

The CU Alumni Volunteer Code of Conduct

On behalf of the students, Alumni Relation Office, the Alumni Association and Schools of Caucasus University. We are grateful for your volunteer service. The following code of conduct is to help ensure that the Caucasus Alumni volunteer program and event experiences are meaningful, productive, and safe for all participants. Caucasus University, its Alumni Relations Office and Alumni Association requires each volunteer to read and comply with this Alumni Volunteer Code of Conduct to be eligible to participate in Caucasus Alumni Volunteer opportunities. The Alumni Volunteer Code of Conduct only needs to be acknowledged once and is then considered valid for the duration of a Caucasus University Volunteer's service regardless of role or duration.

- Caucasus University's Non-Discrimination Declaration: The university protects the rights and freedoms of individuals defined by the legislation of Georgia, ensuring their freedom from discrimination, harassment, and interference. The university prohibits any discrimination based on race, color, language, ethnicity, social status, nationality, place of origin, age, gender, sexual orientation, disability, religious, public, political, or other beliefs, as well as professional connections, familial status, political or other affiliations, or any other criteria.
- Discrimination is considered as any direct or indirect action that aims to restrict, create an intimidating, hostile, degrading, humiliating, or offensive environment, or establish conditions for another person that directly or indirectly contradicts their identity or creates situations that directly or indirectly challenge their identity in analogous situations with others.
- Unwanted sexual conduct includes any physical (unwanted touching), verbal (sexual comments, jokes), and non-verbal (sexual gestures, stares, etc.) conduct that violates the dignity of individuals and creates for them an intimidating, hostile, degrading, or offensive environment.
- Graduated students represent the Caucasus University, accordingly, any conduct that creates an undesirable environment may result in disciplinary action or termination of participation in the programs of the Caucasus University with an unspecified deadline. Every graduate student is obliged to comply with the policy of the Caucasus University regarding discrimination and harassment.
- Confidential Information Usage and Confidentiality: In any program at the Caucasus University, all information obtained during participation is confidential and is used only for legal, legitimate purposes related to these programs. Disclosure of information about a

student's academic performance or evaluation for any external person without the student's consent is a violation of the ethical standards of the Caucasus University.

- Conflict of Interest: The Caucasus University adheres to high ethical and legal standards. To avoid conflicts of interest from the outset, graduates must be impartial, free from personal bias, real or potential conflicts of interest.
- It is not permitted to express any opinions or spread information on behalf of the Caucasus University without prior consent of the administration of the Caucasus University.
- Collaborations between the volunteers, Alumni Relations Office, Alumni Association, or Caucasus University and its schools, such as giving any type of recommendations or making decisions while representing the Caucasus University must adhere to the highest ethical standards and must be free of any personal gain.
- Use of Online Portal, Databases, Notification/Message functions, and Personal Profiles: Volunteers should maintain updated personal profiles. The use of online portals, databases, notification systems, or any other platform that may contain personal or sensitive information should adhere to the highest standards of data protection.
- Exclusion: The distribution of spam or unwanted information, or its promotion in any form, is prohibited. Communication that may be perceived as harassment or poses a threat to others' legal rights and violates their privacy is strictly prohibited. The same applies to personal data protection measures, temporary restrictions on information disclosure, or any other means governed by the legislation of Georgia regarding the protection of personal data or any other information during a conflict or dispute; the creation of false personal or profile information with the goal of causing confusion; intrusion into or tampering with networks related to the service or program.
- Transportation: In the case of any activities or events, if alumni use their own or the third-party vehicle, and transport students, staff, or other course graduates, alumni take personal responsibility for the safety of themselves and their passengers. The Caucasus University does not assume any responsibility in this case.
- Security: Any event organized by alumni must comply with safety standards, and full responsibility for compliance will be imposed on the alumni. The Caucasus University does not assume any responsibility in this case.

- The Caucasus University reserves the right to change the CU Alumni Volunteer Code of Conduct. Your participation in any program or event organized by the Caucasus University or the administration confirms your agreement to the changes made.
- Please report violations of the Alumni Volunteer Code of Conduct to alumni@cu.edu.ge
- Caucasus University may be required to update and/or modify the Alumni Volunteer Code of Conduct as needed. No additional action will be needed on the part of those that have already acknowledged the document.

I acknowledge and agree to this Alumni Volunteer Code of Conduct to be a volunteer of Caucasus University.

Name and Last Name.....

Signature with Date.....