



We build strong kids,
strong families,
strong communities.



Employee Code of Conduct

1. YMCA employees are to be positive role models for youth by acting in a caring, honest, respectful and responsible manner at all times.
2. Staff members are expected to report to work whenever scheduled and be at camp at the starting time. Failure to observe scheduled working hours reduces productivity and places an unfair burden on fellow employees.

Staff must be present on camp property at all times while camp is in session unless on specific, authorized camp activity or given prior permission from Camp Director or Executive Director.

If an employee is unable to report to work because of an illness or emergency, the employee must inform the Camp Director or the Director of Operations as far in advance as possible. Failure to provide proper notification of an unexcused absence, late arrival or early departure from work may result in disciplinary action, up to and including discharge.

3. All YMCA employees must appear neat, clean and appropriately attired when at work. Casual yet comfortable clothes are appropriate. Staff shirts, provided by YMCA, are to be worn at all times while campers are in camp.
4. The YMCA's goal is to promote the health, safety and productivity of its staff, to protect the Y's integrity and to safeguard the public interest. The YMCA is committed to a drug-free workplace. Staff and volunteers are expected to report to work mentally and physically prepared for work. Staff members will not manufacture, sell, dispense, purchase, possess or use alcohol or unauthorized controlled substances on YMCA premises, on YMCA time or business off YMCA premises. Employees will report to their supervisors the use of physician-prescribed or over-the-counter medications that might affect performance or safety. Legally prescribed drugs must be contained in the original prescription container held in the infirmary and are prescribed for the current use of the person in possession. Violation of any of the rules set forth above will subject the staff member to disciplinary action up to and including discharge.
5. Smoking or use of tobacco is prohibited in YMCA facilities, vehicles and on its property.
6. A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. Any suspected or reported child abuse shall be treated in accordance with applicable laws and approved policies. All YMCA employees must read and sign the Child Abuse Prevention Policy prior to employment. You will be given this policy to sign after you have completed the Child Abuse Prevention Training during staff training week.

The YMCA does not sanction, encourage or endorse the use of YMCA employees or volunteers for non-YMCA child care activities. Such activities are outside of the scope of an employee or volunteer's duties with the YMCA. Employees and volunteers shall not engage in any conduct relating to after hours child care during work hours.

Staff may not socialize with campers, including LITs or CITs, outside of YMCA sponsored programs. This includes babysitting, sleepovers, inviting children to your home, dating or developing ongoing friendships. Staff may not transport campers in their own vehicles.



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The YMCA does not assume any responsibility for off-duty employment including, but not limited to, legal liability that may occur. Under such circumstances, the YMCA is not an individual's employer and does not provide worker's compensation or other coverage for such non-YMCA employment or activity.

7. It is the policy of the YMCA to expressly forbid any forms of discrimination or harassment of, by or between employees. The term "harassment" includes but is not limited to slurs, jokes, and other verbal, graphic, or physical conduct that relates to an individual's race, color, sex, religion, national origin, citizenship, sexual orientation, marital status, age or disabling condition that interfered with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Employees determined to have engaged in acts of discrimination or harassment will be deemed in violation of this policy and appropriate disciplinary or corrective measures shall be taken.

8. Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian through a written release.
9. Employees are free to exercise their full liberties as citizens, including the right to express their personal convictions on issues such as social, economic, religious and political subjects. However, they must refrain from giving any impression that their views and positions are those of the YMCA.
10. Employees have a responsibility to handle any information regarding YMCA business, employees and constituents in a confidential manner. Release of information to the media is to be handled only by the Executive Director or his/her designated representative.
11. Employment with the YMCA carries an obligation to avoid situations that could produce a conflict of interest of the YMCA. Additionally, employees may not accept any personal gifts, special payments or unusual hospitality favors in excess of \$15 from any person, firm or corporation selling goods or services to the YMCA.
12. From time to time employees have questions or concerns about their jobs. An employee with such questions or concerns on the job should speak with his or her immediate supervisor. If for any reason an employee feels they cannot speak directly with his/her immediate supervisor about the question or concern, the issue may be addressed with the next level of management.
13. Time off is the responsibility of each staff member. During time off, the YMCA is not responsible for any meals, actions, accidents or activities a staff member may encounter. If staff members choose to stay at camp, they must follow YMCA policies and rules, and be respectful of rental groups when scheduled.

I understand that any violation of this Code of Conduct may result in disciplinary action, up to and including termination. I also understand that I may request of full copy of the Personnel Policy and Employee Benefits Guide from the Executive Director if I so choose.

Employee Signature _____ Date _____