



## Know Your Dough, Inc. Volunteer Conduct Standards

*Each year Know Your Dough staff shall convey these standards in writing to all volunteers during program orientations. We review these standards verbally, as well with all volunteers.*

Know Your Dough (KYD) serves youth. KYD volunteers teach valuable lessons in their program delivery and especially in their conduct with students. Adult misconduct with or in the presence of youth carries serious consequences. Because Know Your Dough cares that its volunteers have healthy, appropriate relationships with the youth they serve, it has established the following standards.

1. *Young people look to adults for examples of appropriate behavior.* KYD volunteers must use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. Profanity or sexualized language or jokes are inappropriate when working with students, regardless whether it occurs face-to-face, over the Internet, or by any other means. KYD strictly forbids violating any state law regarding interactions with youth; for example, providing them alcohol or legal or illegal drugs, or coaxing them into illicit relationships over the Internet or otherwise.
2. *Volunteers must take particular care when touching youth.* Most adults understand the difference between appropriate physical contact such as a handshake or pat on the back, and contact that is sexual or disrespectful. Volunteers also must be cognizant of how any physical contact may be perceived.
3. *Interactions with students must both be appropriate and appear appropriate.* It is expected that volunteers' interactions with students are at all times appropriate and professional, and are strictly related to the role of business mentor. It is unacceptable to seek or engage in one-to-one meetings with students at any time.
4. *Volunteers are responsible for the quality of interactions.* Students often find it difficult to state discomfort or objections. Volunteers must be especially sensitive to physical and verbal cues that youth provide.

***The aforementioned standards do not represent a comprehensive list.*** Other actions not included could result in suspension or dismissal as a volunteer. KYD volunteers also must read and comply with KYD's Social Media Policy.

Know Your Dough takes all complaints of misconduct seriously. Credible allegations of misconduct will be promptly reported to the appropriate authorities. During any such investigation, the KYD volunteer will be placed on leave. If an investigation determines misconduct occurred, it will result in the immediate and permanent dismissal as a KYD volunteer.

Any KYD staff member or volunteer who reasonably suspects misconduct must report these suspicions immediately to the appropriate KYD staff person with their KYD Area.

## Social Media Policy for Volunteers

Social media (*e.g.*, Facebook) is a powerful communications tool. Know Your Dough (“KYD”) expects all employees and volunteers to abide by its social media policy in all their communications on any social media site.

KYD volunteers must communicate on social media sites professionally and respectfully, just as KYD would expect them to communicate were they present in person. All communications with young people must be appropriate, both in terms of the student’s age and the relationship between the adult and student. Profanity, sexualized language or jokes, images of a sexual nature, or similar communications involving adult topics, drugs or alcohol, are never appropriate around students, no matter if they occur in person, in an email or text message, or on a social media site.

KYD volunteers must keep separate any social media communications that implicate KYD from their own personal communications. Young people may have difficulty distinguishing among an adult’s different roles. Therefore, KYD employees and volunteers must presume that any communications with a KYD student will be perceived by the student as relating to KYD business and must act accordingly.

In compliance with Know Your Dough’s existing volunteer conduct standards, KYD volunteers should not actively “friend,” “follow,” or correspond with minor-aged students directly through common social media platforms, such as Facebook and Twitter. The only social media interaction with students should occur through a KYD-administered social media platform as part of a KYD program with the consent of student’s parents. KYD volunteers should not reach out to any minor students through public platforms such as Facebook, Twitter, LinkedIn or any other social media platform not directly controlled by KYD.

Any KYD employee or volunteer who reasonably suspects misconduct related to social media or any violation of this policy must report these suspicions immediately to the appropriate KYD supervisor.

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I have received copies of Know Your Dough's Volunteer Conduct Standards and Social Media Policy and have read, understand, and will abide by these standards. Please return this form to [adminassistant@know-your-dough.org](mailto:adminassistant@know-your-dough.org)

By signing this, I hereby certify that I have never been charged with violence, or any type of charge involving a child or young person, or, if I have, that I have fully disclosed in writing the facts regarding such a charge to my local KYD Area.

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

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