



STAFF CODE OF CONDUCT

The Henry Kaufmann Campgrounds takes pride in all it does to ensure that the campers who come have a safe, secure and fun summer. You, our staff, are key to making this happen. More than that, you represent HKC in everything you do.

This is your camp. Take pride in yourself and your surroundings. If you see garbage please pick it up. Offer assistance when needed whether to other staff members or campers. Maintain an unselfish attitude. Smile, it is infectious!

The Henry Kaufmann Campgrounds maintains a zero tolerance policy for illegal behaviors and those that endanger children. HKC reserves the right to prosecute unlawful infractions. THE FOLLOWING ARE PROHIBITED AT HKC AND ARE GROUNDS FOR TERMINATION:

Abuse: Abuse of any kind (physical, verbal, sexual, emotional or neglect) against a child or adult is ground for dismissal. If you suspect another staff member of behaving abusively towards a camper, camp staff or HKC staff, you must report the matter to your supervisor and/or Site Director.

Alcohol: The possession, consumption or use of alcohol is not permitted on the campgrounds for any purpose at any time. Any staff member on camp property who is found to be under the influence of alcohol is subject to dismissal.

Drugs: The possession, consumption or use of illegal drugs is not permitted on the campgrounds for any purpose at any time. Any staff member on camp property who is found to possess or to be using illegal drugs is subject to dismissal.

Pornography: The possession or use of pornography is not permitted on the campgrounds at any time. Any found will be immediately confiscated and the owner will be subject to dismissal.

Smoking: HKC is a smoke-free environment. The smoking of cigarettes, cigars or any other substance on the campgrounds is prohibited.

Theft: Stealing of any kind will not be tolerated. Anyone found to have stolen from campers, other staff or HKC is subject to dismissal.

Weapons: Weapons of any kind are not permitted on HKC grounds. Any found will be immediately confiscated and the owner will be subject to dismissal.

As HKC staff you serve as a role model to the children who encounter you; as such you should conduct yourself responsibly and behave accordingly.

Absences: All absences must be approved by your supervisor in advance. Any unauthorized absences may result in disciplinary action and docking of your pay.

Cell phones: (1) Use of cell phones is not permitted while on duty except in an emergency. The unauthorized use of cell phones is grounds for disciplinary action.

Dress: (1) Inappropriate and revealing clothing may not be worn during camp. (2) All lifeguards must wear bathing suits (no cut-off shorts permitted). (3) Female lifeguards must wear one piece bathing suits appropriate for lifeguard duty. Non-compliance is grounds for disciplinary action.

Fraternalizing with campers: Unless your job specifies interaction with the campers, you should not be socializing with the campers or counselors. If you see something, notify your supervisor immediately. If you find yourself in a situation where you need to interact, make sure a staff member from that camp is there as well.

Harassment: HKC has a zero tolerance for harassment of any type. Harassing behavior, including bullying, cursing or defaming remarks, to HKC staff or camp staff is unacceptable and harassing behavior targeted to campers is grounds for dismissal.

Internet Usage: (1) Staff may not access adult oriented websites and/or social media sites in the presence of children. (2) Staff may not develop electronic relationships with campers via text, email, social media or other method.

Language: Please watch what you say. Foul language in the presence of children will not be tolerated.

OTC and Prescription Medications: Many over-the-counter and prescription drugs have side effects that could inhibit the performance of your job. **You must notify your supervisor if you are taking a medication** says it causes drowsiness and/or other side effects that are detrimental to your job or recommends not operating heavy machinery while taking it.

Staff IDs: If you have been issued a staff ID, it must be worn at all times while on camp grounds.

Staff Shirts: (1) All staff is required to wear their staff shirts while at HKC. Anyone found not wearing his/her shirt will be sent home immediately and his/her pay will be docked for the day. (2) Staff shirts may not be altered in any way – no cutting, coloring, etc.

Tardiness: (1) Tardiness is not accepted at HKC. You are expected to be on the campgrounds and ready to work according to the times in your contract. Staff will be required to clock in at the start and end of each day, please a lot extra time to do so. (2) If you know you are going to be late you must call your supervisor at least 15 minutes in advance. Any unauthorized tardiness will result in the docking of your pay and may result in disciplinary action.

Vehicles: (1) All staff is required to adhere to posted campgrounds speed limit whether in a car, truck or golf cart. By default, camp speed limit is 5 MPH. (2) Staff are required to abide by the parking procedures and must display their parking pass at all times. (3) Staff may not drive campers in their vehicles unless prior approval has been received.

THE SITE DIRECTOR IS AUTHORIZED TO CANCEL YOUR HENRY KAUFMANN CAMPGROUNDS STAFF AGREEMENT IN THE CASE OF THE FOLLOWING:

- Emergencies or epidemics that could shorten the camp season.
- Personal negligence in health and safety standards or behavior detrimental to the health, welfare, and safety of campers, other staff members, or the individual.
- Poor personal health limiting performance of assignments.
- Lack of compliance with all applicable federal, state and local jurisdiction laws, statutes, ordinances, rules and regulations during the course of employment with the Henry Kaufmann Campgrounds.
- Violation of any rules as specified in Code of Conduct.