For purposes of this Code of Conduct: 1) “staff” shall include, without limitation, paid and unpaid appointments, exempt, non-exempt, temporary, volunteers, MIT students (graduate and undergraduate), and visiting students from other universities; 2) “minors” shall be defined as individuals under age 18 who are not enrolled in college, and; 3) “program” shall include, without limitation, demonstrations, lectures, classes, tours, competitions, tournaments, or other programs, on or off campus, sponsored, sanctioned, approved or otherwise authorized by MIT involving minors.

1. Staff will maintain a respectful, professional, mentoring relationship with the minors.

2. Staff will refrain from any intimate contact with or inappropriate touching of minors.

3. Staff will refrain from intimate displays of affection towards others in the presence of minors.

4. Staff must appear clean, neat, and dressed appropriately for all program activities.

5. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, display of offensive or sexually explicit materials in any form, and any other kind of inappropriate behavior in the presence of a minor is prohibited.

6. Staff will portray a positive role model for minors by demonstrating patience, courtesy, tact and maturity.

7. Staff are not permitted to drive minors to/from their homes or to transport minors to any programming activities on a one-on-one basis. Staff must confirm insurance coverage in advance, with the Office of Insurance, for any transportation arrangements involving the group travel of minors.

8. Staff should not give any gifts to minors, nor shall staff accept gifts from minors or their family members.

9. Staff may not date minors.

10. Staff may not physically discipline or emotionally abuse minors.

11. Staff shall endeavor to limit one-on-one interactions with minors to open, public areas.

12. Staff are reminded of their obligation to comply with all MIT policies, including, without limitation, MIT Policies & Procedures, Section 9.0, Relations and Responsibilities Within MIT (http://web.mit.edu/policies/9/index.html). Staff are not permitted to use, possess, drink, or otherwise be under the influence of alcohol or illegal substances while working with or supervising minors.

13. Staff should not initiate any individual contact with minors outside of the program setting, with very limited exceptions, using social media of any kind, including, without limitation, Facebook, telephone, texting, or other inappropriate communication, and shall promptly discourage such communications from minors. Staff should only call minors for program-specific reasons (e.g. reminders for upcoming events, schedule changes, required releases, cancellations, etc.). Such communications should be brief.

My signature serves as acknowledgment that I have reviewed and will abide by the Code of Conduct for any interactions I may have with minors in my role at MIT.

____________________________  _________________
Signature                  Date