

Sponsor Circle Code of Conduct Agreement

Objective

- As a Sponsor Circle member, it is my goal to welcome the newcomer(s) as outlined in my Sponsor Circle's Welcome Plan, situating newcomer(s) for success in their new community.

Expectations

I understand:

- A central goal of sponsorship is for the newcomer(s) to become self-sufficient as quickly as possible. I will provide information and resources to support the newcomer in making decisions towards that goal.
- The newcomer(s) are free to decline assistance and determine what Sponsor Circle activities are most helpful.
- The newcomer(s) will have their own religious beliefs. I will respect these and not engage in proselytization.
- Unexpected challenges are a normal part of sponsorship. I will aim to connect the newcomer(s) to individuals/resources as needed.
- Newcomer(s) have freedom of movement within the United States of America. My responsibilities toward the newcomer(s) may end if the newcomer(s) decide to move outside of the initial community of welcome, although I will endeavor to the best of my ability to support a smooth transition to the new community.

Communication

- I understand our responsibility as a Sponsor Circle to communicate with our Sponsor Circle Umbrella (SCU) about the delivery of responsibilities as outlined in our Welcome Plan and other key concerns that may arise related to the health, safety and wellbeing of the newcomer(s).
- I will maintain a respectful relationship with newcomer(s), Sponsor Circle members, community members, and organizational representatives encountered through Sponsor Circle activities.

Confidentiality

- Our Sponsor Circle will inform the newcomer(s) of their right to privacy, protect their personal information, and not share it without prior consent. We will ensure any interpreters we work with understand and respect the newcomer(s)' right to privacy as well.
- I understand that information contained in program documents and forms may be shared with the Community Sponsorship Hub, SCU, and operational partners for the sole purpose of administering or evaluating the program.
- I understand this agreement is not meant to prevent sharing of information if concerns of health or safety arise, particularly child or elder mistreatment, and will consult state laws as relevant, including those related to mandatory reporting.

Safeguarding

- I will not profit financially from the sponsorship of the newcomer(s), including by requiring the newcomer(s) to work at my place of business.
- I will not require the newcomer(s) to prepay or repay our Sponsor Circle for support and welcome outlined in our Welcome Plan or sponsorship in general.
- I will not require the newcomer(s) to participate, make donations, or volunteer in activities

associated with my Sponsor Circle, SCU, or affiliated organizations.

- I will not engage in discriminatory or harassing behavior based on a person's race, age, gender, sex, sexual orientation, national origin, religion, ability, or other category protected by law and will report any such observed conduct to my SCU or Community Sponsorship Hub (CSH).
- I will not engage in any abusive or exploitative conduct, including sexual exploitation and abuse, both in my role as a sponsor and in my personal life. As part of this commitment:
 - I will not exchange money, employment, goods or services for sex, sexual favors, or other forms of humiliating degrading or exploitative behavior. This includes any exchange of assistance or support that is due to newcomer(s).
 - I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defense.
 - I will not engage in sexual or romantic relationships with newcomer(s) which involve improper use of my position with the program. If I enter into an intimate relationship with a newcomer, I will immediately report it to my SCU and CSH.
 - I will not physically, sexually, emotionally, or psychologically abuse others.
 - I will not engage in activities that commercially exploit others, including child labor or trafficking.
 - I will not engage in human trafficking or conduct that may contribute to human trafficking, including but not limited to the purchase of commercial sex, using forced labor, or the retention of newcomer(s) identity documents.
- I will not commit illegal or unprofessional acts that could adversely affect the Sponsor Circle Program, especially the newcomer(s). I can be held accountable for negligent, abusive or criminal conduct in accordance with applicable local, state and federal law.
- In maintaining safeguarding principles for all children, I agree not to be alone with newcomer children, ensuring a parent or at least two adults are present at all times.
- I will not make unsolicited, personal contact with children via any means, including social media.
- I will not take photographs of children without the consent of children, parents or guardians, and will not publicize these without the written consent of parents or guardians including for personal use.
- I will not attend or participate in any program, event, or activity connected with the Sponsor Circle Program, under the influence of drugs or alcohol.
- I will immediately report to my SCU and CSH at info@communitysponsorship.org any knowledge or concerns about conduct which may violate the standards outlined in this Code of Conduct.
- I understand that I can approach my SCU with safeguarding questions should concerns arise.
- I understand that my non-compliance with this Code of Conduct may result in my ineligibility to participate in the Sponsor Circle Program now and in the future. I further understand that criminal behavior may be referred to the authorities and result in criminal or civil penalties. By signing, I agree to abide by the Sponsor Circle Code of Conduct Agreement.

Sponsor Circle Member (printed full name)

Sponsor Circle Name

Signature

Date