



Wonderfully Me[®]

A GIRLS' EMPOWERMENT PROGRAM

Wonderfully Me[®], Incorporated Code of Conduct *for Empowerment and Mentoring Programs*

Wonderfully Me[®], Incorporated (WME) program participation is subject to the observance of our rules, policies and procedures including the Code of Conduct. The Wonderfully Me[®], Incorporated Code of Conduct applies to both the empowerment and mentoring programs. Any participant, adult, staff member, or volunteer who violates this Code of Conduct is subject to be disciplined, up to and including removal from our programs. The parent/guardian reserves the right to withdraw their child from our programs at any time. However, please notify the Program Director, and/or Mentoring Program Coordinator of your withdrawal.

- Abusive or profane language towards a staff member, volunteer or another enrolled participant
- Possession or use of alcoholic beverages or illegal drugs at/ on the location of program site or reporting to the program while under the influence of drugs or alcohol
- Bringing dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items used to cause harm onto the location of the property or on a person
- Verbal, physical or visual harassment or abuse of another fellow participant, adult or volunteer is not tolerated
- Model positive behaviors using respectful, encouraging and appropriate language when speaking to adults and participants
- Actual or threatened violence toward any individual or group
- Conduct endangering the life, safety, health or well-being of others
- Failure to follow any agency policies or procedures
- Bullying or taking unfair advantage of fellow participants
- Being disrespectful of property at the program site or locations and properties off-site
- Be courteous, open-minded and respectful of each other differences during activities and discussions
- Create a physical and an emotionally comfortable to share feelings and ideas without judgment.
- Everyone has the right to pass on decisions, conversations, activities
- No "putdowns" to self or others, even meant as a joke
- Be on time to sessions, appointments and meetings
- No side talk, back talk, or cross talk
- Use "I" statements
- Speak only for yourself in groups
- Eliminate "should" statements toward yourself or others

Wonderfully Me®, Incorporated Code of Conduct

- Be sure to treat all information about our participants and their family members confidentially as per the Confidentiality and Data Protection Policy
- Be consciously aware of personal activities and behaviors that may result in a conflict of interest with Wonderfully Me®, Incorporated
- Be careful to not be left alone with participants during sessions without direct permission from parent/guardian, Program Director and/or Mentor Program Coordinator
- Be willing to communicate with the Program Director, Volunteer Coordinator and Mentor Program Coordinator regularly
- Be able to give and receive constructive feedback without making it personal
- Treat each other with mutual respect and honesty
- Regular attendance in meetings, sessions and training are required
- Notification of absences should be reported to the Volunteer Coordinator and/or Program Director in advance as possible
- Limit physical contact to respect personal space
- Suspected or alleged sexual harassment, abuse or neglect must be reported immediately to the Executive Director
- No photos or videos are permitted to be posted on all social media platforms without parental /guardian permission
- All illnesses and/or injuries occurring on site or offsite are to be reported to an adult, Program Director, Volunteer Coordinator and/or Executive Director. The Incident Report must be completed immediately
- Limit personal phone usage during sessions to show you are actively listening and engaging, *i.e., setting an example to the girls*
- Submit all required monthly meeting documentation, and volunteer logs in a timely manner and with integrity

Signage or acknowledgment is required for all participants, including volunteers of this Code of Conduct. This required action acknowledges the information have been read, understood and will abide by the rules described above. Additionally, please understand that any participant may be removed from the program if violated.

By signing below, I acknowledge that I have read, understood and will abide by the statements of this Code of Conduct. Failure to comply may terminate my role as a volunteer or a program participant at Wonderfully Me®, Incorporated.

Parent or Volunteer Signature

Date

Participant Signature

Date