



# Code of Conduct for Employee Volunteers

## OBJECTIVE

To ensure a positive, respectful, and professional interaction between Employee Volunteers, Educators and school classrooms during Career Connect sessions via video conferencing.

## PROFESSIONALISM

- **Dress Code** Dress in business casual attire, maintaining a professional appearance suitable for a classroom environment and otherwise consistent with your organization's standards of professional conduct.
- **Punctuality** Join the video conferencing session arranged by the Educator on time, ideally a few minutes early, to ensure readiness and to address any technical issues.
- **Cancellation** If your availability for a session changes, notify the Educator and Career Connect as soon as possible via messaging on the Career Connect Platform and send an email to [careerconnect@discoveryed.com](mailto:careerconnect@discoveryed.com).
- **Preparation** Familiarize yourself with the session's content and objectives in advance. Have all the necessary materials and presentations prepared.
- **Virtual Background** Ensure that the background and any visible materials are appropriate for a classroom environment and otherwise consistent with your organization's standards of professional conduct. Minimize interruptions from colleagues or family members if working remotely. Suitable backgrounds are available for use from the [Career Connect Platform](#).

## PRIVACY & SAFETY

- **Confidentiality** Respect the privacy of students and educators. **Do not capture, record, or share any personal information or images of students.** Do not share your email and phone number or any information that would encourage or facilitate a student to contact you outside of the visit.
- **Secure Environment** Use secure and school-approved platforms for communication as provided by the Educator. **Never be one-on-one with a student.** An Educator or another adult representative of the school should be present during the presentation at all times. ■

CONTINUED ON NEXT PAGE →

- **IP addresses** Ensure that the naming conventions for any home internet addresses or other visible identifiers are appropriate for a classroom environment and otherwise consistent with your organization's standards of professional conduct.

## ***RESPECT & INCLUSIVITY***

- **Respectful Communication** Use polite and respectful language. Be mindful of your tone and body language. In keeping with your Educator's direction, avoid sensitive or divisive topics in your presentation. Please be guided by your Educator with respect to topics they wish to avoid discussing in the classroom.
- **Inclusivity** Ensure that all interactions are inclusive and considerate of diverse backgrounds and perspectives. Avoid any language or behavior that could be interpreted as stereotyping, discriminatory, or offensive.
- **Engagement** Encourage participation from all students and respect their opinions. Foster a supportive environment where students feel comfortable asking questions and expressing themselves.

## ***INTERACTION WITH EDUCATORS AND STUDENTS***

- **Collaboration with Educators** Coordinate with the Educator via Career Connect's secure messaging feature to align your presentation to the Educator's goals.
- **Age-Appropriate Content** Ensure that all content is suitable for the age group and educational level of the students.

## ***TECHNICAL GUIDELINES***

- **Equipment** Ensure that your internet connection, camera, and microphone are functioning properly before the session begins.
- **Video Conferencing Features** Familiarize yourself in advance with video conferencing features such as screen sharing and mute functions to facilitate a smooth interaction.
- **Technical Issues** In case of technical difficulties, communicate promptly with the teacher and work collaboratively to resolve the issue. Contact [careerconnect@discoveryed.com](mailto:careerconnect@discoveryed.com) to troubleshoot any technical issues.

## ***FOLLOW-UP***

- **Reflect & Report** After each session, reflect on the experience and report any concerns or suggestions for improvement to our team at [careerconnect@discoveryed.com](mailto:careerconnect@discoveryed.com)
- **Continued Engagement** If appropriate, offer additional resources or follow-up sessions to the Educator to further support their classroom objectives.

## ***COMPLIANCE***

- **Adherence to Policies** Comply with all relevant policies and guidelines set forth by the Career Connect Platform, your employer, and as shared by the Educator and available on the platform [HERE](#).

---

**By adhering to this Code of Conduct, Employee Volunteers can provide meaningful and impactful career awareness that enhances student learning and engagement.**