



## Unibuddy Ambassador Code of Conduct

- I understand that my role on Unibuddy is to provide information about my experiences at UCI to prospective students, but understand that every experience is subjective and unique.
- I will reply to questions from prospective students quickly, and always within the 24-hour reply window. If this is not possible, due to either workload, excessive demand or personal circumstance, I will notify my supervisor.
- I will not provide misleading information about UCI. If I am unsure of how to answer a question, I will try to direct prospective students to the correct online information or contact my supervisor.
- I will do my best to be a good role model online and, in particular, I will not engage in the use of bad language, discuss matters of a sensitive sexual nature, nor discuss the abuse of alcohol or drugs.
- I will not make use of Unibuddy when intoxicated.
- I will not exchange personal phone numbers, personal email addresses or social media information with any prospective student on Unibuddy unless I have discussed and agreed this with my supervisor. If any student shares such information with me, I will advise my supervisor.
- I will not meet with any prospective student on a 1:1 basis in private. Any meeting arranged with a prospective student will be held in public and the meeting point will be on campus. I will discuss any such meeting with my supervisor before making arrangements.
- If I am concerned about any aspect of my communication with a prospective student, whether this be inappropriate behavior on their part, or that I believe that they may have interpreted my behavior as inappropriate, I will contact my supervisor immediately.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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