



Demographic Data and Voluntary Self-Identification

☐ Employee

☐ Non-Employee

Self-identification is an important tool that provides an avenue for employees to share their diversity data so that their employers can implement strategies to build a culture that supports all employees and measure their progress towards their diversity goals.

CONTACT INFORMATION

Name As it appears on your Social Security Card	Last	First	Middle Initial
Address	Street	City, State	Zip
Phone	Phone	Alternate Phone	SSN

DEMOGRAPHIC INFORMATION

Date of Birth

Gender

- ☐ Female
☐ Male
☐ Non-Binary
☐ Other
☐ Prefer not to answer

Disability Status

- ☐ Yes, I **have** a disability
☐ No, I **do not have** a disability
☐ Prefer not to answer

Veteran Status

- ☐ I **am** one or more of the Protected Veteran classifications:
___ Disabled Veteran
___ Recently Separated Veteran
___ Active-Duty Wartime or Campaign Badge Veteran
___ Armed Forces Service Medal Veteran
☐ I **am not** a protected veteran
☐ Prefer not to answer

Race & Ethnicity

Please select the category(ies) with which you most identify:

- ☐ American/Alaskan Native
☐ Asian or Asian American
☐ Black or African American
☐ Hawaiian/Pacific Islander
☐ Hispanic/Latino
☐ White
☐ Other:

EDUCATION INFORMATION

Degree	Month Year	Major	Name of Institution

EMERGENCY CONTACT(S) INFORMATION

Name	Phone	Alternate Phone
Signature		Date



Volunteer Assumption of Risk, Waiver, and Release

This Assumption of Risk, Waiver and Release and of Liability (the "Release") executed on (**date**), **name** (the "Volunteer"), in favor of King's College, their officers, directors, board members, trustees, employees, representatives, agents, volunteers, and affiliates (individually and collectively, the "Released Parties") as hereafter set forth.

The Volunteer desires to work as a volunteer for King's College and engage in activities related to being a volunteer for King's College (the "Activities"). The Volunteer understands that the Activities include the following:

If you, the Volunteer, decide at any time that you are unable or unwilling to perform, continue performing or completing any aspect of the work assigned to you, or you observe what you believe to be any unsafe or dangerous conditions or activities, it is the Volunteer's duty and responsibility to cease work and report your concerns to King's College personnel.

The Volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:

- I. **ASSUMPTION OF THE RISK.** Volunteer understands that Activities include work that requires physical exertion under conditions that may be hazardous to the Volunteer, including, but not limited to, loading and unloading materials and equipment at Activities sites, entering buildings with visible or invisible hazards, or working in an unknown environment. Volunteer hereby expressly and specifically assumes the risk of injury or harm resulting from participation in the Activities and releases King's College.
- II. **RELEASE AND WAIVER.** Volunteer does hereby release and forever discharge and hold harmless Released Parties of any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, including, without limitation from injury, illness, death, or property damage resulting from the Activities which arise or may hereafter arise from Volunteer's Activities with King's College.

Volunteer understands that this release discharges the Released Parties from any liability or claim that the Volunteer may have against the Released Parties with respect to any bodily injury, personal injury, illness, death or property damage that may result from Volunteers activities with King's College, regardless of the reason or reasons for such bodily injury, personal injury, illness, death or property damage. Volunteer also understands that the Released Parties do not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

- III. **MEDICAL TREATMENT.** Volunteer does hereby release and forever discharge the Released Parties from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or services rendered in connection with the Volunteer's Activities with King's College. The Released Parties do not carry or maintain health, medical, or disability insurance coverage for any Volunteer.

- IV. **PHOTOGRAPHIC AND VIDEO RELEASE.** Volunteer hereby grants to King's College the irrevocable and unrestricted right to use and publish photographs and video recordings taken of Volunteer for publications, electronic reproductions, and/or promotional materials and in any manner or medium. In addition, volunteer grants King's College permission to alter any of the foregoing with their approval and to copyright the same. Volunteer hereby releases King's College from all claims and liability relating to said photographs and/or video recordings. Volunteers understand that where possible, King's College will provide photo credit.
- V. **INSURANCE.** The Volunteer understands that, except as otherwise agreed to by King's College in writing, King's College does not carry or maintain health, medical or disability insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain their own medical or health insurance coverage.

Volunteer certifies and confirms that Volunteer has read and understands the forgoing Release and agrees to legally bound by the terms of the Release.

First Name

Last Name

Address, City, ST, Zip Code

Email

Preferred Phone

Volunteer Signature

Date

King's College Guidelines for Employees for Interaction with Minors

(A child or minor is defined as a person under the age of eighteen. This includes students seventeen years of age and younger.)

As King's employees, it is our duty to model and maintain appropriate professional relationships with children and minors. Even though our employment at the College may not bring us into routine or direct contact with children, some contact may still occur as part of our work at King's. For example, many first-year students are minors by legal definition during their first year at King's. Residence life staff and coaches, for example, encounter students under the age of eighteen in locker rooms and living quarters. Faculty members who teach dual enrollment courses are in regular contact with minors. Numerous events sponsored by the College itself (Open Houses, Athletic and Fine Arts events, etc.), or outside groups often bring children to our campus.

The following guidelines provide basic information about interacting with minors up to and including children who are seventeen years of age. These guidelines apply both on and off campus while representing King's College. While some of the guidelines presented here might not pertain directly to your employment at the College, it is important to be aware of these guidelines so that together we can exercise our common responsibility to protect the safety and welfare of children. Maintaining appropriate professional boundaries can help to identify and prevent child abuse. King's College maintains separate policies that outline employee reporting responsibilities, as well as clearance, training and education requirements: "[Protection of Children Policy](#)" and "Clearance, Education, Mandatory Disclosure, and Training Requirements for King's College Employees, Students, Vendors and Volunteers." These guidelines are intended to provide an additional resource to promote the safety of minors and the development of healthy, professional and appropriate relationships.

Guidelines

- 1) When organizing a College activity involving children not enrolled at the College, the person in charge of the event should consult the College's Child Safety Protection Officer to ensure that appropriate levels of supervision are present.
- 2) Children not enrolled at the College must have parental permission for the child's participation in the activity.
- 3) When facilitating programs for children, the program supervisors must ensure that each child's whereabouts can be accounted for at all times and that activities are conducted in open areas with appropriate levels of supervision whenever possible.

- 4) With the exception of medical or other emergencies, employees should not be alone with a child, particularly in an isolated or private setting. Follow the “rule of three.” Always have at least two adults or one adult and two children present. This provides safety for the children in the event of an injury or other emergency and is most protective of the employee and the program. Professors and professional staff may meet privately in college offices with students enrolled at the College on matters related to their common work.
- 5) During sports camps and other organized activities involving young children, safety requires adult supervision in locker rooms, restrooms, and changing areas. When supervising showers or changing areas, or any circumstance in which a child may be dressing or undressing, two adult supervisors should be present nearby. Supervisors are always to respect the privacy of the child. In addition, supervisors should not undress in front of or shower with minors.
- 6) If the program involves overnight accommodations, never sleep in the same bed or share sleeping accommodations (e.g. hotel rooms, bedrooms, tents) with a child.
- 7) Whenever possible, require children to use the buddy system (each child is assigned to another child as a companion) when participating in an off-campus program. Children should not be permitted to leave the group by himself or herself.
- 8) Do not hit or strike a child in any manner. Do not use any form of physical discipline or verbally abuse a child. Regarding verbal abuse, for example, do not ridicule, demean, bully, threaten, or scream at a child.
- 9) Always respect a child’s physical boundaries and use good judgment about physical contact. Physical contact is not always necessary or appropriate in conveying concern. When physical contact seems appropriate the least intrusive form that communicates concern and support ought to be chosen. While it may seem perfectly natural, at times, to initiate an appropriate form of physical contact (e.g. placing your hand on the shoulder of a crying child), remember that not all children are comfortable with physical contact; children have the right to reject displays of affection. Hugs, initiated by the child, are permissible, but ought not to be prolonged. Respecting the child’s physical boundaries while remaining supportive is key.
- 10) Do not engage in any form of inappropriate contact, for example, holding a school-aged child on your lap for an extended period of time, or slapping a child on the buttocks. Do not engage in physical “play” (e.g. tickling or wrestling) with children.

- 11) Treat all children consistently and fairly and avoid displaying favoritism.
- 12) Use age-appropriate language. Do not curse and do not discuss sensitive personal matters, especially anything sexual in nature. If a child initiates a conversation that leads you to suspect child abuse, follow the guidelines in # 17.
- 13) Do not use alcohol or drugs or encourage the use of alcohol or other drugs with or in front of children.
- 14) Do not give gifts to children without the permission of the child's parents or guardians. If a child gives you a gift valued at \$25 or more acknowledge receipt of the gift to the child's parent or guardian.
- 15) As a general rule, do not exchange any personal information such as phone numbers or e-mail addresses, and do not respond to or initiate any relationships with children outside of the program (e.g., do not "friend" children on Facebook, engage in other social media, exchange texts, or initiate any face-to-face meetings). Contacting students enrolled in one's courses or programs on matters related to the common work engaged is, of course, permissible, but it should be through official King's College email accounts. Any contact with minors through personal email, telephone, or social media must be with parental knowledge and permission.
- 16) If a child is initiating contact outside of the program setting, especially multiple times, inform your supervisor or department chairperson.
- 17) If you have reasonable cause to suspect child abuse, or a child discloses abuse to you, follow the protocols established in the College's "Protection of Children Policy." If a child is in immediate danger call 911. If the danger is not immediate contact the PA ChildLine hotline (800-932-0312) and the Executive Director of Campus Safety and Security.
- 18) Employees who have questions about appropriate boundaries should speak with their supervisors, department chairs, program director, the College's Child Safety Protection Officer, or the Executive Director of Safety and Security.

I, hereby, attest that I have read the attached guidelines, understand the contents of this document, and I will follow these guidelines in my interactions with children.

(Name: printed)

(Signature)

(Date)

Information Confidentiality Policy

Through the normal execution of their work, in their work/learning environment, and through written and verbal conversations as well as computer records, employees may have access directly or indirectly to employee, student, and alumni information and relationships. Any and all information obtained officially or unofficially concerning a student, employee, or alumni shall be treated and considered confidential information. Acts of disclosure of confidential information about a student, employee, or alumni to any unauthorized personnel or for any purpose that is not work related shall be regarded as grounds for disciplinary action up to and including immediate termination of employment.

Code of Conduct

As stated in the College's Professional Code of Conduct Policy, King's College sets high expectations for conduct of its administration, professional and support staff. As individuals and as employees of the College, we adhere to the values of the College which promote acting with integrity, respect for others, and responsibility setting high standards of professionalism for our services and ourselves and assuming accountability for our conduct.

The College does understand that on occasion it is necessary to share information regarding a student, employee, or alumnus of the College in order to facilitate the efficient operations of the department. In all cases, this information must be business related. If you are unsure if the information is related to this limited purpose, it is the employee's responsibility to request clarification from their supervisor, respective senior administrator, or the Human Resources Department prior to releasing any information.

Potential Violations

Please note that this list is not exhaustive, but is illustrative of potential violations of the Confidentiality Policy of the College which can occur in either verbal or written communication.

1. Discussing any situation, information or event that has been identified by a supervisor or senior administrator of the College as confidential with any individual outside of your direct reporting line or human resources representative.
2. Spreading or repeating gossip or rumors regarding a co-worker, supervisor, student, or alumnus whether you have first hand knowledge or not. Please note information that is business related and required for the efficient operations of the College and your department is permitted with your direct supervisor and/or the appropriate member of the senior administration as well as the Human Resources Department.
3. Discussing a grievance or disciplinary situation with anyone other than your supervisor, respective member of Senior Staff, or the Human Resources Department unless otherwise instructed to do so in writing.

Compliance with the confidentiality standards require all employees exercise care in assuring the secrecy of their respective computer system passwords; the physical security of their work area; personal relationships; individuals personal information; and

the proper storage, transmittal, and disposal of College based information stored on any media.

Family Educational Rights and Privacy

The College adheres to the Family Educational Rights and Privacy Act of 1974, as amended, with respect to the disclosure of student education records to the student, the student's parents, other College officials, and any other individual, agency or organizations, including officials of other schools or school systems, representatives of the United States Government, state and local government officials, and all other public and private organizations.

Every employee must obtain the authorization of his/her immediate supervisor or appropriate College official before releasing any information with respect to any student, employee, or alumni to any individual, agency organization, or College employee, so that compliance with the law may be assured. It is the employee's responsibility to gain the necessary clarification before releasing information when any questions related to business necessity are present.

Violation of Policy

Employees who violate this policy will be subject to disciplinary action under the Progressive Discipline Policy. The College reserves the right to terminate employment for willful misconduct when a breach of confidentiality is deemed severe enough to disrupt the normal operations of the College, department, or employee.

Note: This policy **does not** prohibit the discussion of wages and other terms and conditions of employment.

I have read and understand the College's Policy on Confidential Information and Confidentiality. I affirm that I will exercise diligence in the performance of my duties in accordance with institutional policy and will demonstrate respect for others by acting with integrity. Furthermore, I understand that violation of College policy will result in disciplinary action up to and including termination of employment.

Signature

Date

Name (please print)

ID

Witness

Date