
California State University Dominguez Hills Foundation Mandatory Reporting Code of Conduct

Anyone hired by Foundation and acting in an Independent Status on behalf of the California State University Dominguez Hills Foundation (CSUDH Foundation) are required to report actual or suspected abuse or other improper conduct involving a Minor in accordance with the California State University Dominguez Hills Foundation CANRA policy. The following Code of Conduct provides guidance for interacting with Minors and should be followed as closely as is reasonable under the circumstances:

- When acting in your capacity for CSUDH Foundation, avoid spending time alone, either on or off campus, with a Minor away from others, whenever possible. If one-on-one interaction is absolutely required, it is recommended that you meet in rooms or spaces with open doors, observable by other adults from the Program, and follow any unit-level guidelines.
- Do not engage in any sexual actions, make sexual comments, tell sexual jokes, or share or view sexually explicit material with or within the vicinity of Minors.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate.
- Do not shower, bathe, or undress with or in the presence of a Minor.
- Do not use, possess, or be under the influence of alcohol, marijuana, or illegal drugs while on duty or when responsible for a Minor's welfare. This includes impairment by any drug, even if legally possessed and used.
- Do not meet with Minors outside of established times for Program activities. Any exceptions require parental authorization.
- Avoid communicating with Minors through email, text messages, social networking websites, or other forms of social media unless there is an educational or programmatic purpose and the content of the communications is consistent with the mission of the Program, Foundation and the University.
- When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times throughout the transportation, or when the Minor's Parent has given permission. Avoid using personal vehicles whenever possible and check with your insurance provider to be sure appropriate coverage is in place.
- Do not tell a Minor "this is just between the two of us" or use similar language that encourages Minors to keep secrets from their Parent.

If any action or failure to act with respect to a Minor seems like it may be inappropriate, do not do it; seek advice from the responsible higher authority.