



BEACON Volunteer Code of Conduct

Introduction

As a secular ministry of the Benedictine Sisters of Virginia, BEACON for Adult Literacy condemns sexual misconduct and we do not condone or permit it in any way, under any circumstances. BEACON is committed to taking the necessary steps to prevent sexual misconduct.

The purpose of this code of conduct is the safety of Adult Language Learners served by BEACON for Adult Literacy. Adult Language Learners fall under the category of vulnerable adults based on limited communications skills as outlined by the State of Virginia: The State of Virginia refers to such a person as an “incapacitated” adult with the following definition. “‘Incapacitated adult’ means any person eighteen years or older who is impaired by reason of mental illness, intellectual disability, physical illness or disability, advanced age or other causes to the extent the adult lacks sufficient understanding or capacity to make, communicate or carry out reasonable decisions concerning his [her] well-being.” *State of Virginia Criminal Code 18.2-369.*

Code of Conduct

As someone who works with vulnerable adults, I will:

1. Maintain a professional role and be aware of the trust and power I possess as a volunteer (teacher).
2. Ensure that staff have approved, in advance, all meetings with vulnerable adults outside of the classroom (such as individual tutoring or class field trips).
3. Ensure that private meetings (such as individual tutoring) with vulnerable adults take place in a public setting.
4. Keep doors open in any location in which a private meeting occurs with a vulnerable adult where there is no window.
5. Avoid direct communication with vulnerable adults outside of the classroom, when possible. Exercise caution in communicating with vulnerable adults through email, social media, or the internet.
6. Never touch a vulnerable adult in a sexual way or other inappropriate manner.
7. Never drive a vulnerable adult.
8. Never introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, website, computer software, or entertainment.
9. Never provide alcohol when working with a vulnerable adult.
10. Never use, possess, or be under the influence of illegal drugs.
11. Refrain from giving/receiving inappropriate or expensive gifts to vulnerable adults.

I have read and concur with the content of the Code of Conduct.

Volunteer Signature

Date

Volunteer Printed Name