

# Intergenerational Health Leadership Navigator Development Pipeline Consent Form

## Code of Conduct & Confidentiality Agreement

This Code of Conduct & Confidentiality Agreement (“Agreement”) outlines the expectations for all college interns, youth participants, volunteers, and staff (“Participants”) in the Intergenerational Health Leadership Navigator Development Pipeline (“Program”) of the Community Coalition for Health (“C2H”).

Participation in this Program is a privilege and a professional commitment to equity, community trust, and trauma-informed practice. By signing this Agreement, Participants affirm that they understand and accept these expectations as a condition of enrollment and continued participation.

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### 1. Mission, Values, and Professionalism

1. Participants will conduct themselves in a manner that reflects C2H’s mission to advance community health and wellbeing in underserved communities and to promote equity-driven leadership.
  2. Participants will act with integrity, honesty, and cultural humility toward peers, staff, partners, and community members at all times, including at program sites, community events, and online spaces related to the Program.
  3. Participants will respect the lived experiences of community members and peers and will avoid judgmental, discriminatory, or stigmatizing language or behavior.
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### 2. Confidentiality and Protection of Information

Because the Program involves community engagement, focus groups, surveys, and direct conversations about health and personal experiences, strict confidentiality is required.

## 2.1 Community & Participant Information

1. Participants may learn private or sensitive information about individuals' health status, health system experiences, stress, trauma, immigration, financial hardship, family situations, or other personal matters during outreach, focus groups, and Program activities.
2. Participants agree not to share any identifying information (names, addresses, photos, specific health stories that could reveal identity, etc.) outside of C2H's designated supervision and reporting channels.
3. Participants will not discuss community members' or peers' personal stories with friends, family, on social media, or in any public setting, even if names are omitted, when there is a reasonable chance that individuals or communities could be recognized.

## 2.2 Data, Surveys, and Evaluation

1. The Program uses pre- and post-surveys, focus groups, digital pulse checks, and other evaluation tools to track outcomes. Participants will treat all data as confidential and use it only for Program purposes.
2. Participants will not copy, download, transfer, or store Program evaluation data (including survey responses, focus group notes, or attendance reports) on personal devices or share it with anyone not authorized by C2H.
3. Any notes or recordings from Program activities must follow C2H procedures for secure storage, sharing, and deletion, as directed by supervisors.

## 2.3 Organizational and Partner Information

1. C2H's internal documents, training materials, curriculum, and tools (including scripts, PowerPoints, toolkits, and digital resources) are the intellectual property ("IP") of C2H and its partners.
  2. Participants may use these materials only for Program activities and may not share, reproduce, or adapt them for outside projects, personal use, or other organizations without written permission from C2H leadership.
  3. Participants will not disclose non-public information related to partner organizations (e.g., Central Health, clinics, schools, apartment communities) or internal planning (schedules, internal challenges, private contacts) outside of approved Program communication channels.
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### **3. Media, Social Media, and Storytelling**

1. Participants may not photograph, video-record, or audio-record community members, youth, families, or partners at Program sites (including mobile home communities, apartments, clinics, and events) without explicit prior approval from C2H staff and completion of all required consent steps.
  2. Participants may not post any Program-related images, videos, or stories on social media that show or reasonably identify community members, youth participants, or specific sites, unless C2H has provided written authorization and media guidelines for that content.
  3. Even when identity is not obvious, participants will avoid sharing specific stories or examples that could harm trust, dignity, or safety of community members or peers.
  4. All official Program media (recruitment videos, recap videos, exposure clips, etc.) will be created, edited, and distributed only by designated C2H staff or approved contractors.
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### **4. Professional Conduct and Boundaries**

#### **4.1 Attendance, Punctuality, and Preparedness**

1. Participants must attend all scheduled classes, trainings, field experiences, and community events unless excused in advance by Program staff according to the attendance and make-up policy.
2. Participants will arrive on time, prepared, and ready to participate fully (completing assigned readings, reflections, or pre-work as required).
3. Repeated tardiness, unexcused absences, or disengagement may result in probation or removal from the Program.

#### **4.2 Respectful Environment**

Participants agree to:

- Refrain from harassment, bullying, threatening behavior, or any form of discrimination on the basis of race, ethnicity, gender, sexual orientation, religion, immigration status, disability, or any other protected characteristic.
- Use respectful language and active listening in classes, focus groups, and community conversations, recognizing that trauma and stress are common in the communities served.

- Honor Program norms for healing spaces (e.g., healing circles, reflection circles, art therapy workshops) by maintaining confidentiality and avoiding invalidating or dismissive comments.

### **4.3 Boundaries with Youth and Community Members**

1. College interns and adult staff will maintain appropriate professional boundaries with high school participants and community residents at all times.
  2. Romantic, sexual, or exploitative relationships with youth participants or community members engaged through the Program are strictly prohibited.
  3. Any concerns about safety, abuse, neglect, self-harm, or serious risk must be reported immediately to Program leadership, following C2H's mandated reporting and escalation procedures.
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## **5. Use of Technology and Digital Platforms**

1. Participants will use C2H-approved platforms (email, text systems, survey tools, cloud storage) for Program communications and data collection.
  2. Participants may not store Program data or community contact information in personal email, messaging apps, or cloud accounts, except where explicitly authorized and supervised by C2H.
  3. Participants will keep all login credentials confidential and will not share their accounts or access with others.
  4. Participants will follow C2H guidance regarding digital safety, including secure Wi-Fi use and password protection, especially when managing sensitive or identifying information.
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## **6. Safety, Trauma-Informed Practice, and Site Expectations**

1. Participants will follow all safety protocols outlined in the Intern Onboarding Handbook, including site-specific rules at mobile home communities, apartment complexes, clinics, and community centers.
  2. Participants will practice trauma-informed care by avoiding triggering language, honoring consent, giving space for breaks, and respecting when community members decline to share or participate.
  3. Participants will promptly inform staff of any incidents, conflicts, or safety concerns observed during fieldwork, focus groups, or events.
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## 7. Academic and Professional Integrity

1. Participants will complete all assignments, reflections, and evaluations with honesty and in their own words.
  2. Plagiarism, falsification of data or reports, or misrepresentation of Program activities and outcomes is prohibited and may result in immediate removal from the Program.
  3. Participants will not represent themselves as licensed clinicians, legal advisors, or official spokespeople for partner agencies; they will operate within the defined role of “Navigator-in-Training” or “Youth Participant.”
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## 8. Prohibited Conduct (Summary of “Don’ts”)

The following behaviors are strictly prohibited and may result in disciplinary action, including dismissal from the Program:

- Sharing confidential stories, data, or identifying information about community members, peers, or partners outside approved C2H channels.
  - Posting unauthorized photos, videos, or Program stories on social media or sharing Program content without permission.
  - Harassment, discrimination, bullying, or disrespectful conduct toward anyone in the Program or community.
  - Romantic or sexual relationships with youth participants or community members engaged through Program activities.
  - Substance use, intoxication, or possession of illegal substances or weapons at any Program activity or site.
  - Repeated unexcused absences, chronic lateness, or refusal to comply with reasonable staff instructions.
  - Misuse or theft of C2H property, partner resources, or Program funds.
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## 9. Intellectual Property and Use of Program Materials

1. All curricula, videos, toolkits, scripts, facilitation guides, and digital resources created for or within this Program are owned or licensed by C2H and are to be used solely for Program purposes, unless otherwise authorized in writing.
2. Participants may reference skills and experiences on resumes, applications, and portfolios, but may not reproduce or distribute Program materials or brand the Program model as their own.

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## 10. Acknowledgment and Consent

By signing below, the Participant acknowledges and agrees that:

1. They have read and understand this Code of Conduct & Confidentiality Agreement.
2. They have had the opportunity to ask questions and receive clarification from Program staff.
3. They agree to comply with all expectations described above for the duration of their involvement with the Program.
4. They understand that violation of this Agreement may result in corrective action, up to and including removal from the Program, loss of stipends or certifications, and, where applicable, reporting to their academic institution or partner organization.

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Participant Name (Print): \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If Participant is under 18:

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_