

## Code of Conduct for Student Ambassadors

As a Student Ambassador for the University of Essex I agree that:

### I will:

- Remain engaged, positive and proactive during all events and activities with which I am involved
- Be punctual and reliable for all events and activities with which I am involved
- Wear any identification provided for the activity
- Dress in a manner that is suitable for the activity
- Be respectful and courteous to all young people and other members of staff
- Do my utmost to ensure that all young people are included and valued, regardless of their race, creed, age and sexual orientation.
- Inform the member of staff running the activity, if I am unable to attend prior to the event for any reason, in a timely manner
- Adhere to the University of Essex child protection and equal opportunities policies
- Report any concerns regarding the welfare of a young person to the designated person
- Attend training sessions, including online sessions, and read the Student Ambassador Handbook and other materials as provided
- Take responsibility for regularly checking the online work portal to apply for shifts and submit timesheets for work completed
- Recognise that I have a duty of confidentiality in relation any personal information regarding staff or students accessed during my employment, and am bound by the provisions of the Data Protection Act and the University's obligations under the Act

### I will not:

- Work whilst under the influence of alcohol or illegal substances
- Smoke in the presence of young people
- Exchange personal contact details with young people
- Initiate, or respond to, inappropriate physical contact with young people or other members of staff
- Use inappropriate language when communicating with young people and other members of staff
- Use mobile phones and other electronic devices for non-work purposes whilst working