USC Electronic Code of Conduct with Youth

(return signed document by 5/21/21)

USC Office of Youth Protection and Programming
https://protectingminors.usc.edu/

USC Electronic Code of Conduct with Youth

Our Trojan community at USC provides our youths with the highest quality services and care available. We are committed to creating an environment for youths that is safe, nurturing, empowering, and that promotes growth and success. We expect all adults to act in a professional and caring manner towards all youth. Therefore, here at USC no form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from our college. All reports of suspicious or inappropriate behavior with youths or allegation of abuse are taken seriously. USC will fully cooperate with authorities if there are allegations of abuse made that require investigation.

This Electronic Code of Conduct with Youth outlines specific expectations USC has of its staff and volunteer behaviors as we work to accomplish our mission together.

Youth will be treated with respect at all times & treated fairly regardless of race, sex, age, or religion.

We are excited to have you participate in the K-12 STEM Center programs. In your role, you will have online contact with minors.

We are delighted to have you participate in the Summer High School Intensive in Next Generation Engineering (SHINE) program as a leader facilitator. In your role, you will have multiple weekly contacts with your SHINE Mentees, generally between 15 – 18 years old, during the seven weeks of SHINE: June 14 – July 30, 2021.

USC staff and volunteers will...

- Adhere to uniform standards of displaying affection as outlined by USC.
- Adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by USC.

USCs policies for appropriate and inappropriate interactions are:

<table>
<thead>
<tr>
<th>Appropriate Interactions</th>
<th>Inappropriate Interactions</th>
</tr>
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<tbody>
<tr>
<td>Verbal praise</td>
<td>Any form of affection that is unwanted by the youth or the staff or volunteer</td>
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<tr>
<td>Encouragement</td>
<td>Compliments relating to physique or body development</td>
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<tr>
<td>Laughter</td>
<td>Sending or receiving photos</td>
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<tr>
<td>Emojis</td>
<td></td>
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</table>

USC staff and volunteers will...

- Not comment on youths’ bodies.
- Not date or become romantically involved with youths.
- Not use or be under the influence of alcohol, illegal or mind-altering drugs in the presence of youths.
- Not have secrets with youths and will only give gifts with prior permission.
- Comply with our USC programs policies regarding interactions with youths outside of our programs.
University of Southern California

- Not engage in inappropriate electronic communication with youths but follow approved program electronic communication policies.
- Staff and volunteers will be transparent with their interactions with youth by recording all phone calls and maintaining text transcripts when working with individual youths.

**Staff and volunteers will not abuse youths in anyway including (but not limited to) the following:**
- Verbal abuse: degrading, threatening, cursing
- Sexual abuse: exposing oneself, sexually oriented conversations
- Mental abuse: shaming, humiliation, cruelty

**Responding and Reporting**
All staff must follow California state mandatory abuse reporting requirements. Staff will be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Staff will:

a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.

b. Know and follow USC policies and procedures that protect youths against abuse.

c. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.

d. Follow up to ensure that appropriate action has been taken.

**Staff and volunteers will report concerns or complaints about other staff and volunteers, other adults, or youths to Dr. Katie Mills, Co-Director of the USC Viterbi K-12 STEM Center (kmills@usc.edu, cell: 310-592-6477).**

If you wish to make an anonymous report about a concern, call the USC Help & Hotline at 213-740-2500 or 800-348-7454.

You can also make any report by completing this Notice of Concern form.

If you suspect child abuse, consult your supervisor, Dr. Katie Mills, and then report to the Los Angeles County Department of Children and Family Services (https://mandreptla.org/cars.web/ or 800-540-4000).

If you suspect abuse at the hand of a non-family member, consult Dr. Katie Mills and then call the USC DPS/LAPD (213-740-6000 or 911).

USC will cooperate fully with the authorities to investigate all cases of alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.

*Please upload signed document by 5/21 to https://onboardingtempca1.ca1.qualtrics.com/jfe/form/SV_6im3Q0VqQ5ArnAG*

Your Name Printed: ___________________________ SHINE Mentee Name: ___________________________

Signature: ___________________________ Date: ___________________________