**Volunteer** or **Staff** (as stated in this "Code of Conduct") refers to all Volunteers & Staff at CYT events (classes, parent production teams, rehearsals, performances, special events, etc.). NOTE: IF MULTIPLE FAMILY MEMBERS (HUSBANDS & WIVES, ETC.) WILL BE VOLUNTEERING THROUGH THE COURSE OF A SESSION OR EVENT, THEN BOTH WILL NEED TO SIGN THIS FORM.

The following Code of Conduct has been developed to clearly communicate to staff the practices & behaviors that are appropriate and are not appropriate at the CYT workplace. It was developed with the best interest & safety of CYT participants & for the protection of CYT staff.

1. Volunteers/Staff will not abuse fellow parents, volunteers, patrons, and children including:
   - Physical Abuse - strike, spank, shake, slap
   - Verbal Abuse - humiliate, degrade, threaten
   - Sexual Abuse - inappropriate touch or verbal exchange
   - Mental Abuse - shaming, withholding love, cruelty
   - Neglect - withholding basic care

   Any type of abuse will not be tolerated and may be cause for immediate dismissal.

   NOTE: If you work with children at CYT Baton Rouge as an employee, a contractor, or a volunteer, then you are required by law (i.e., mandated) to report suspected child abuse or neglect according to the Louisiana Children's Code, Articles 609 and 610. To report suspected child abuse, call 1-855-4LA-KIDS (1-855-452-5437) toll free 24 hours a day, 365 days a year.

2. Volunteers/Staff will refrain from excessive intimate displays of affection.

3. Using, possessing or being under the influence of alcohol or illegal drugs while at a CYT related function is prohibited.

4. Smoking or use of tobacco in the presence of children or parents while at a CYT related function is prohibited.

5. Profanity, inappropriate jokes, sharing intimate details of one's personal life, or any kind of harassment in the presence of children or parents while at a CYT related function is prohibited.

6. Volunteers/Staff will not bring inappropriate materials (i.e., pornography) to or discuss inappropriate topics (sexuality) at any CYT activity.

7. Volunteers/Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion or culture.
8. Volunteers/Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.

9. Volunteers/Staff will use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), & is only administered in a prescribed manner & must be documented in writing.

10. Volunteers/Staff will never leave a child (or children) unsupervised.

11. Under no circumstances will volunteers/staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian.

12. Volunteers/Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched on areas of their bodies that would be covered by a bathing suit. Exceptions are made when spotting or instructing children in programs like gymnastics or theater stunts.

13. **Volunteers/Staff will not put themselves in a position where they are alone with a single child and cannot be observed by others.** Outside of CYT activities CYT volunteers/staff are discouraged from being alone with children they meet at CYT activities.

14. Volunteers/Staff will not allow their social media accounts to lead or expose children to inappropriate sites, pages, posts, or images; this includes the use of hashtags which may inadvertently redirect children to other people’s inappropriate posts, sites, images, etc.

15. All CYT volunteers and staff will read and agree to abide by the CYT Baton Rouge mission statement and objectives. (See our website to read these statements.)

16. Volunteers/Staff are required to report violations of the Code of Conduct to immediate supervisor.

17. Any grievances or complaints should be brought to the direct Supervisor in confidence for resolution. Gossip and complaining to other parents or students creates a negative environment and will not be tolerated.

**I understand that any violation of this Code of Conduct may result in dismissal or limitation of future participation in CYT Baton Rouge.**

________________________________________  ______________________
Print Name & Date                        Print Name (2) & Date

__________________________  ______________________
Signature                  Signature (2)

PAGE 2 OF 2