



Policy Requiring Reporting of Red-Flag or Inappropriate Behaviors and/or Policy Violations

Cal Poly has zero tolerance for abuse. It is imperative that every employee or volunteer actively participates in the protection of youth while on campus or participating in activities on campus. If employees or volunteers observe red-flag or inappropriate behaviors and/or policy violations by other employees or volunteers, it is their professional and personal responsibility to immediately report their observations in accordance with Cal Poly's reporting procedures.

The following are examples of red-flag or inappropriate behaviors that all employees and volunteers are **required to report**:

- Any violation of Cal Poly's prevention [policies](#).
- Seeking unauthorized private time or one-on-one time with youth.
- Seeing or visiting with a youth outside of scheduled programming.
- Buying gifts for individuals youth participants.
- Sending unauthorized electronic communications through text messaging, social media, online gaming, etc. in violation of Cal Poly's electronic communication policy as outlined in CAP 360.
- Making suggestive comments to youth participants.
- Showing favoritism towards a youth participant.
- Youth participants disclosing that an employee or volunteer makes them feel uncomfortable.

All reports of suspicious or inappropriate behavior with youth participants will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected. If employees or volunteers witness suspicious or inappropriate behaviors or policy violations from another employee or volunteer, the individual is instructed to **do the following**:

- Interrupt the behavior.
- Report the behavior to a supervisor, director, or other authority.
- If the report is about a supervisor or administrator, contact the next level of management.
- Complete an [internal report](#) online on Risk Management's website, but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.