

The YMCA of the Triangle Area, Inc.
Code of Conduct

The mission of the YMCA is *to put Christian principles into practice through programs that build healthy spirit, mind and body for all*. I realize that my attitude and behavior both on and off duty must be in harmony with the values and mission of the YMCA.

I understand that the YMCA requires its employees abide by the organization's Code of Conduct.

In accepting a position at the YMCA of the Triangle Area, I acknowledge that I have a good understanding of and pledge my support and adherence to the requirements set forth herein.

1. **Safety-** The safety of the participants is the number one priority. Alertness and good judgment are vital. I am expected to follow all instructions and guidelines regarding safety procedures in the YMCA.
 - A. In order to protect YMCA staff, volunteers, and program participants, at no time during a YMCA program should a staff member be alone with a single child where others cannot observe them.
 - B. Staff members shall never leave a child unsupervised.
 - C. Restroom supervision: Staff members should stand at the entrance to the restroom while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If a staff member is assisting younger children who need assistance with toileting, doors to the facility must remain open. No child, regardless of age, should be permitted to enter a restroom without proper staff supervision during a field trip. A staff member should accompany the child to the entrance of the restroom and remain there until the child is finished using the restroom.
 - D. When working with children, staff members should conduct or supervise private activities such as diapering, putting on bathing suits, taking showers, etc., in pairs. When this is not feasible, staff members should be positioned so that they are visible to others.
 - E. Forms of abuse including, but not limited to the following, are prohibited:
 - Physical abuse — e.g., striking, spanking, shaking, or slapping;
 - Verbal abuse — e.g., humiliating, degrading, or threatening;
 - Sexual abuse — e.g., inappropriate touching or inappropriate verbal exchange

- Mental abuse — e.g., shaming, withholding love, or cruelty;
 - Neglect — e.g., withholding food, water, basic care, or bathroom usage
- F. Staff members are expected to use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison, and criticism. Staff members should have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only when necessary to protect the child or others from harm and is only administered in a prescribed manner and must be documented in writing.
- G. Staff members should conduct a visual check of each child, each day as they enter the program noting any obvious signs of abuse or other health concerns (i.e. bumps, bruises, burns, etc.) Any questionable marks must be documented and brought to the attention of their supervisor.
- H. Staff members are expected to respond to others with respect and consideration and treat all others equally regardless of sex, race, color, religion, national origin, disability, or any other characteristic protected by state or federal law.
- I. Staff members should respect other's rights to not be touched in ways that make them feel uncomfortable, and the rights of others to say no to any unwelcome or unwanted touching. Other than diapering, individuals are not to be touched in their private areas.
- J. Staff members should refrain from intimate displays of affection towards others.
- K. Under no circumstance should staff members release children to anyone other than the authorized parent or guardian or other adult authorized by the parent or guardian.
- L. Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend training on the subject, as instructed by a supervisor.

2. Personal Appearance

Staff members must adhere to the YMCA of the Triangle Area dress and image standards.

3. Illegal Drugs

Using, possessing, or being under the influence of illegal drugs (during work hours or off-hours) is strictly prohibited.

4. Alcoholic Beverages

In accordance with the laws of the state of North Carolina and in conformance with the YMCA of the Triangle Area policy, if I am under the age of 21, I am not permitted to purchase, possess or consume alcoholic beverages. If I am 21 or older and I choose to use alcoholic beverages on time-off, I agree to do so (1) away from the vicinity of the YMCA, (2) in a responsible manner, ensuring my judgment is clear and unimpaired, and (3) with discretion so as not to call into question my ability or qualifications to serve as a positive role model for others. The violation of any laws with respect to alcoholic beverages, overly boisterous or disturbing behavior, speeding, careless, or reckless driving, etc., would not be responsible or acceptable. Use, possession or providing alcoholic beverages to anyone less than 21 years of age is illegal and prohibited. Use or possession of alcoholic beverages at any time while on duty, whether on YMCA premises or away from the YMCA, is prohibited.

5. Smoking/Tobacco

Using or possessing tobacco products over the age of 18 (during work hours) in the presence of children or parents is prohibited. Using or possessing tobacco products under the age of 18 (during work hours or off-hours) is prohibited.

6. Attitude

- A. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
- B. Staff members should be positive role models.
- C. Enthusiasm, hard work and attention to details are expected. Laziness, unreliability, indifference and neglect of duty are liabilities to safety and the success of the mission and will not be tolerated.

7. Relationships

- A. Staff members should not be alone with any child they meet in YMCA programs outside of the YMCA unless specifically authorized by the child's parents. The YMCA will not provide babysitting references for staff members.
- B. The following statement is the notice to parents regarding YMCA staff members as babysitters: *The YMCA of the Triangle Area strives to employ the very best staff possible in all of our programs. However, during our present staff's time-off or after they are no longer employed with us, these persons are private citizens and no longer subject to our authority or control. Therefore, the YMCA of the Triangle Area cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff member of the YMCA is separate and independent from any YMCA of the Triangle Area program and must be based on the independent investigation, responsibility and*

judgment of the parent or guardian. It is agreed that the YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities.

- C. Staff who wish to email children in YMCA programs during or after their employment with the YMCA of the Triangle Area must request and receive authorization from child's parent(s) or guardian.
- D. Staff members may not transport members or program participants in their own vehicles.
- E. Staff members may not date program participants under the age of 18.

8. Internet

- A. Those who blog should be aware that all the information you publish on a blog or public website (i.e. MySpace, Facebook, etc...) is accessible to the public. You are advised to be mindful that the information you post on the Internet will likely be seen by members of the YMCA community and could reflect poorly on your character. As an organization that holds personal character in the highest regard, the YMCA is obligated to take actions to preserve its core values. As such, the YMCA may terminate staff members for publishing public web pages and blogs that are contrary to the YMCA's Mission or is detrimental to the community.

****The following paragraphs apply only to seasonal staff.**

Length of Contract- This contract is valid for the term set forth below. If services provided by the employee are regarded by the director as unsatisfactory, if by chance the program is forced to terminate earlier than scheduled due to an unlikely emergency, or if participation numbers are lower than expected, the YMCA may terminate this contract sooner and compensation will be computed on a time-served basis.

Some positions are seasonal in nature. If the YMCA is relying on my employment for the full season according to the dates listed below, I understand that early departure would be considered a breach of contract.

Start date _____

End date _____

**Employee Acknowledgment of
The YMCA of the Triangle Area, Inc.
Code of Conduct**

By affixing my signature below, I agree to put forth my best effort in furthering the mission of the YMCA. I understand that failure to abide by the terms set forth in this code of conduct could be grounds for disciplinary action, up to and including termination of my employment.

Print Employee Legal Name

Branch

Employee Signature

Date

Parent/Guardian Signature (if under 18 years of age)

Date

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