

MATE ROV Competition Online Q & A Forum Minor Protection Policies

By participating in the MATE ROV Competition Online Q & A Forum, I acknowledge that I have seen a copy of MATE's Minor Protection Policies listed below and that I understand and will comply with the requirements of these policies. I understand that, if I have questions regarding the contents of these policies, I should ask the Executive Director of MATE for clarification.

Minor Protection Policies

Background Checks. All applicants for a position as an employee, volunteer or independent contractor of MTS (herein "Individuals") who will have direct contact with vulnerable individuals must receive criminal record clearance prior to commencement of employment, volunteer services or other services with MTS. Vulnerable individuals include children, individuals under the age of 25, and people with disabilities. MTS will provide a consent form for the criminal background check which must be signed by the applicant, or the parent of the applicant if such person is a minor. If the applicant has obtained a criminal record clearance within the past year from their current employer as a condition of their employment, MTS may accept the results of that clearance in fulfillment of this requirement.

As a condition of, and prior to commencement of employment or the provision of volunteer or other services to MTS, all final candidates for employment or other service must be checked against the National Sex Offender Public Website of the United States Department of Justice (www.nsopw.gov).

Within thirty (30) days of hire, all employees must complete MTS training focused on the prevention, identification, and reporting of abuse and molestation. All volunteers must complete the same training prior to contact with any MTS event that includes vulnerable individuals.

Once hired or once such other services to MTS commence, individuals have an ongoing obligation to immediately advise MTS of any subsequent criminal conviction, other than a minor traffic violation. Disclosure of a subsequent arrest or conviction will not, in and of itself, constitute grounds for termination. However, failure to comply with this policy in any way, at any time, shall constitute grounds for immediate termination of employment or other service.

Individuals who are accused of abuse (sexual or other) or molestation shall be removed from interactions with vulnerable individuals pending the outcome of any investigation.

Individuals will be permanently disqualified from holding positions that require substantial contact with vulnerable individuals if their criminal records or history include any of the following:

- Past history of sexual abuse of minors;
- Conviction for any crime in which minors were involved; or,
- Any history of violent or sexually exploitative behavior.

Prevention. MTS has identified ways to minimize the likelihood of sexual harassment or abuse of minors. All MTS employees, volunteers, and independent contractors shall adhere to the following policies:

- Individuals should never be alone, isolated, or in closed room with a minor. There should always be at least three people present.
- Individuals should never contact youth outside of their duties with the organization (this includes via social media).
- Individuals should never share contact information with a minor.
- Individuals should never share personal information with a minor.
- Individuals should never use sexist, degrading, or sexually provocative language.
- Individuals should never touch a child, peer, or subordinate without consent. When working with minors and physical contact is necessary, the contact should only be with the minor's permission; any resistance from the minor must be respected.

Mandated Reporting. All MTS officers, employees, and volunteers (whether employed by MTS or independent contractors) who have direct contact with minors are required to fully comply with all national and local laws governing known or reasonably suspected child abuse and neglect. If you are an officer, employee, or volunteer of MTS having direct contact with minors, you are a Mandated Reporter. Failure to strictly comply with the

requirements of this policy and the law may result in immediate termination of employment, volunteer status or other engagement and may result in criminal prosecution and civil liability.

This policy applies to abuse, neglect, or mental suffering inflicted upon a child by any person, including, but not limited to MTS directors, officers, employees, volunteers, independent contractors, and other MTS event participants, guests, vendors, and suppliers or who otherwise do business with MTS and come into contact with minors during the course of any MTS event, competition, conference, or other program.

Reporting Requirements. Mandated Reporters must make an immediate report of suspected child abuse or neglect to the local law enforcement agency in the locality where the MTS event is being held, or the minor resides.

No officer, employee, or volunteer of MTS shall impede or inhibit any report required to be made by this policy, and no person making any such report shall be subject to any retaliation for making a report.

Required Notification to MTS. If a Mandated Reporter believes that an incident may be reportable, MTS requires the Mandated Reporter to provide immediate notification to either the CEO, Head of HR, or President of the MTS Board of Directors. By raising a concern about abuse and/or neglect, you may assume that only those individuals in charge of investigation will know your identity. Should you wish to remain completely anonymous please submit any reports directly to colleen.gardella@mtsociety.org. You may use a web-based service like Anonymous Email to submit a report without including any identifying personal information.

Anonymity and Confidentiality of Notification. MTS will maintain the confidentiality of the reported information and shall not discuss the report or matters involving the child with other employees, volunteers, or independent contractors of MTS except as necessary in connection with responding to any governmental investigation or other action.

If you have any questions, or need assistance with these reporting requirements, please notify the MTS CEO or Head of HR.

Signs of Abuse, Neglect and Mental Suffering. Abuse can include physical, sexual, emotional, or neglect.

Physical abuse is the intentional injury of a child.

Warning signs can include:

- Frequent injuries, such as bruises, welts, or cuts;
- Injuries appearing in patterns, from objects like hands or belts;
- Overly sensitive to touch, or flinches at sudden movements;
- Appearing to be “on alert,” as if waiting for something bad to happen; or,
- Wearing clothing not appropriate for weather conditions (long sleeved shirt on a very warm day).

Sexual abuse includes sexual assault or sexual exploitation of a minor. Sexual assault includes sexual acts with a child and molestation. Sexual exploitation includes preparing, selling, or distributing pornographic materials involving children, and child prostitution.

Warning signs can include:

- Trouble walking or sitting;
- Shows knowledge or interest of sexual acts;
- Mimicking sexual behaviors;
- Uneasy to change clothes in front of other people; or,
- Has new words for private body parts.

Emotional abuse is maltreatment that effects a child’s emotional development.

Warning signs can include:

- Withdrawn, anxious, or fearful;
- Extremes in behaviors; or,
- Unattached to parent or caregiver.

Neglect occurs when a guardian or parent fails to provide adequate food, clothing, medical care, or supervision to a child.

Warning signs can include:

- Unclean or ill-fitting clothing;
- Consistently poor hygiene (unwashed hair, body odor);
- Untreated illness or physical injury; or,
- Frequently unsupervised or left alone to play in unsafe environments.