

Enforcing the Code of Conduct



Each youth and adult must sign a Code of Conduct form at the time of annual enrollment. A copy of the signed form is kept on file in the 4-H Office. The goal of the Macomb County 4-H Youth Development Program's Code of Conduct is to make involvement in the 4-H program a positive, satisfying, and safe experience.

Individuals witnessing a code violation should first attempt to communicate directly with the alleged violator(s) at the time and place of the incident. If this effort does not satisfactorily resolve the issues and concerns raised, the complainant(s) should complete a code of conduct violation report.

The 4-H staff cannot effectively act on hearsay, anonymous, vague or untimely complaints about the conduct of others. ***A report of inappropriate actions by a 4-H volunteer, member, parent/guardian, or relative must be submitted in writing to the 4-H Agent by a first hand observer within 10 days of the incident. The report must identify the section of the Code that was violated and provide specific details about the alleged violator's actions. The complainant(s) must sign the report.***

Upon receipt of an appropriate Code of Conduct complaint, the 4-H Agent/MSUE staff will investigate the allegations. The investigation may require holding face-to-face meetings with the complainant(s) and/or the alleged violator(s). The purpose of these meetings would be to clarify policies, determine whether, and to what degree, there was a violation and determine what disciplinary action, if any, is appropriate. The 4-H Agent/MSUE staff may ask the complainant(s) and alleged violator(s) to attend a joint meeting if s/he determines this would be useful in resolving the situation.

Any or all of the following disciplinary actions may be taken by the 4-H Agent and/or the Extension Director, as a result of a code of conduct violation:

- a. Writing a letter of apology to the injured party(ies).
- b. Fulfillment of specified community service within a specified period of time.
- c. Repair of or restitution for property damage.
- d. Probation for a specified period of time with the understanding that another violation will lead to more serious disciplinary action.
- e. Suspension from participation in 4-H activities for a period of time.
- f. Permanent exclusion from the county 4-H organization and its activities.
- g. Referral to the appropriate law enforcement agency or other authority.

A memorandum summarizing the results of pre-disciplinary meetings and any subsequent disciplinary actions will be placed in Extension files. Copies will be given to the appropriate parties involved.

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