**SPARC Standards of Conflict**

These standards are designed to help employees (paid and non-paid) understand the practices we expect them to employee while in service to SPARC Council. These standards shall be conveyed verbally an in writing by the Coordinator, Board President or approved SPARC Council designee.

Employees should not:

* Have an inappropriate contact inside or outside the SPARC Council approved site of service with any student met through their service to SPARC Council, including those students 18 years of age or older.
* Be in contact with any student inside or outside the SPARC Council approved site of service without the prior knowledge or consent of the SPARC Council Coordinator, Board President or approved SPARC Council designee.

*Exceptions would include routine business activity (e.g. campus site visit) for students 15 yeas of age or older, conducted at a regular place of business and during regular business hours.*

Some examples of inappropriate conduct include:

* Violations of state laws regarding child abuse, providing alcohol to minors, or having alcohol on a school campus, etc.
* Dress that violates school or SPARC Council dress codes or is inconsistent with accepted business attire.
* Use of profanity or inappropriate language in the SPARC Council approved site of service.
* Physical contact which is inappropriate to an advisor-pupil professional relationship considering the age and sex of the student.

These are examples only and not intended to be a comprehensive list. There could be other actions not listed herein which could result in suspension or dismissal as an employee.

Allegations of violation of these standards will result in immediate suspension as a SPARC Council employee. If an investigation by the proper authorities determines a violation occurred, it will result in immediate and permanent dismissal as a SPARC Council employee.

……………………..……………………….Sign and Return………………………………………………………

I have received a copy of SPARC Council Standards of Conduct and have read, understand, and will abide by these standards. Please sign this form:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  | Date: |  |
| Name: |  |  |  |  |
|  | (Please Print) |  |  |  |