



**BOYS & GIRLS CLUBS**  
OF GREATER KALAMAZOO

## **Code of Conduct Policy and Child Safety Policy**

**Original Authorization Date: Aug 29, 2018**

**Board Approved Updates: Nov 18, 2020**

### **Code of Conduct**

The Club expects all its employees to conduct themselves in a manner which is in the best interests of the organization, its employees, and the youth we serve. The Club expects that employees act as strong role models and demonstrate positive behaviors and a positive image at all times.

The Club requires that employees represent the Club at the highest level of excellence in their service to youth. The Club requires that employees demonstrate high moral and ethical standards both in their personal and professional conduct. The Club requires committed support to its mission and providing a positive environment for children by employing individuals of integrity.

Staff members may not socialize or have personal relationships with members outside of the Club. Any preexisting relationship needs to be disclosed upon hire. Exceptions to this rule (i.e. in circumstances where a staff member and a member are relatives) may be made by the Chief Executive Officer on a case-by-case basis. This restriction includes transporting members in a staff member's personal vehicle at any time.

### **Child Safety Policy**

All employees and volunteers are required to maintain a professional relationship with all members, both on and off work hours. Employees and volunteers are prohibited from inviting members to their personal private residence, calling members, or visiting members outside of Club hours. Exceptions may be granted by the Chief Executive Officer.

Examples of socializing and having personal relationships include but not limited to:

- Transporting Club members in a staff member's personal vehicle at any time
- Interacting with members through any form of social media or gaming outlets (i.e. being friends on Facebook)
- Phoning Club members

- Texting and/or emailing Club members
- Having Club members over to your house

*Moreover, staff members are strictly prohibited from engaging in sexual activity, discussions of the sexual nature, or any other similar conduct with members at any time.*

Additionally, staff is prohibited from but not limited to:

- Sitting kids on lap, carrying kids, tickling, or giving “piggyback rides”
- Yelling, raising loud voices, or using any type of physical discipline
- Being alone in a room with a member
- Leaving room/area unsupervised. Please communicate with other YDPs and Unit Director of needed breaks or assistance.

Adhering to this policy is an expectation of employment at the Boys & Girls Clubs of Greater Kalamazoo. Examples given are not to be interpreted as an exhaustive list of prohibited behaviors, rather illustrations of a general rule. Permission from the parents/guardians of Club members does not override this policy unless in cases approved by the Chief Executive Officer. Failure to follow this policy may result in immediate termination of your position.

It is our policy that employees and volunteers will only transport members in their personal vehicles for Club sponsored events, after obtaining written parent permission and with permission from the Chief Executive Officer. If an emergency requires transporting a youth in a personal vehicle, notify the Chief Executive Officer as soon as possible.

The Club is committed to maintaining a safe environment free from intimidation, harassment, threats, or actual violence. All members must be treated with courtesy and respect at all times. Employees and volunteers are expected to refrain from using physical restraints or any type of force to discipline a member or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces any member will not be tolerated. An employee who has knowledge that this type of behavior has occurred must report it to his or her supervisor or any other member of management as soon as possible.