to execute this Agreement, and that I fully understand the meaning and intent of this Agreement, including, but not limited to its final and binding effect. I further state that I have read carefully this "Use of Photographs Agreement and Release"; know and understand its contents.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have fully informed myself of the contents of the foregoing Use of Photographs Agreement and Release by reading the same before signing, I understand its contents, and I am signing this document freely and voluntarily, no oral representation, statements or inducements, apart from the foregoing written agreement, have been made. I further state that I am at least eighteen (18) years of age and fully competent to sign this agreement; I am the parent of the child listed below, and I execute this Release for full, adequate consideration fully intending to be bound by the same. I understand I may withdraw this consent at any time.

Student’s Name ___________________________ Date of Birth ___________________________

Parent/Guardian’s Signature ___________________________ Date __________________________

Address: ____________________________________________________________
Minors on Campus – Camper Code of Conduct 2019

East Georgia State College is looking forward to providing your child a fun, memorable and safe summer camp experience. Each camper has a responsibility to act in a way that ensures a positive experience for all. All campers are required to follow these behavior guidelines. Failure to comply with the Camper Code of Conduct Guidelines may result in removal from the program. There will be no refund of campers removed from the program due to violation of the Camper Code of Conduct.

Behavior Guidelines:

Campers will be honest and respectful of peers, camp personnel and self;
Campers shall follow directions and rules of camp staff;
Campers will not use inappropriate language (profanity) or conduct;
Campers will not engage in bullying, act aggressively or violently toward any camper of camp staff;
Campers will stay within camp boundaries.

Prohibited behaviors:

Endangering the health and safety of themselves, other campers, camp staff;
Stealing, damaging or failing to care for college property;
Continual disruption of the program;
Refusal to follow the behavior guidelines;
Inappropriate physical contact;
Possession or use of illegal substances, tobacco or alcohol;
Possession of weapons – any object that may cause harm to another or place another person in fear of his/her safety may be considered a weapon

When a camper does not follow the behavior guidelines:

Camp Leader will redirect the camper to more appropriate behavior;
The camper will be reminded of behavior guidelines;
If behavior persists, camp staff will discuss the problem with parent/guardian;
Camp staff will document the behavior, circumstances surrounding the behavior and the action taken;
If the problem persists and a second call to parent/guardian is necessary, the child may be dismissed early from camp for the day.

If a camper’s behavior at any time threatens the immediate safety of him/her, other campers or staff, the parent/guardian will be contacted to immediately pick up the child. The child will be removed from the camp program.
The University System of Georgia (USG) is committed to the safety and well-being of minors. Authorized staff and volunteers should be positive role models and treat others with respect, courtesy and dignity. Authorized staff and volunteers must abide by all USG policies and state and federal law.

As an authorized staff or volunteer working in programs for minors, I hereby agree as follows:

- I will maintain appropriate physical boundaries at all times.
- I will immediately report any reasonable suspicion or knowledge of abuse of a minor to the institution police department and the appropriate supervisor or program director who can take immediate action.
- I will not touch or speak to a minor in a sexual or other inappropriate manner.
- If one-on-one interaction is required it will take place in an open, well-illuminated space where I am observable by other volunteers or program staff.
- I will not meet with minors outside of established program locations or outside of established times.
- I will not invite minors to my home or other private location or accept their invitations for the same.
- I will not make sexual comments, tell sexual jokes or allow minors to access sexually explicit materials.
- I will not engage or allow minors to engage me in romantic or sexual conversations.
- I will not engage in private communications with minors to include communications via text messaging, e-mail, phone, internet chat, on-line games or other forms of social media.
- I will not accept or give gifts to minors without the knowledge of their parents or guardians.
- I will not inflict any physical or emotional abuse on minors to include, but not limited to striking, humiliating, ridiculing, or degrading minors.
- I will not use, possess or be under the influence of alcohol or illegal drugs at any time while working with minors.
- I will not provide or knowingly allow minors to possess or consume alcohol, tobacco, or illegal drugs.
- I will not use profanity, vulgarity, or harassing language in the presence of minors at any time.
- I will not provide transportation to minors unless doing so is an acknowledged component of the program. When transporting minors, more than one volunteer or program staff must be present in the vehicle, except when multiple children/teens will be in the vehicle at all times through the transportation.

My signature confirms that I have read and understand this Code of Conduct. My signature further confirms that I agree to abide by this Code of Conduct. Failure to abide by this Code of Conduct may result in sanctions against me, including but not limited to, termination and/or criminal prosecution.

Name ___________________________ Date ________________

Sponsoring Department
East Georgia State College

Minors on Campus Policy

Revisions Adopted by President’s Cabinet 12/18/18
Revisions Adopted by President’s Cabinet 11/27/18
Revisions Adopted by President’s Cabinet 3/30/18
Revisions Adopted by President’s Cabinet 2/28/17
Adopted by President’s Cabinet 12/20/16

I. Introduction: EGSC offers a variety of academic and athletic camps, programs, competitions, K-12 campus visitations, K-12 test administrations, recruitment visits, enrichment classes and activities which bring non-student minors to campus. These programs and activities provide EGSC with the opportunity to challenge, educate and mentor young people and to introduce them to campus in a meaningful way. The safety and well-being of these campus visitors is of the highest concern. This policy sets forth the procedures to be followed for planning, prescreening and training of staff and volunteers, conducting activities and programs for non-student minors, managing externally sponsored events and activities, and recordkeeping. This policy applies to all programs that begin on or after May 1, 2017.

II. Scope: Unless specifically excluded in Section III herein, this policy covers K-12 campus visitations, K-12 test administration, recruitment visits, academic camps, academic tutoring, athletic camps, after school programs, workshops and similar activities which involve the custody and care of non-student minors which are conducted, hosted or sponsored by EGSC or by an unaffiliated external sponsor. Programs and activities that include an off campus element, or that are held entirely off campus, are covered by this policy.

III. Exclusions: (1) Events or performances on campus that are open to the general public; (2) private events that occur on campus such as receptions, rehearsal dinners, birthday parties, etc., (3) events where an EGSC employee, student or non-employee serve as a volunteer judge or presenter and has no direct unsupervised contact with the participants and where the K-12 teachers and/or coaches accompany the non-student minors to campus such as high school academic or athletic practices or competitions, and National Science Olympiad, and (4) targeted programs for minors where the non-student minor’s parent or adult family member (over the age of 18) provides supervision, such as Family Astronomy Night at the Fulford Center, are excluded from this policy. The above excluded events are considered a facility usage event and the EGSC employee responsible for the planning and execution of any of the above excluded programs should follow the college policies and procedures for event planning and facilities usage.

IV. Definitions:

Non-student minor: a child under the age of eighteen (18) that is not enrolled as an EGSC student. EGSC minor students enrolled in Dual Enrollment (DE) programs are not covered by this policy.

Director of Event Planning and Scheduling: The EGSC Director of Event Planning and Scheduling is the central coordinator for campus events, visitations and camps. The Director of Event Planning and Scheduling is responsible for receiving inquiries and proposals for campus facilities usage hosting non-student minors for testing, recruiting academic and athletic visitations and events similar proposals as covered under Section II of this policy. The Director of Event Planning and Scheduling is responsible for receipt of event proposals from the Event Leader or from an external provider, reviewing and approving proposals and consulting with the Campus Events Review Committee when necessary. The Director of Event Planning and Scheduling is responsible for all communications with the Event Leader or external provider. The Director of Event Planning and Scheduling is responsible for maintaining a registry of events and all relevant forms required under this policy.
Event Leader: The EGSC individual responsible for submitting to the Director of Event Planning and Scheduling an event proposal for an event targeting or including non-student minors. The Event Leader may or may not be the individual that manages and supervises the event.

External Sponsor: An individual, company, or organization sponsor of an event that is not affiliated with EGSC.

Campus Events Review Committee: The committee charged with reviewing event proposals upon request by the Director of Event Planning and Scheduling, making recommendations or attaching requirements necessary for compliance with policy or law, and making a final decision on the proposal. The committee consists of the Vice President for Academic and Student Affairs, (Chair), Vice President for Business Affairs, Vice President for Institutional Advancement, Director of Athletics, Director of Event Planning and Scheduling and Legal Counsel/Chief of Staff.

Minors on Campus Training: expanded mandatory training provided by EGSC to individuals (faculty, staff, students, volunteers) conducting and working in events and programs covered by this policy. The appropriate screening and training must occur prior to participation in the programs covered under this policy. See Paragraph V3.

V. Procedure:

1. Event Proposal:

a. EGSC Sponsored Event: EGSC sponsored activities for non-student minors will be reviewed as provided herein and if approved will be handled and scheduled according to college event planning and facilities scheduling procedures. Event Leaders must submit proposals for East Georgia State College events to the Central Coordinator using the Minors on Campus Event Proposal Form. Departments with annual or recurring events for non-student minors must submit proposals at least annually and submit an updated proposal for each recurring event. The proposal must be submitted at least thirty (30) days prior to the proposal event start date. The Director of Event Planning and Scheduling may waive this deadline only if extraordinary circumstances exist. Event Leaders should begin the proposal process as early as possible to obtain quotes for third party services (officals, instructors), event staff (paid or volunteer), clothing, supplies, materials, food and have sufficient time for all personnel to receive Minors on Campus training, screening as applicable in paragraph V3 herein, and clearance to work PRIOR to the event start date. A proposed budget including anticipated events revenue and costs, and a draft brochure, flyer or other proposed marketing material must be attached to the proposal. The proposal must designate paid and/or volunteer workers, temporary employees, and current employees serving as volunteers. Employee’s working an event must follow all applicable leave and travel policies. If EGSC provides transportation for non-student minors as part of the program, commercial transportation or fleet vehicles must be used. All EGSC vehicle drivers will be qualified drivers as defined in the EGSC Fleet Management and Motor Vehicle Policy. The proposal must include appropriate program staff – participant ratios for the event: For day camps the ratios range from: one staff member for every six campers ages 4 and 5; one staff member for every eight campers ages 6 to 8; one staff member for every 10 campers ages 9 to 14; and one staff member for every 12 campers ages 15 to 17. At least 80 percent or more of the program staff must be at least 18 years old. Staff must be at least 16 years old and be at least two years older than the campers with whom they work. Residential camps must use the current staffing ratios as determined by the American Camp Association.

The proposal must indicate the individual responsible for conducting the event, if different from the Event Leader submitting the proposal. The Event Leader, or his designee, is responsible for conducting the event, including snacks and meals, supervision of participants and administering an Event Evaluation
Form. The Event Leader must submit all completed Event Evaluation Forms to the Director of Event Planning and Scheduling.

b. Externally Sponsored Event: Unaffiliated external sponsors must request facilities usage through the college’s Director of Event Planning and Scheduling or Fulford Center Director, as appropriate, and the usage will be reviewed as provided herein. If approved, the unaffiliated external sponsor must sign a Facilities License Agreement requiring the external sponsor to comply with EGSC Minors on Campus policy, program/activity operational procedures including background checks and training of its personnel, and meet minimum insurance requirements required by the University System of Georgia (USG).

All externally sponsored programs must meet Georgia Department of Early Care and Learning license requirements, unless exempt. Camps and programs that are owned and operated by any department or agency of a state, county or municipal government are exempt. External sponsors must include a copy of the license or proof of exemption to the EGSC Director of Event Planning and Scheduling. A copy of the license or exemption must be displayed during the program. Requests by unaffiliated external sponsors to use EGSC facilities for non-student minor programs will be shared with the Campus Events Review Committee as provided herein.

2. Receipt and Review of Proposal: The Director of Event Planning and Scheduling is the first point of contact for all activity and event proposals covered under this policy. The Director of Event Planning and Scheduling will maintain a registry of all authorized programs. The Event Leader or External Sponsor is responsible for obtaining and completing the “Minors on Campus Event Proposal Form” and submitting it to the Director of Event Planning and Scheduling. The Director of Event Planning and Scheduling will confirm that the requested facilities, support and special requests are available on the proposed dates. Committee review is necessary for all externally sponsored events. Committee review of all other events is at the discretion of the Director of Event Planning and Scheduling and Chair of the committee. If committee review is necessary, the Director of Event Planning and Scheduling will send the completed Minors on Campus Event Proposal Form to the Campus Events Review Committee for consideration. The Director of Event Planning and Scheduling will communicate with the Event Leader or External Sponsor when additional information is needed, and once obtained, will submit the additional information to the Campus Events Review Committee for consideration. If committee review is not required the Director of Event Planning and Scheduling will review, gather the necessary information and approve or deny the event. After the appropriate review by either committee or Director of Event Planning and Scheduling, the Director of Event Planning and Scheduling will communicate to the Event Leader or External Sponsor whether the event is approved or denied and communicate training and background investigation requirements to the Event Leader or External Sponsor and to the Director of Human Resources. The Director of Event Planning and Scheduling will handle registration, waiver, medical and other forms, collect event fees, pay all expenses associated with the event from the event funds, retain all event receipts and documentation, maintain and house the permanent event file per USG record retention guidelines. 3. Screening, Training and Insurance:

a. EGSC Staff and Volunteers: All EGSC employees are required to annually complete Minors on Campus and Mandatory Reporting of Child Abuse and Neglect Policy training. All EGSC employees, EGSC students and volunteers working an approved program or event covered under this policy that are reasonably anticipated to have direct contact or interaction with minor program participants must attend the EGSC Minors on Campus expanded training and consent to and pass a criminal background check (CBC) prior to the event start date. (See Minors on Campus Training Agenda – Attachment A) The expanded training includes camp guidelines, ethics training, codes of conduct for staff and participants, medical emergency protocol, emergency weather procedures and required forms. EGSC employees working a minors on campus event that meet the “direct contact or interaction” threshold will be deemed to have fulfilled the CBC requirement with their pre-employment CBC and if no subsequent disqualifying
arrests or convictions. Per *EGSC Employment Selection Process and Criteria for Employment Policy*, employees are under a continuing duty to report arrests and convictions (other than minor traffic offenses) to Human Resources and failure to do so may result in disciplinary action up to and including termination. See policy: [http://www.ega.edu/policy/08-employment-selection-process-and-criteria-for-employment.pdf?6418](http://www.ega.edu/policy/08-employment-selection-process-and-criteria-for-employment.pdf?6418)

EGSC employees desiring to use volunteer staff must follow the *EGSC Volunteer Program Policy* which requires making a request to Human Resources for use of volunteers with identifying information and dates of event using the *Volunteer Request Form*. See policy [http://www.ega.edu/policy/08-volunteer-program-policy.pdf?092916](http://www.ega.edu/policy/08-volunteer-program-policy.pdf?092916)

See form: [http://www.cga.edu/policy/08-request-for-volunteer-services-form.pdf](http://www.cga.edu/policy/08-request-for-volunteer-services-form.pdf)

The Director of Human Resources is responsible for obtaining consent for a CBC and for coordinating or providing the Minors on Campus training to the EGSC students and volunteers working the event or program. The Director of Human Resources will review the CBC using the guidelines provided by the Board of Regents’ Human Resources Administrative Practice Manual and determine if the EGSC student/volunteer is cleared to work the event. The Director of Human Resources will communicate his/her determination to the student/volunteer. Any CBC failures will be handled by the Director of Human Resources in accordance with the above Board of Regents Policy. CBC’s for volunteers will be valid for a period of three years. The Director of Human Resources will maintain a central repository of all training and CBC’s conducted under this policy. The Director of Event Planning and Scheduling and Director of Human Resources will coordinate the screening and training of all minors on campus event workers to ensure that all event workers are properly screened and trained prior to direct contact or interaction with minors.

b. **External Sponsors:** External sponsors conducting programs and activities serving minors in EGSC facilities must sign the EGSC Facility License Agreement and indicate that minors are involved, show evidence of adequate liability insurance and name EGSC as an additional insured, provide certification that its personnel assigned to the program or activity have attended Minors on Campus training equivalent to EGSC’s training within one year, and have been pre-screened with criminal background checks. In addition, transportation and housing needs should be addressed in the program proposal. External sponsors must provide transportation in its own vehicles, or rental vehicles, as appropriate, and provide evidence of regular screening of vehicle drivers to ensure the safety and security non-student minor passengers. Housing requests must abide by the American Camp Association’s camp – staff ratio according to the age of the non-student minor.

4. **Fees:** Facility fees are generally paid by the participant and included in the event participant fee. Housing fees are $30 per day per person. Participants using BobCat Villas will be allowed access to the Strange Clubhouse during normal operating hours. Meal fees will be negotiated with the Dining Services based on specific event needs. Events held after hours may incur additional facility, service and support costs. After hours usage will be computed using the Facility Rental rates for the facility as published on the EGSC website. Please inquire with the Director of Event Planning and Scheduling about all fees when preparing a proposal. For EGSC hosted camps, any off campus travel proposed as part of event must follow the EGSC Travel Policy.

5. **Program and Activity Procedures:** the Event Leader or the External Sponsor shall do the following:

   a. Operate the program or activity in a reasonably safe manner.
   b. Use all appropriate forms related to the operation of the program/activity such as registration form, medical information and emergency treatment form for each participant, camper pick up authorization, minor child release and waiver and photo release.
c. Screen and coordinate with EGSC Human Resources to conduct / provide evidence of criminal history background checks, including National Sex Offender Registry, on all employees, volunteers, counselors, chaperones, EGSC students and others interacting with the non-student minors during the program/activity.
d. Every non-student minor must be properly supervised at all times in the immediate presence of at least one authorized adult while participating in the program/activity. See paragraph VI for ratios.
e. All employees, volunteers and others assisting with the program/activity must receive training that includes mandatory reporting requirements, appropriate contact with minors including the Staff and Volunteer Code of Conduct and the Camper Code of Conduct (Attachment B, Attachment C), safety and security procedures including EGSC weather and other campus emergency response, injury or illness response protocols and staff or participant misconduct.
f. Ensure the safety and protection of program participants through the use of protocols for reporting injuries, accidents, staff misconduct, participant misconduct, and procedures for secure pick up and drop off of program participants. Communicate with program participants concerning security measures such as weather alerts, missing persons and where to meet and where to go if lost.
g. Immediately report criminal activity to the EGSC Campus Police Department.
h. Report safety concerns on behalf of a non-student minor or suspicions or known instances of abuse or neglect of a non-student minor to EGSC Police Department and to the Georgia Department of Human Services 1-855-422-4453.

6. Record Retention Requirements: The Director of Event Planning and Scheduling is responsible for record retention for activities covered under this policy. Child and Youth Participant Records must be kept for 3 years after the participant reaches the age of 18. These are records that document the participation of children and youth in programs sponsored by the institution. Not all records associated with a youth program must be kept until the participant reaches the age of 18 + 3. Other records should be kept in accordance with the retention schedule for that document. The retention schedule for all USG records can be accessed from the below link: http://www.usg.edu/records_management/schedules/
Attachment A

Minors on Campus Training Agenda

Mandatory Reporting of Child Abuse and Neglect (brochure)

Guidelines for Camp Workers

Child Abuse Signs and Reporting

Emergency – Accident, Illness, Injury

Emergency – Shelter and Evacuation

Camp Forms

- Camp Registration Form
- Medical Information Form for Campers
- Camper Pick Up Authorization Form
- Minor Child Camp Release and Waiver
- Photo Release
- Camper Code of Conduct
- Staff and Volunteer Code of Conduct

Policies and Forms for Human Resources

- Minors on Campus Policy
- EGSC Sexual Misconduct Policy
- Right to Know Training
- USG Ethics Policy Training
- Volunteer Program Policy
- Volunteer Agreement Form
- Volunteer Services – Personal Data and Emergency Contact Form
- Consent Form -Georgia Bureau of Investigation- Georgia Crime Information Center
- Training Completion Certification Form
YOUTH PROGRAMS FOR MINORS

STAFF & VOLUNTEER CODE OF CONDUCT

The University System of Georgia (USG) is committed to the safety and well-being of minors. Authorized staff and volunteers should be positive role models and treat others with respect, courtesy and dignity. Authorized staff and volunteers must abide by all USG policies and state and federal law.

As an authorized staff or volunteer working in programs for minors, I hereby agree as follows:

- I will maintain appropriate physical boundaries at all times.
- I will immediately report any reasonable suspicion or knowledge of abuse of a minor to the institution police department and the appropriate supervisor or program director who can take immediate action.
- I will not touch or speak to a minor in a sexual or other inappropriate manner.
- If one-on-one interaction is required it will take place in an open, well-lituminated space where I am observable by other volunteers or program staff.
- I will not meet with minors outside of established program locations or outside of established times.
- I will not invite minors to my home or other private location or accept their invitations for the same.
- I will not make sexual comments, tell sexual jokes or allow minors to access sexually explicit materials.
- I will not engage or allow minors to engage me in romantic or sexual conversations.
- I will not engage in private communications with minors to include communications via text messaging, e-mail, phone, internet chat, on-line games or other forms of social media.
- I will not accept or give gifts to minors without the knowledge of their parents or guardians.
- I will not inflict any physical or emotional abuse on minors to include, but not limited to striking, humiliating, ridiculing, or degrading minors.
- I will not use, possess or be under the influence of alcohol or illegal drugs at any time while working with minors.
- I will not provide or knowingly allow minors to possess or consume alcohol, tobacco, or illegal drugs.
- I will not use profanity, vulgarity, or harassing language in the presence of minors at any time.
- I will not provide transportation to minors unless doing so is an acknowledged component of the program. When transporting minors, more than one volunteer or program staff must be present in the vehicle, except when multiple children/teens will be in the vehicle at all times through the transportation.

My signature confirms that I have read and understand this Code of Conduct. My signature further confirms that I agree to abide by this Code of Conduct. Failure to abide by this Code of Conduct may result in sanctions against me, including but not limited to, termination and/or criminal prosecution.

Name

Date

Sponsoring Department
East Georgia State College
Minors on Campus – Camper Code of Conduct 2019

East Georgia State College is looking forward to providing your child a fun, memorable and safe summer camp experience. Each camper has a responsibility to act in a way that ensures a positive experience for all. All campers are required to follow these behavior guidelines. Failure to comply with the Camper Code of Conduct Guidelines may result in removal from the program. There will be no refund of campers removed from the program due to violation of the Camper Code of Conduct.

**Behavior Guidelines:**

- Campers will be honest and respectful of peers, camp personnel and self;
- Campers shall follow directions and rules of camp staff;
- Campers will not use inappropriate language (profanity) or conduct;
- Campers will not engage in bullying, act aggressively or violently toward any camper of camp staff;
- Campers will stay within camp boundaries.

**Prohibited behaviors:**

- Endangering the health and safety of themselves, other campers, camp staff;
- Stealing, damaging or failing to care for college property;
- Continual disruption of the program;
- Refusal to follow the behavior guidelines;
- Inappropriate physical contact;
- Possession or use of illegal substances, tobacco or alcohol;
- Possession of weapons – any object that may cause harm to another or place another person in fear of his/her safety may be considered a weapon

**When a camper does not follow the behavior guidelines:**

- Camp Leader will redirect the camper to more appropriate behavior;
- The camper will be reminded of behavior guidelines;
- If behavior persists, camp staff will discuss the problem with parent/guardian;
- Camp staff will document the behavior, circumstances surrounding the behavior and the action taken;

If the problem persists and a second call to parent/guardian is necessary, the child may be dismissed early from camp for the day. If a camper’s behavior at any time threatens the immediate safety of him/her, other campers or staff, the parent/guardian will be contacted to immediately pick up the child. The child will be removed from the camp program.
East Georgia State College

Sexual Misconduct Policy

Adopted by President’s Cabinet 6/28/16
Revisions Adopted by President’s Cabinet 8/15/17; revised policy links added 10-19-17
Revisions Adopted by President’s Cabinet 3/27/18
Revisions Adopted by President’s Cabinet 8/10/18; revised telephone 9/27/18

East Georgia State College (EGSC) is committed to ensuring a safe learning environment that supports the dignity of all members of the East Georgia State College community. In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), EGSC does not discriminate on the basis of sex or gender in any of its education or programs and activities or employment. To that end, this policy prohibits sexual misconduct, as defined herein. EGSC further strongly encourages members of the college community to promptly report instances of sexual misconduct. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

Prevention is one of the primary mechanisms used to reduce incidents of sexual misconduct on campuses. EGSC provides prevention tools and conducts ongoing awareness and prevention programming and training for the campus community including students, faculty, and staff. Such programs promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

The College provides annual training for all students, faculty, and staff. Students enrolled in East Georgia State College’s First Year Learning Experience class must complete the on-line EverFi Critical Life Skills courses. The course is available for all East Georgia State College’s students to access. All faculty and staff are required to annually complete the on-line EverFi Haven for Employees. Faculty and staff who fail to complete the course will be subject to disciplinary action. All EGSC employees with assigned roles in Title IX, including but not limited to, the Title IX Coordinator, investigators, panel members, officials conducting resolutions, officials conducting hearings and officials hearing appeals will attend regular trainings concerning Title IX. The Title IX Coordinator coordinates the trainings for all employees with assigned roles in Title IX.

These policies and procedures shall become effective on August 15, 2017 and on the revision dates indicated above.

The EGSC Sexual Misconduct Policy covers students, employees, contractors, vendors and guests. All sexual misconduct complaints are managed by the Title IX Coordinator. However, separate processes for student and employee respondents, with policy references and links to each, are provided in Section V.

Reporting Structure

The EGSC Title IX Coordinator has a direct reporting relationship to both the EGSC President or the President’s designee and the USG System Director for Equity and Investigations (“System Director”). The EGSC Title IX Coordinator (“Coordinator”) is also responsible for managing complaints under the EGSC Non-Discrimination and Anti-Harassment Policy. The EGSC President determines the organizational and operating reporting relationships for the Coordinator and exercises oversight of institutional issues relating to sexual misconduct. However, the System Director shall have authority to direct the Coordinator’s work at each institution as needed to address system-wide issues or directives. The President shall consult with the System Director on significant personnel actions involving Coordinators, to include but not be limited to, appointment, evaluation, discipline, changes in reporting structure, and termination.

I. Definitions and Prohibited Conduct

1.
Community: Students, faculty and staff, as well as contractors, vendors, visitors, and guests.

Complainant: An individual lodging a complaint. The complainant may not always be the alleged victim.

Consent: Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Minors under the age of 16 cannot legally consent under Georgia law. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time by either party by using clear words or actions.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: Violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the jurisdiction or by any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction.

Incapacitation: The physical and/or mental inability to make informed, rational judgments, and can result from mental disability, sleep, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

Nonconsensual Sexual Contact: Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to touching (or penetrating) of a person's intimate parts (such as genitalia, groin, breasts, or buttocks); touching (or penetrating) a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts.

Confidential Employees: College employees who have been designated by the College's Coordinator to talk with an alleged victim in confidence. Confidential Employees must only report to the Title IX Coordinator or the EGSC Police Department that the incident occurred and provide date, time, location, and name of alleged respondent (if known) without revealing any information that would personally identify the alleged victim. The minimal reporting must be submitted in compliance with the Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety.

Privileged Employees: Individuals employed by the College to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm. Further, Privileged Employees must still submit anonymous statistical information for Clery Act purposes.
Respondent: Individual who is alleged to have engaged in conduct that violates this Policy.

Responsible Employees: Those employees who must promptly and fully report complaints or information regarding sexual misconduct to the Title IX Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders, etc.).

Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation may include, but are not limited to, the following:

1. Invasion of sexual privacy;
2. Prostituting another individual;
3. Non-consensual photos, video or audio of sexual activity;
4. Non-consensual distribution of photos, video, or audio of sexual activity, even if the sexual activity was consensual;
5. Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
6. Knowingly transmitting an STD or HIV to another individual through sexual activity;
7. Intentionally and inappropriately exposing one’s breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
8. Sexually-based bullying.

Sexual Harassment: Unwelcome verbal, nonverbal, or physical conduct, based on sex or on gender stereotypes, that is implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment/educational decisions; or is sufficiently severe, persistent, or pervasive to interfere with one’s work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one’s ability to participate in or benefit from an institutional program or activity.

Sexual Misconduct: Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, sexual exploitation, sexual harassment and stalking.

Stalking: Engaging in a course of conduct directed toward another person based upon sex that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person’s property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may but not necessarily, require medical or other professional treatment or counseling.

II. Reporting Sexual Misconduct
An individual who believes he/she is a victim of sexual misconduct is encouraged to promptly report allegations of sexual misconduct. Several reporting options are available:

- File a complaint with an EGSC Responsible Employee or the Title IX Coordinator. The EGSC Title IX Coordinator is Kelly Ansley, East Georgia State College, 131 College Circle, Swainsboro, Georgia 30401; telephone 478-289-2088; email titleix@ega.edu. (See Section III-A);
- File a criminal complaint with law enforcement officials including EGSC Police Department (See Section III-B);
- File an anonymous report at East Georgia State College Ethics and Compliance Reporting Hotline https://ega.alertline.com/ges/welcome. (See Section III-C).

III. Institutional Reports

A. Responsible Employee or Title IX Coordinator: Complainants who wish to file a complaint with the College should notify a Responsible Employee or the Coordinator. Responsible Employees informed about sexual misconduct allegations should not attempt to resolve the situation, but must notify and report all relevant information to the Coordinator as soon as practicable. Any EGSC employee receiving a complaint under this policy should immediately notify the Title IX Coordinator. Confidential Employees are not bound by this requirement but may be required to report limited information about incidents without revealing the identities of the individuals involved to the Coordinator, consistent with their ethical and legal obligations. All members of East Georgia State College communities are encouraged to promptly report incidents of sexual misconduct.

The contact information for the Title IX Coordinator and related resources are published at http://www.ega.edu/offices/presidents office/office-of-title-ix East Georgia State College encourages complainants to put their complaints in writing, though oral complaints are accepted, taken seriously, and investigated, to the extent possible. Further, while complaints should be made as quickly as possible following an alleged incident of sexual misconduct, all reports are accepted regardless of when reported.

Complaints should include as much information as possible — that is: (1) the type of sexual misconduct experienced; (2) the name and contact information of the respondent; (3) the date(s), time(s), and place(s) of the sexual misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made. Information from complaints will be shared only as necessary to investigate and to resolve the alleged sexual misconduct. Complaints will be investigated and resolved as outlined below.

Referrals to System Director Cases with Possibility of Suspension or Expulsion: The Coordinator shall refer to the System Director any allegation(s) of sexual misconduct that could, standing alone as reported, lead to the suspension or expulsion of the student respondent as required by Board of Regent’s Policy 4.6.5.

Institutional reports will be investigated by EGSC Title IX investigators or an investigator assigned by the System Director and adjudicated separately from any criminal complaints.

B. Law Enforcement Reports

Because sexual misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report with EGSC Police Department (Swainsboro: 478-289-2090; Statesboro: 478-455-1606; Augusta: 706-721-2911) or local police, for his or her own protection and that of the surrounding community. The College may assist the complainant in reporting the situation to law enforcement officials.

Complainants considering filing a report of sexual misconduct with law enforcement should preserve any evidence of sexual misconduct, including, but not limited to, the following:

1. Clothing worn during the incident including undergarments;
2. Sheets, bedding, and condoms, if used;
3. Lists of witnesses with contact information;
4. Text messages, call history, social media posts;
5. Pictures of injuries; and/or
6. Videos.

C. Anonymous Reports
Anonymous reports can be made at East Georgia State College Ethics and Compliance Reporting Hotline https://ega.alertline.com/gcs/welcome. Complainants should understand, however, that it will be more difficult for the College to investigate and to take action upon anonymous reports.

D. Confidentiality: Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the College should consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the College and conducting an effective review of the allegations. The requesting party should be informed that the College cannot guarantee confidentiality.

E. Retaliation: Anyone who, in good faith, reports what he or she believes to be misconduct under this Policy, or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Title IX Coordinator for the College. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.

F. False Complaints: Individuals are prohibited from intentionally giving false statements to a system or college official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the student conduct policy for students. Employees found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action under the College's applicable employee policies and procedures.

G. Amnesty: Individuals should be encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

IV. Handling Reports of Sexual Misconduct

A. Initial Evaluation of Allegations and Response by Title IX Coordinator
1. The Office of the Title IX Coordinator is primarily responsible for directly overseeing the investigation and resolution of complaints against student and employee respondents, providing information concerning available support services and coordinating possible remedial actions or other responses reasonably designed to minimize the recurrence of the alleged conduct as well as mitigate the effects of any misconduct. The Title IX Coordinator will ensure prompt, fair, and impartial investigations and resolutions of complaints alleging violations of the sexual misconduct policy.

2. Upon receipt of the initial complaint, the Title IX Coordinator will evaluate the complaint to determine if the allegations describe conduct in violation of the college policies or EGSC Student Code of Conduct. If the reported conduct would not be a violation of college policies and/or the
EGSC Student Code of Conduct, even if true, the complaint should be dismissed. If the reported conduct, if proven, violated other college policies, the Coordinator will refer the complaint to the Director of Student Conduct or Human Resources, as appropriate. The Coordinator will also conduct an initial assessment to determine if an imminent threat exists for the complainant or for the campus community such that a timely warning, temporary suspension of the respondent, and/or interim protective measures for the complainant are necessary. The Coordinator will conduct such assessment with assistance from appropriate college officials (Human Resources, Director of Student Conduct and USG System Director, Police Department) as necessary to evaluate the circumstances and implement the procedures necessary to provide for the safety and security of the complainant and the campus. The initial evaluation will include interviews with the complainant and notification and interview (time permitting) of the respondent.

a. Support Services
Once a student or employee makes a complaint or receives notice that a complaint has been made against him or her, or the Coordinator otherwise learns of a complaint of sexual misconduct, the complainant, respondent and alleged victim (where applicable) will receive written information about support services, such as counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and legal assistance, as is available. Information on support services will be provided regardless as to whether an individual elects to go forward with filing a formal complaint of sexual misconduct or with notifying law enforcement. Information on support services will also be provided to students and employees, regardless of where the alleged misconduct occurs.

Available support services are listed on the College’s Title IX website.

b. Interim Protective Measures
Interim measures may be undertaken at any point after the College becomes aware of an allegation of sexual misconduct and should be designed to protect the alleged victim and the community. Imposing interim measures does not indicate that a violation of this or other policies have occurred. The Coordinator will attempt to minimize the burden on both the complainant and respondent when imposing interim measures.

To the extent interim measures are imposed, they should minimize the burden on both the alleged victim and the respondent, where feasible. Interim measure may include, but are not limited to:
1. Change of housing assignment;
2. Issuance of a “no contact” directive;
3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and
6. Other measures designed to promote the safety and well-being of the parties and the College community.

An interim suspension should only occur where necessary to maintain safety and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the College will consider the existence of a significant risk to the health or safety of the alleged victim or the campus community, the nature, duration, and severity of the risk, the probability of potential injury, and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the College must make all reasonable efforts to give the respondent student and respondent employee the opportunity to be heard on whether his or her presence on campus poses a danger, consistent with the provisions in Policy 4.6.5 for students, and the EGSC Dismissal, Demotions and Suspension Policy for employees. If suspension is issued, the terms of the suspension take effect immediately. Upon request, the respondent will have an opportunity to be heard by the respective conduct officer, Title IX Coordinator, or System Director,
as appropriate, within (3) three business days in order to determine whether the interim suspension should continue, consistent with Board of Regent's Policy 4.6.5. The Student Temporary Suspension Policy can be found at: http://www.ega.edu/policy/04-interim-suspension-policy.pdf

When an interim suspension is issued for a college employee under this Policy, upon request, the respondent will have the opportunity to be heard by the next level of authority within (5) five business days in order to determine whether the interim suspension should continue. Information regarding employee suspensions can be found at http://www.ega.edu/policy/08-employee-handbook.pdf

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c. Jurisdiction: The College shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, sexual misconduct perpetrated against any member of the EGSC community as defined in paragraph one herein should be addressed whenever such acts occur on or off campus, in connection with an institution’s program or activity, or in a manner that creates a hostile environment for members of the institution community. Further, the policy is applicable to all EGSC students, faculty, and staff, as well as contractors, vendors, visitors, guests or other third parties.

d. Advisors: Both the alleged victim and respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party’s choosing at the party’s own expense for the express purpose of providing advice and counsel. See Board of Regents Policy Manual Section 4.6.5 and EGSC Student Code of Conduct and Disciplinary Process for more information on student advisors and see the EGSC Non-Discrimination and Harassment Policy for information on advisors for non-students.

e. Assignment of a Title IX Investigator: The Title IX Coordinator or the System Director (in cases of student suspension) shall designate an investigator to conduct a prompt, thorough, and impartial investigation into each complaint received. The investigation shall consist of interviews of the complainant, alleged victim, respondent, and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps, as appropriate. The College has designated the following Title IX Investigators:

- Director of Student Life, Stacey Grant, telephone 478-289-2105, email skgrant@ega.edu;
- Director of Fire and Emergency Services Program, Beverley Walker, telephone 478-289-2051, email bewalker@ega.edu;
- Director of Human Resources, Tracy Woods, telephone 478-289-2035, email twoosga@ega.edu;
- Director of Housing, Angela Stork, telephone 478-289-2172, email astorck@ega.edu;
- Associate Professor of English and Spanish, Jessica Todd, telephone 478-289-2021, email jatodd@ega.edu.

f. Informal Resolutions: Violations of this policy or the college’s code of conduct may be informally resolved, unless otherwise excluded. Informal resolutions provide an opportunity to resolve the complaint through awareness and education and/or facilitated discussion. Allegations of sexual misconduct, except non-consensual sexual contact, may be resolved informally, without a determination of misconduct or the need for a formal hearing, if all of the following are met:

1. When complainant(s) and respondent(s) agree to an informal resolution;
2. When the initial allegation could not result in expulsion or termination;
3. When the complainant(s) and respondent(s) agree to the terms of the informal resolution;
and
4.) When the investigator concludes that informal resolution is in the best interest of the parties and the institution’s community.

The alleged victim(s) and respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable. Fact finding occurs to the extent necessary to resolve the conflict and protect the interests of the parties and the college community. The Coordinator does not make a determination of whether the policy has been violated. Informal resolution outcomes include but are not limited to: Changes to academic or work arrangements, housing reassignment, informal discussion with person whose conduct, if not stopped, could rise to the level of discrimination or harassment, advisory discussion with the respondents’ supervisor, professor or advisor, no contact directive, and/or suspension.

g. Timeframe: Reasonable efforts will be made to complete the investigation and resolution within a reasonable timeframe, usually not to exceed 60 calendar days of the initial complaint, though a longer period of time may be needed in some cases. The Title IX Coordinator will notify the respondent and the alleged victim, in writing, of any extension of this timeframe and keep the parties informed of the status of the investigation.

V. Investigations, Resolution, Possible Sanctions and Appeals

Student Procedure

All reports of sexual misconduct alleged to have been committed by a student will be handled consistently with requirements set forth in Board of Regents Policy Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings and the EGSC Student Code of Conduct and Disciplinary Procedures. Reports will be investigated by the EGSC Title IX investigator or USG Title IX Office, as appropriate, using the above mentioned policies, and resolved through informal resolution or by referral to the Director of Student Conduct for handling according to the EGSC Student Code of Conduct and Disciplinary Procedures, http://www.ega.edu/policy/04-student-code-conduct-disciplinary-process.pdf?

Employee Procedure

All reports of sexual misconduct alleged to have been committed by a non-student member of the institution community will be handled through the process described in Section III, IV and V of the EGSC Non-Discrimination and Anti-Harassment Policy and the EGSC and Board of Regents’ applicable policies for discipline of employees. http://www.ega.edu/policy/08-non-discrimination-and-anti-harassment-policy.pdf?
New federal regulations require that all employees be trained on the new Hazard Communication Standard (HCS) label elements and new Safety Data Sheets.

As an employee of the State of Georgia, you have the right to know about hazardous chemicals in the workplace. This right is guaranteed under Georgia's "Public Employee Hazardous Chemical Protection and Right to Know Act of 1988" (O.C.G.A. 45-22-2).

Along with your right to know, recent federal regulations now provide you the "right to understand" with an updated Hazard Communication Standard (HCS). This new standard makes it easier for you to understand labels on hazardous chemicals and information in safety data sheets.

This course, which now includes significant changes to chemical hazard communication, is required to be completed annually by all employees and will take about 30 minutes to complete.

The course is a linear series of slides designed to familiarize you with the basics of the Right to Know law. It is organized sequentially with some Knowledge Checks from time to time to check your knowledge. Navigation links for the module are in the upper right of the browser window just below the banner image.
RIGHT TO KNOW TRAINING

Every employee and volunteer has the right to know the chemicals to which they may be exposed in their daily living. Right-to-know laws provide information about possible chemical exposures. Please visit the following link to review the USG policies on right-to-know laws at workplace facilities.

http://www.usg.edu/facilities/rtk-ghs/
8.2.18 Personnel Conduct

8.2.18.1 Ethics Policy

The University System of Georgia (USG) is committed to the highest ethical and professional standards of conduct in pursuit of its mission to create a more educated Georgia. Accomplishing this mission demands integrity, good judgment, and dedication to public service from all members of the USG community.

While the USG affirms each person's accountability for individual actions, it also recognizes that the shared mission and the shared enterprise of its institutions require a shared set of core values and ethical conduct to which each member of the USG community must be held accountable. Furthermore, the USG acknowledges that an organizational culture grounded in trust is essential to supporting these core values and ethical conduct.

The following Statement of Core Values and Code of Conduct are intended to build, maintain, and protect that trust, recognizing that each member of the USG community is responsible for doing his or her part by upholding the highest standards of competence and character.

8.2.18.1.1 Applicability

The USG Ethics Policy applies to all members of the USG community, which includes:

1. All members of the Board of Regents;
2. All individuals employed by, or acting on behalf of, the USG or one of the USG institutions, including volunteers, vendors, and contractors; and,
3. Members of the governing boards and employees of all cooperative organizations affiliated with the USG or one of its institutions.

Members of the Board of Regents and all individuals employed by the USG or one of its institutions in any capacity shall participate in USG Ethics Policy training, and shall certify compliance with the USG Ethics Policy on a periodic basis, as provided in the USG Business Procedures Manual. Cooperative organizations, vendors, and contractors shall certify compliance with the USG Ethics Policy by written agreement as provided in the USG Business Procedures Manual.

The USG Ethics Policy governs only official conduct performed by or on behalf of the USG.
8.2.18.1.2 Statement of Core Values

Every member of the USG community is required to adhere to the USG Statement of Core Values – Integrity, Excellence, Accountability, and Respect – that form and guide the daily work of the organization.

1. **Integrity** – We will be honest, fair, impartial, and unbiased in our dealings both with and on behalf of the USG.

2. **Excellence** – We will perform our duties to foster a culture of excellence and high quality in everything we do.

3. **Accountability** – We firmly believe that education in the form of scholarship, research, teaching, service, and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical, and fiscal resources given to our care.

4. **Respect** – We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, compassion, and decency.

8.2.18.1.3 Purpose of the Code of Conduct

The USG recognizes that each member of the USG community attempts to live by his or her own values, beliefs, and ethical decision-making processes. The purpose of the Code of Conduct is to guide members of the USG community in applying the underlying USG Statement of Core Values to the decisions and choices that are made in the course of everyday endeavors. Each USG institution must ensure that its institutional ethics policies are consistent with this USG Ethics policy.

8.2.18.1.4 Code of Conduct

We will:

1. Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service, and grants administration.
2. Act as good stewards of the resources and information entrusted to our care.
3. Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission.
4. Treat fellow employees, students, and the public with dignity and respect.
5. Refrain from discriminating against, harassing, or threatening others.
6. Comply with all applicable laws, rules, regulations, and professional standards.
7. Respect the intellectual property rights of others.
8. Avoid improper political activities as defined in law and Board of Regents Policy.
9. Protect human health and safety and the environment in all USG operations and activities.
10. Report wrongdoing to the proper authorities, refrain from retaliating against those who do report violations, and cooperate fully with authorized investigations.
11. Disclose and avoid improper conflicts of interest.
12. Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents' policy.
13. Not use our position or authority improperly to advance the interests of a friend or relative.

8.2.18.1.5 Interpretation and Sources

The Statement of Core Values and Code of Conduct do not address every conceivable situation or ethical dilemma that may be faced by members of the USG community. Members of the USG community are expected to exercise good judgment absent specific guidance from this policy or other applicable laws, rules, regulations, and Board of Regents' policies and procedures.

Specific questions pertaining to the Statement of Core Values or Code of Conduct should be directed to a supervisor or other competent authority at the University System Office or at the institution's office of Legal Affairs, Internal Audit, Compliance, Human Resources, Academic Affairs, or other appropriate office. Further specific explanatory notes and references may be found on the USG's website.

12/13/18
Ethics Policy

Explanatory Notes and References

1. **Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.**

   Members of the USG community engaged in research are expected to do so in accordance with institutional, governmental and professional standards while upholding the highest standards of integrity, intellectual honesty and scholarship. Unacceptable violations of research integrity include, but are not limited to: (a) plagiarism defined as using another’s ideas, writings, research, or intellectual property and representing it as your own original work, (b) falsification of data, which includes direct alteration of findings or failing to disclose data that would substantively change the research findings and (c) fabrication of research data. Research integrity requires that principal investigators and others with a fiduciary obligation for grant funds use those funds in a manner consistent with the grantor’s terms and conditions and applicable laws, rules and regulations. Finally, research involving human subjects shall be conducted only after appropriate review and approval by institutional review boards (IRBs) and should be conducted in accordance with IRB principles.

2. **Act as good stewards of the resources and information entrusted to our care.**

   USG property is intended for use in support of the USG mission and legitimate public purposes.

   USG property shall not be used for personal gain or purposes except for incidental personal use of email, a telephone to make a local telephone call or incidental internet use that is not inconsistent with applicable laws and policies. However, members of the USG community should note that such use must not interfere with the performance of official functions or that individual’s own job performance. Additionally, members of the USG community should understand that there is no expectation of privacy once any personal material is placed on a government system.

   Members of the USG community are required to maintain the integrity and accuracy of the documents and records for which they are responsible. No employee may alter, falsify or destroy any original record or document absent valid authority to do so. Members of the
USG community must also comply with the USG Records Retention Series that can be found at the following URL: http://www.usg.edu/records_management/schedules/.

The USG is the custodian of many types of information, including that which is confidential, proprietary and private. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, policies, directives and agreements pertaining to access, use, protection and disclosure of such information. Computer security and privacy are also subject to law and USG policy.

USG employees are required to maintain the integrity and accuracy of all documents and records relative to sick leave, vacation/annual leave and all other forms of leave.

The following policies should be read in concert with this section of the code of conduct:

- BOR Policies 8.2.7.1-8.2.7.8 (/policymanual/section8/policy/C224/#p8.2.7_leave) regarding leave,
- BOR Policy 7.11.9 (/policymanual/section7/policy/C480/#p7.11.9_home_or_off-campus_use_of_equipment_for_business_purposes) for information on removing laptops and similar items off site,
- BOR Policy 9.10.6.4 (/policymanual/section9/policy/C543/#p9.10.6_use_of_institutional_facilities) for information on removing other institutional property from campus for personal use,
- BOR Policy 7.7.2 (/policymanual/section7/policy/C467/#p7.7.2_employee_purchasing) for information on prohibited personal use of institutional purchasing channels,
- BOR Policy 7.11.2 (/policymanual/section7/policy/C480/#p7.11.2_business_enterprises) for information on the operation of private business enterprises on a USG campus,
- BOR Policies 9.10.6.3-9.10.6.4 (/policymanual/section9/policy/C543/#p9.10.6_use_of_institutional_facilities) for information pertaining to use of a campus facility by an outside party and
- USG Appropriate Use Policy number 2009-014 regarding use of information technology resources.

3. **Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission.**

All members of the USG community are expected to conduct themselves in accordance with the highest standards of scholarship, public service and integrity. This requirement encompasses both a responsibility to understand and to further organizational missions and goals. Individuals in positions of greater authority bear a greater responsibility for achieving organizational missions and goals in an effective and efficient manner. However, all members of the USG community should contribute to the success of the USG in a manner consistent with their duties and responsibilities.

Effective internal controls are one method that can be employed to assist the USG in achieving its mission. Internal controls are the processes employed at all levels to help ensure that USG business is carried out in accordance with BOR policies and procedures, institutional policies and procedures, applicable laws and regulations and sound business practices. Good internal controls promote efficient operations, accurate financial reporting, safeguarding of assets and responsible fiscal management.
4. Treat fellow employees, students and the public with dignity and respect.
   Members of the USG community are required to maintain a professional work environment. Therefore, unprofessional conduct may result in disciplinary action. See BOR Policy 12.2 (policymanual/section12/policy/C1765/) for additional information pertaining specifically to disruptive activities.

   A romantic or sexual relationship between a member of the USG community and a student or patient is prohibited in those instances where the individual has the responsibility for directly supervising, evaluating, instructing, treating or otherwise overseeing the student or patient. Romantic or sexual relationships between employees and people in positions of authority are strongly discouraged.

5. Refrain from discriminating against, harassing or threatening others.
   The USG Statement of Core Values emphasizes the “inherent dignity and rights of every person and ... our resulting responsibility to treat each person with fairness, compassion and decency.” As such, any form of discrimination or harassment is inconsistent with USG core values. Additionally, discrimination on the grounds of race, color, gender, religion, creed, national origin, age, disability and status as a veteran is specifically prohibited by state law and BOR policy. See BOR Policy 8.2.1 (policymanual/section8/policy/C224/#p8.2.1_equal_employment_opportunity) for additional information on Equal Employment Opportunity within the USG.

   Sexual harassment of members of the USG community or students in the USG is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (A) Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or academic standing; or (B) Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or (C) Such conduct unreasonably interferes with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or academic environment. See BOR Policy 8.2.16 (policymanual/section8/policy/C224/#p8.2.16_sexual_harassment) for additional information on Sexual Harassment.

   The University System of Georgia is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling an institution’s mission of teaching, research and public service. The University System of Georgia will not tolerate any type of workplace violence committed by or against students or members of the USG community. Workplace violence is defined as any threats, threatening conduct or any other acts of aggression or violence in the workplace. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal. USG employees bear a special responsibility to remain aware of potential acts of violence on campus as evidenced by, but not limited to, unusual statements, writings or any other unusual behavior. Members of the USG community who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation.
6. Comply with all applicable laws, rules, regulations and professional standards.
   Compliance with laws, rules and regulations governing USG institutions is both a legal and an ethical mandate. The risks associated with non-compliance can be significant. Significant risks include loss of reputation, loss of external funding, financial penalties, loss of accreditation and potential criminal prosecutions. Members of the USG community shall seek the advice of USG legal counsel to clarify the laws, rules and regulations impacting official duties.

Failure to comply with applicable laws, rules and regulations by a member of the USG community may result in disciplinary action. Members of the USG community may be governed by ethical codes or standards of their professions or disciplines. It is expected that those USG community members will comply with applicable professional standards in addition to laws, rules and regulations.

It is the policy of the USG to conduct its business in an open and transparent manner consistent with the privacy rights of members of the USG community and Open Government laws. USG employees have a responsibility to ensure that any requests made pursuant to the Open Records Act are immediately routed to the office charged with that responsibility.

USG institutions that accept grants from public or private organizations to perform as outlined in the grant have a fiduciary responsibility to ensure that the grant funds are expended in a manner consistent with the grantor's guidelines and applicable laws, rules and regulations. The submission of false or misleading documentation in connection with a federal grant may result in both employment action and criminal prosecution. Members of the USG community must exercise due care and avoid any personal use of grant funds.

Compliance with the rules and regulations governing athletics is a multi-faceted and challenging demand for the USG institutions that maintain athletic programs. Members of the USG community are expected to comply with athletic conference and association rules.

Requests for reimbursement for expenses incurred on behalf of the USG must be accurate and in accordance with applicable laws and regulations. Submission of false or misleading expense reimbursement documents subjects the member of the USG community submitting the documents to the risk of both termination of employment or contractual relationship and criminal prosecution.

7. Respect the intellectual property rights of others.
   USG employees associated with the production of intellectual property have the responsibility to comply with the BOR and institutional policies governing intellectual property. Extensive BOR and institutional policies have been developed governing intellectual property. See BOR Policy 6.3 (/policymanual/section6/policy/C352/) for a detailed description of the BOR policies governing intellectual property.

Employees who use software licensed to the USG or a USG institution must abide by applicable software license agreements and may copy licensed software only as permitted by the license.
It is also the practice of the USG to comply with copyright laws. USG employees or any individual using USG resources should not violate copyright laws to include publications, recordings and other electronic media. It should be noted that the © copyright notice is no longer required by law. This means that individuals copying material must take extra steps to ensure that the material is in the public domain or may be copied under the "Fair Use" doctrine. USG employees are encouraged to consult with institutional legal counsel for additional guidance on this topic.

8. Avoid improper political activities as defined in law and Board of Regents Policy. USG employees are encouraged to participate as responsible and interested citizens in our democratic society. However, there are "political" activities that are inconsistent with the roles and responsibilities of USG employees. Employees may not participate in a political campaign which interferes with performance of official duties. Employees are restricted from holding state or federal elective office and must obtain a leave of absence prior to qualifying as a candidate for state or federal elective office in a primary or general election and ending after the general or final election. Appointive offices and locally elected offices may be held by a USG employee if there is no conflict or interference with the employee's USG duties and responsibilities.

See BOR Policy 8.2.15.3 for additional information on employee participation in the political process. See BOR Policy 9.10.6.1 for information on use of campus facilities for political purposes.

9. Protect human health and safety and the environment in all USG operations and activities. The Board of Regents of the University System of Georgia is strongly committed to protecting the environment and human health and safety in all of its operations. In working to meet this commitment, the Board of Regents recognizes that pro-active efforts must be made to ensure that sound environmental, health, and safety planning is integrated into every level of University System decision making. Additionally, all members of the USG community bear a responsibility for protecting human health and safety and the environment in those areas for which they are responsible. See BOR Policy 9.12.4 for detailed guidance pertaining to environmental compliance.

10. Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations. All members of the USG community have a responsibility to follow university policies and procedures, adhere to applicable laws and regulations and speak up when they see or suspect misconduct. Members of the USG community with concerns about possible unethical behavior or noncompliance with Board of Regents policy are encouraged to speak to their supervisor or to use the Ethics and Compliance Hotline. Retaliation against a member of the USG community for reporting wrongdoing is strictly prohibited by federal law, state law and BOR policy.

Members of the USG community are required to cooperate fully with authorized internal investigations. Failure to cooperate may subject the individual to disciplinary action to include termination of employment or contractual relationship. Members of the USG...
community who are unsure as to the legitimacy of an investigation should consult a supervisor or institutional counsel.

11. Disclose and avoid improper conflicts of interest.
USG employees are expected to devote their primary efforts to the USG's mission. Outside employment or activities must not interfere with performance of official duties. Additionally, outside activities may create conflicts of interest or of commitment that must be properly disclosed and managed. See BOR Policy 8.2.15 (/policymanual/section8/policy/C224/#p8.2.15_outside_activities) for additional information. Other members of the USG community who are not USG employees are subject to other conflict of interest provisions as contained in various laws, rules and regulations.

12. Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents policy.
No member of the USG community shall directly or indirectly solicit, receive, accept or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his/her performance or failure to perform any official action. The acceptance of a benefit, reward or consideration where the purpose of the gift is to influence a member of the USG community in the performance of his/her official functions is a felony under state law. See BOR Policy 8.2.13 (/policymanual/section8/policy/C224/#p8.2.13_gratuites) for a detailed description of the prohibition on receiving gifts.

13. Not use your position or authority improperly to advance the interests of a friend or relative.
No member of the USG community will use his or her position or authority improperly to advance the interests of a friend or relative. Any benefit granted to an individual will be based on merit and/or written procedure. No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. See BOR Policy 8.2.3 (/policymanual/section8/policy/C224/#p8.2.3_employment_of_relatives) and O.C.G.A. § 45-10-20 et seq. for detailed information on this topic.
Volunteer Program Policy

Adopted by President's Cabinet October 30, 2012
Revisions Adopted by President's Cabinet 9/26/16

Policy Statement: East Georgia State College welcomes volunteer support to accomplish its missions of education and public service. The service, advice and insight that volunteers provide are an invaluable resource. The College will make every effort to provide volunteers with a meaningful, worthwhile experience.

Reason for Policy and Scope of Policy: This policy is designed to reduce volunteer risk and protect the interests of the College, its volunteers and the community it serves. It addresses various issues regarding the engagement of volunteers for services to the College, defines the volunteer relationship, its privileges and responsibilities, and clarifies the College’s liability for using the services of volunteers. Any unit, office or department that engages volunteers on behalf of the College is covered by this policy.

Definitions: The following definitions apply to the terms as used in this policy:

“Agent of the Institution” is an individual acting on behalf of the College.

“Volunteers” are uncompensated individuals who perform services directly related to the business of the College for their benefit, to support humanitarian, charitable or public service activities of the College volunteer, or to gain experience in specific endeavors. To qualify as a College volunteer, an individual must be willing to provide service according to the procedures set forth in this policy.

Procedures for Screening and Engaging Volunteers

Responsibility of Volunteers: Voluntary service, while uncompensated, establishes the volunteer as an agent of the institution while performing assigned duties. Therefore, volunteers are expected to abide by College policies, procedures and external regulations (Board of Regents policies) that govern their actions, including, but not limited to, those of ethical behavior, confidentiality, safety, sexual harassment, conduct and alcohol and drug use.

Eligibility of Volunteers: Anyone eighteen (18) years of age or older, including retirees, students, alumni, or other community members may provide volunteer service to the College. Current employees may serve as volunteers with special permission of the President after consideration of the employee’s current work schedule, approval of the employee’s supervisor and conclusion that no conflicts in work or volunteer schedules exist. Employees cannot volunteer to do the same (similar or identical) work for which they are employed. Employees who serve as a volunteer must complete the Volunteer Agreement form for Employees.

Procedures: The unit, office, or department is responsible for ensuring that the volunteer selected and engaged has the adequate experience, qualifications, and training for the task he or she will be required to perform. The unit, office or department that identifies a need or receives a request for volunteer services should take appropriate measures to ensure that all College volunteer procedures are followed.

(1) The department manager must notify the College’s Director of Human Resources of the request of volunteer services by completing the Request for Volunteer Services or Request form.
(2) A description of the volunteer duties and services must be completed and submitted with the Request for Volunteer Services form.

(3) The Director of Human Resources will review the request and notify the department manager of the initial authorization or denial for the request.

(4) Upon authorization, the Office of Human Resources will meet with the individual to complete the necessary paperwork:

EGSC Volunteer Agreement: signed by the volunteer and office or department where volunteer will be working; Personal Data; Emergency Contacts; and Authorization to perform a criminal background check and/or credit check. The office or department engaging the volunteer will bear the cost of the background checks.

Upon receipt of clear background results, the Office of Human Resources will notify the department manager of the final authorization to allow the volunteer to begin volunteer activities. If background results reflect Criminal History or Credit history concerns, the Background Investigation Committee-Employment will review the results to determine if volunteer duties can be granted or continued using the Board of Regents eligibility criteria for employees, and notice requirements. The Director of Human Resources will serve as contact between the committees and the prospective volunteer.

Current employees who serve as a volunteer must receive prior written approval from their supervisor to perform any volunteer work during the employee’s normal working hours and submit annual leave for time missed.

Volunteer Services Exempt from Volunteer Agreement: Generally, a College volunteer is required to complete a Volunteer Agreement form before he or she may engage in volunteer activities for the institution. However, for certain one-time low risk activities, an Agreement is not required. Activities which do not require a Volunteer Agreement:

Commencement

Foundation meetings, events or activities;

Public speakers or performers at the College; and

Phone a Thon Volunteers and other fund-raising activities.

To determine if a specific low risk volunteer activity is exempt, please contact the Director of Human Resources.

Volunteer Start Date: A background investigation is required prior to any volunteer beginning his or her service at the College.

Prohibited Activities: Volunteer services are generally limited to humanitarian, charitable or public services. Accordingly, College volunteers are prohibited from performing any of the following activities:

Operating heavy equipment, including government owned vehicles;

Operating any power driven circular saws, band saws;

Entering into any contract on behalf of the College; and
Any activity considered inappropriate for a College employee.

**Liability for Volunteers:** Volunteer duties may involve certain risks. The College is self insured through the Georgia Department of Administrative Services Risk Management against state tort claims. This coverage is extended to College volunteers who are part of a structured program organized, controlled and directed by a College Department for the purpose of carrying out the functions of the institution. The liability coverage is for injuries and/or property damage volunteers may cause others while acting in the course of their official volunteer duties. Liability coverage does not apply when volunteers deviate from the course of their volunteer duties.

**Benefits for Volunteers:** College volunteers are not covered by the Fair Labor Standards Act and are not considered employees of the institution for any purpose. Therefore, volunteers are not entitled to employee benefits, and the College does not provide volunteers with accident or medical insurance. Further, volunteers are not covered by worker’s compensation laws in connection with their volunteer affiliation. If the volunteer duties require utilization of a volunteer’s personal vehicle, the College does not provide comprehensive or collision insurance for the volunteer’s vehicle.

**Payments to Volunteers:** Payment, promise of payment, promise of future employment, or special consideration for voluntary services are not allowed. However, the unit, office or department may reimburse pre-approved actual and reasonable expenses arising from the performance of assigned tasks following the standard College reimbursement procedures. Such pre-approval shall be documented in writing between the volunteer and the unit, office or department head prior to the occurrence of the activity for which expense reimbursement is desired.

**Required Training for Volunteers:** Pursuant to the University System of Georgia policy, volunteers shall participate in ethics training and environmental affairs/right to know training.

**Ending the Volunteer Arrangement:** A College volunteer’s service may be terminated at any time, at the sole and exclusive discretion of the College, and without prior notice. Likewise, a volunteer may give notice of intent to leave at any time.

**Record Retention:** The Human Resources Department will retain all completed Volunteer Agreement Forms for a period of not less than three (3) years from the date of the volunteer’s last day of service.

**Returning Volunteers:** If the individual is a returning volunteer, but the break in service is greater than six (6) months, all applicable processes described above must be completed again.

**Change in Duties:** If an individual is a current volunteer, but his or her duties have changed, all applicable forms and processes described above must be completed again.

**Contact Person:** Tracy Woods, Director of Human Resources, 478-289-2035, twoods@ega.edu
East Georgia State College Volunteer Agreement Form

Adopted by President's Cabinet 10-30-12

Thank you for agreeing to volunteer your services with East Georgia State College. Please affirm your acceptance of the terms of this agreement, stated below, with your signature.

1.) I agree to serve as a volunteer with East Georgia State College in the ____________________ (insert name of Department or Unit).

2.) I agree that my participation in the activities outlined in the attached Request for Volunteer Services (which is part of this agreement) is not in exchange for any consideration (e.g., pay, benefits, or promise of future employment). I acknowledge that, in exchange for my service as a volunteer, I have neither been promised any consideration nor do I expect to receive any consideration.

3.) I understand that I will not be enrolled as a student at East Georgia State College, and that no academic credit will be granted by East Georgia State College.

   • I agree that, as a volunteer, I will not be an East Georgia State College employee. I understand and agree that East Georgia State College will not provide me with accident or medical insurance, and is therefore not responsible for any accident or medical expenses that I incur in the course of volunteering. I also understand that I am not covered by workers' compensation laws in connection with my volunteer affiliation.

   • I understand that my participation as a volunteer may involve certain risks which have been explained to me, including but not limited to:

         __________________________________________________________

         __________________________________________________________

         ▶ I voluntarily accept these risks. I release and hold harmless the Board of Regents of the University System of Georgia, East Georgia State College, their members, employees, agents and authorized representatives, from all losses, damages, costs, and expenses, claims, demands, rights and causes of action resulting from any personal injury, death, or damage to property arising out of my volunteer activities.

         ▶ I agree to abide by all applicable rules and regulations of East Georgia State College and any of the department or units where I engage volunteer activities. I also agree not to disclose any confidential information concerning students and other confidential information of which I may learn in the course of my volunteer service. I acknowledge and agree that any intellectual property I may create in the course of my activities at East Georgia State College shall be the property of East Georgia State College.

I also understand, my volunteer status is contingent upon a background investigation including a criminal background check and may also include a credit history check demonstrating my eligibility for volunteer status with East Georgia State College.

    ▶ Disclosure of Criminal Convictions – failure to disclose any prior criminal convictions will result in removal of consideration for Volunteer Services. Please notify the Director of Human Resources of any prior criminal convictions prior to giving consent to perform a criminal background check.

Volunteer’s Signature

________________________________________________________

Department/Unit Managers Signature

________________________________________________________
<table>
<thead>
<tr>
<th>Section</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Results Received</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Credit Report Received</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Personal Data/Emergency Contacts Information</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chief Human Resources Officer Signature
Thank you for agreeing to volunteer your services with East Georgia State College. Please affirm your acceptance of the terms of this agreement, stated below, with your signature.

1.) I agree to serve as a volunteer with East Georgia State College in the __________________________ (insert name of Department or Unit).

2.) I agree that my participation in the activities outlined in the attached Request for Volunteer Services (which is part of this agreement) is not in exchange for any consideration (e.g., pay, benefits, or promise of future employment). I acknowledge that, in exchange for my service as a volunteer, I have neither been promised any consideration nor do I expect to receive any consideration.

3.) I understand that volunteer services must not interfere with my duties as an employee of East Georgia State College.

4.) Any time missed from my normal working hours must be pre-approved by my supervisor and annual leave must be submitted.

I agree that, when acting as a volunteer, I will not be an East Georgia State College employee. I understand and agree that East Georgia State College will not provide me with accident or medical insurance, and is therefore not responsible for any accident or medical expenses that I incur in the course of volunteering. I also understand that I am not covered by workers’ compensation laws in connection with my volunteer affiliation.

I understand that my participation as a volunteer may involve certain risks which have been explained to me, including but not limited to:

I voluntarily accept these risks. I release and hold harmless the Board of Regents of the University System of Georgia, East Georgia State College, their members, employees, agents and authorized representatives, from all losses, damages, costs, and expenses, claims, demands, rights and causes of action resulting from any personal injury, death, or damage to property arising out of my volunteer activities.

I agree to abide by all applicable rules and regulations of East Georgia State College and any of the department or units where I engage volunteer activities. I also agree not to disclose any confidential information concerning students and other confidential information of which I may learn in the course of my volunteer service. I acknowledge and agree that any intellectual property I may create in the course of my activities at East Georgia State College shall be the property of East Georgia State College.

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Disclosure of Criminal Convictions – failure to disclose any prior criminal convictions will result in removal of consideration for Volunteer Services. Please notify the Director of Human Resources of any prior criminal convictions prior to giving consent to perform a criminal background check.

Volunteer’s Signature __________________________ Date __________________________

Volunteer’s Department/Unit Manager’s Signature __________________________ Date __________________________
**For Human Resources Use Only**

<table>
<thead>
<tr>
<th>Information</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Background Results Received</td>
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<tr>
<td>Personal Data/Emergency Contacts Information Received</td>
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</table>

**Chief Human Resources Officer Signature**
EAST GEORGIA STATE COLLEGE
Request for Volunteer Services

Adopted by President’s Cabinet October-30-12

Description of Volunteer Duties, Duration of the Agreement, and Benefits the College Will Derive
To be completed by the Unit, Office, or Department. If approved, attach this form to the signed Volunteer Agreement

Submitted by: ______________________ (NAME) ______________________ (Department)
Date: ______________________

Volunteer Name: ________________________________________________________
Address: ________________________________________________________________

Description of Volunteer’s Duties:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Begin Date: ______________________ End Date: ______________________

Benefits Provided to College:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Supervisor Name: ______________________ Department: ______________________

In order for state liability coverage to be effective for a volunteer, the Request for Volunteer Services, Volunteer Agreement and all supporting documents must be submitted and approved prior to the volunteer’s start date.

Submit to:

Tracy Woods
Director of Human Resources
East Georgia State College
131 College Circle
Swainsboro, Georgia 30401
### VOLUNTEER SERVICES

**PERSONAL DATA AND EMERGENCY CONTACT**

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>Social Security Number</th>
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</table>

Mailing Address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Work Number:</th>
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<tr>
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<th>Cell Number:</th>
<th>Home Number:</th>
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<tr>
<th>Date of Birth (month/date/year)</th>
<th>Are you a student of EGSC?</th>
<th>YES</th>
<th>NO</th>
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</table>

| Last Semester/Year Attended: | |
|------------------------------| |
|                              | |

### EMERGENCY CONTACT

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Relationship to Volunteer</th>
<th>Check here if the contact specified has the same address and phone number as volunteer</th>
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| Street Address | |
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<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Work Number:</th>
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## EMERGENCY CONTACT

<table>
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<tr>
<th>Contact Name</th>
<th>Relationship to Volunteer</th>
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</table>

**Is this person your primary contact?**

<table>
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<tr>
<th>YES</th>
<th>NO</th>
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Check here if the contact specified has the same address and phone number as volunteer

<table>
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<th>Street Address</th>
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<tr>
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<th>State</th>
<th>Zip Code</th>
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<thead>
<tr>
<th>Home Number:</th>
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</table>
A SUMMARY OF YOUR RIGHTS
UNDER THE FAIR CREDIT REPORTING ACT

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer
Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in
the files of consumer reporting agencies. There are many types of consumer reporting agencies, including
credit bureaus and specialty agencies (such as agencies that sell information about check writing histories,
medical records, and rental history records). Here is a summary of your major rights under the FCRA. For
more information, including information about additional rights, go to
www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street
N.W., Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or
another type of consumer report to deny your application for credit, insurance, or employment — or to take
another adverse action against you — must tell you, and must give you the name, address, and phone number
of the agency that provided the information.

- You have the right to know what is in your file. You may request and obtain all the information about you
in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper
identification, which may include your Social Security number. In many cases, the disclosure will be free. You
are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each
nationwide credit bureau and from nationwide specialty consumer reporting agencies. See
www.consumerfinance.gov/learnmore for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your creditworthiness based on information from credit bureaus. You may request a credit score from consumer
reporting agencies that create scores or distribute scores used in residential real property loans, but you will
have to pay for it. In some mortgage transactions, you will receive credit score information for free from the
mortgage lender.

- You have the right to dispute incomplete or inaccurate information. If you identify information in your file
that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate
unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute
procedures.

- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.
Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days.
However, a consumer reporting agency may continue to report information it has verified as accurate.
† Talent

SAMPLE ONLY - NOTHING HEREIN SHOULD BE CONSTRUED AS LEGAL ADVICE OR COUNSEL. YOU SHOULD CONSULT WITH YOUR OWN COUNSEL ABOUT YOUR COMPLIANCE RESPONSIBILITIES UNDER THE FCRA AND STATE LAW.

- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need — usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

<table>
<thead>
<tr>
<th>TYPE OF BUSINESS</th>
<th>CONTACT</th>
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</thead>
<tbody>
<tr>
<td>1a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates.</td>
<td>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</td>
</tr>
<tr>
<td>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</td>
<td>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</td>
</tr>
<tr>
<td>2. To the extent not included in item 1 above:</td>
<td></td>
</tr>
<tr>
<td>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</td>
<td>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</td>
</tr>
</tbody>
</table>

Rev. 1.2015
AUTHORIZATION FOR BACKGROUND CHECK

I have carefully read and understand the separate background check disclosure document and the below authorization form. I have received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" and any applicable state or local notices of rights provided with these documents. I have had the opportunity to review my rights. By my signature below, I consent to the preparation of background reports by TalentWise, and to the release of such reports to the Company and its designated representatives for the purpose of assisting the Company in making a determination as to my eligibility for employment, promotion, retention, contract assignment or for other lawful purposes.

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed to the Company by me before or during my employment or contract assignment, if any, may be utilized for the purpose of obtaining such consumer reports and/or investigative consumer reports about me. I understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal/state/local), motor vehicle record agencies, my past or present employers, the military, and other individuals or sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature (including electronic) below, I certify the information provided on and in connection with this form is true, accurate, and complete. I agree that this form in original, faxed, photocopied or electronic form will be valid for any background reports that may be requested by or on behalf of the Company.

First Name: __________________________
Full Middle Name: ______________________
Last Name: ____________________________
Signature: _____________________________ Date: ______________________

☐ CALIFORNIA, MASSACHUSETTS, MINNESOTA, NEW JERSEY, and OKLAHOMA applicants or residents:
You have a right to request a free copy of your report. Please check here if you would like [Insert Company Name] to provide you with a copy of your report.

Rev. 1.2015
East Georgia State College (the "Company") will procure a consumer report and/or investigative consumer report on you in connection with your application for employment, volunteer service, or a contracted position, including promotion or retention as an employee, volunteer or independent contractor, as applicable.

TalentWise Inc., a consumer reporting agency, will obtain the report for the Company. Further information regarding TalentWise, including its privacy policy, may be found online at www.TalentWise.com. TalentWise is located at 4511 Rockside Road, 4th Floor, Independence, OH 44131, and can be reached at (877) 982-9888.

The report may contain information bearing on your character, general reputation, personal characteristics, mode of living and/or credit standing. The information that may be included in your report include: social security number trace, authorization to work checks, criminal records checks, civil record checks, financial information and credit checks (Experian U.S. Credit), federal record checks, public court records checks, driving record checks, drug tests, physical tests, educational records checks, employment history verification, references checks, sanction, licensing and certification checks. The information contained in the report will be obtained from private and/or public record sources, including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report from the Company.
CERTIFICATION

I hereby certify that I have attended the EGSC Minors on Campus training and have read and understand the information in the Minors on Campus Training packet. I have had an opportunity to ask questions and have done so if necessary.

 ______________________________ Signature

 ______________________________ (Print Name)

Contact Information:
Telephone: __________________________
Email: __________________________
Address: __________________________________________
Program or Activity: __________________________

Date: __________________________