



BOYS & GIRLS CLUB
OF THE HEARTLAND



Membership Policies and Procedure

Our Mission

To enable all young people, especially those who need us the most, to reach their full potential as productive, caring, and responsible citizens.

Enrollment Requirements

Sign all forms, provide shot records for Kindergarten & Lake Road members, all delinquent charges must be paid, and pay the first monthly membership fee of \$20.00 per child.

Afterschool Dates

Our 2021-2022 After School Program starts on Monday August 23, 2021 and ends the last full day of school.

Who can attend Boys & Girls Club of the Heartland

All students enrolled in “in person” classes who are enrolled in Kindergarten – 12th grade are eligible for BGC membership.

How much will Boys & Girls Club cost 2021-2022 School Year?

Enrolling parents/guardians will be charged a monthly membership fee of \$20.00 per month per child for all regular afterschool days throughout the 21-22 school year. The parent that is signing the member up will be responsible for payments. BGC Camp days will be \$15.00 per day per child, MUST pre-register AND pre-pay online @ bgcpb.org

Programming

BGC offers programming in character and leadership development, education and career development, health and life skills, the arts, and sports, fitness, and recreation. Club members will be in groups for Power Hour and programming based on the grade they are enrolled in the 21-22 school year. A schedule will be posted on the parent board at each site for more specific information that will be taking place. BGC is not responsible for making transportation arrangements with the school. It is the parent's responsibility to inform the school of changes in afterschool transportation arrangement.

Operational Hours and Facilities

ALL SITES will be open until 6:30 pm, Monday through Friday. Transportation will not be provided from school

based sites to Teen Center or other school based sites. Camp days will be at the Teen Center open 7:30 a.m.-5:30 p.m. to any members who are enrolled in the 21-22 school year. Drop off time during Camp days will be 7:30-9:00am and pick up will be from 3:30-5:30. There is a charge of \$1.00 per child for every minute after 6:30 pm during regular school days and 5:30 during camp days that your child is not picked up. After 30 minutes, BGCPB is required to call authorities. Camp Days **MUST** be pre-registered and pre-paid to attend. **NO EXCEPTIONS!**

Meals

BGC will provide a full meal and or snack to members at all of our locations.

Drop Off & Pick Up Policies

Each site will have a different procedure depending on the physical layout of each school. Parents will not be required to sign out their children. Special provisions can be made for parents with newborns during inclement weather or other extenuating circumstances. If a person is not listed on your child's membership forms as an authorized person to pick up your child, we cannot release your child to them. Please make sure to bring a photo ID the first few times you pick up a member. Middle School members are required to stay until 4:00p.m.

Discipline Procedures

Step 1 will be a warning to the child. Step 2 is sentences or other appropriate consequences for the child. Step 3 will be a time out of program or In-Club Service. Step 4 your child will have an administrative meeting with the child and a parent. Step 5 is suspension. Fighting, destruction of property, refusal to cooperate with staff, or vandalism will result in immediate suspension. If a member poses a threat to their own safety or safety of others, they may be placed on a behavior management plan. This plan provides notice and accountability to avoid permanent suspension. If your child is suspended from their attending school district, they are not allowed to attend BGC due to club being on school property.

Member Safety

Your Child's Safety is Paramount at the Boys & Girls Club. It is necessary to keep updated information on our club members and their parents. Please inform BGC front desk staff any member information changes such as phone number, address, authorized pick up list, etc. In the event of an emergency causing evacuation, BGC has an emergency preparedness plan in place at each site that will be followed. Do not send your child to club if they are sick. BGC cannot store, dispense, or apply medicine. If your child has a temperature over 98.6, parents will be notified. Once a child's temperature reaches 100 degrees

the child must be picked up immediately. In the event of an emergency, BGCPB will follow best practices per state licensing guidelines.

Other Notes

Do not allow your child to bring personal technology devices to club. BGC is not responsible for lost or stolen items. If a child changes schools, please inform BGC to check for availability. (We cannot guarantee there will be a spot available at their new school.) Follow us on Twitter, Facebook, and visit bgcpb.org. You will be notified by Thursday, August 19th if your child has been accepted into our program.

**Due to ongoing changes with the CDC guidelines, above procedures are subject to change at any time.*



BOYS & GIRLS CLUB

OF THE HEARTLAND



EMPLOYEE HANDBOOK

OUR MISSION:

*To Enable All Young People, Especially Those Who Need Us
The Most, to Reach Their Full Potential as Productive,
Responsible, Caring Citizens.*

****Who Is A Boys & Girls Club Member?****

A MEMBER...is the most important person in any Club.

A MEMBER...is not dependent on us-we are dependent on them.

A MEMBER...is not an interruption of our work-they are the purpose of it.

A MEMBER...does us a favor when they attend-we are not doing them a favor by serving them.

A MEMBER...is a part of our Club-not an intruder.

A MEMBER...is not a cold statistic-they are flesh and blood human being with feelings and emotions like our own.

A MEMBER...is not someone to ignore or to be too busy to have time for.

A MEMBER...is a child who brings us their needs and wants, their aspirations and fears-it is our job to be there to help.

A MEMBER...is deserving of the most courteous and attentive treatment we can give them.

A MEMBER...is the reason that makes it possible to pay our salary whether we are an office employee, Program Director or Unit Director.

A MEMBER...is the embodiment of our hope and innocence, our enthusiasm and our trust. We were there once, and somebody did make a difference.

Will You?

The Movement The Boys & Girls Club Movement is a nation-wide affiliation of local, autonomous organizations and Boys & Girls Clubs of America working to help youth of all backgrounds develop the qualities needed to become responsible citizens and leaders.

Our Mission To enable all young, especially those who need us the most, to reach their full potential as productive, caring, responsible citizens.

Our Vision The purpose of the Boys & Girls Club is to develop youth in the core areas of Character & Leadership, Career & Education, Health & Life Skills, The Arts, Sports and Fitness & Recreation. It is concerned with all youth where there is a need. This includes all youth in Poplar Bluff & Butler County. The Boys & Girls Club is concerned with emotional behavior, attitude and guidance of youth through wholesome, constructive activities in a safe environment under the guidance and direction of trained and caring youth development experts.

Agency Key Objectives

- Improve the quality of programs that empower youth to succeed.
- Seek opportunities to collaborate with community partners in order to meet critical needs of the youth we serve.
- Maximize the use of available and appropriate physical and human resources to serve youth.
- Diversify our funding to strengthen the financial resources that provide endowment, capital improvements and operations.

Core Services and Youth Development Strategy

- Character & Leadership Development
- Health & Life Skills
- Education & Career Development
- The Arts
- Sports, Fitness & Recreation

Club programs and services promote and enhance the development of youths by instilling:

A Sense of Competence - feeling there is something each boy and girl can do well.

A Sense of Usefulness - the opportunity to do something of value for self and others.

A Sense of Belonging - a setting where an individual knows he or she has a place and where he or she “fits”, is accepted, and is safe.

A Sense of Power or Influence - a chance to be heard and to influence decisions.

A Sense of Community - a place where boys and girls learn to care about and invest in themselves and in the lives of others.

When this strategy is fully implemented, the self-esteem of boys and girls is enhanced, thus creating an environment which helps them achieve their full potential.

About This Handbook

This Employee Handbook & Code of Ethics is intended for the use of the employees of the Boys & Girls Clubs of Poplar Bluff, Missouri (hereinafter referred to as the "Club"). The Club includes all units and sites under the direction of the Boys & Girls Clubs of Poplar Bluff, Missouri. This Employee Handbook & Code of Ethics establishes basic policies and guidelines for employee conduct and also contains important summary information regarding employee benefits. If you have specific questions regarding the benefits plans described, please refer to the plan documents or summary plan descriptions, or contact the Executive Director.

The policies outlined in this handbook apply to all employees whether regular full time, regular part time, temporary, or other. Employee benefits described in this handbook apply to those employees that qualify as defined in this handbook and by the benefit plan.

In all cases of interpretation of this handbook, management decisions are final. The Club reserves the right to change or delete any part of this Employee Handbook at its sole discretion, without prior notice. Nothing contained within this Employee Handbook & Code of Ethics creates a contract for employment, expressed or implied, nor a guarantee of continued employment for a specific duration.

Employment with the Club is at-will and the Boys & Girls Clubs of Poplar Bluff, Missouri expressly reserves the right to discharge the employee at any time for any reason whatsoever, with or without cause, and with or without notice. Nothing in this Employee Handbook & Code of Ethics or the Club's policies, practices, or procedures shall confer upon the employee any right to continued employment.

Employment Policies

1. Equal Opportunity Employer

The Club is an equal opportunity employer. The Club is committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal opportunity. To this end, the Club does not discriminate against any individual with regard to race, color, religion, sex, age, national origin, disability,

marital status, veteran's status, sexual orientation, or other protected status. This policy extends to all conditions, terms, and privileges of employment, as well as the use of all Club facilities.

2. Harassment

It is the policy of the Club to provide, at all times, an environment free of harassing conduct, better enabling us to focus on and fulfill the mission of the Club. The Club will not tolerate any form of harassing conduct that is based upon an individual's race, color, religion, sex, age, national origin, disability, marital status, veteran's status, sexual orientation, or other protected status. For these purposes, the term "harassing conduct" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, age, national origin, sexual orientation, disability or marital status. The term "harassing conduct" also includes expressed or implied sexual advances, requests for sexual favors and other conduct of a sexual nature. Any employee violating this policy will be subject to corrective action, up to and including discharge.

Harassment, on the basis of race, color, religion, sex, age, national origin, disability, marital status, veteran's status, sexual orientation, or other protected status, is defined as conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of items which could be construed as harassment, include, but are not limited to:

- Degrading any group or class of people;
- Assignment of less than desirable work or working conditions to members of such protected groups based solely on their group membership; or,
- Treating individuals in a demeaning fashion.

Sexual harassment is defined as unwelcome physical or verbal sexual conduct where:

- Submission to the conduct is either an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person doing the submitting or rejecting; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of behavior which could be construed as sexual harassment, include, but are not limited to:

- Explicit or implicit threats to withhold pay increases, benefits or working conditions unless sexual favors or sexual activity is granted
- Promises to improve pay, benefits or working conditions in exchange for sexual favors or sexual activity
- Demanding sexual favors or sexual activity of another employee
- Subtle pressure for sexual favors or sexual activity of another employee
- Deliberate, repeated or unsolicited verbal comments, gestures or physical actions of a sexual nature toward another employee (i.e., lewd remarks and unnecessary touching, patting or pinching)
- Comments, jokes, or slurs that are demeaning or demoralizing, and directed to one gender over the other

What to do about Harassing Conduct

An employee who believes he or she or another Club employee has been subjected to harassing conduct should immediately contact their Unit/Site Director, Human Resources Department, Director of Operations or CPO. A prompt investigation will be conducted of each and every complaint and appropriate action will be taken. Complaints will be handled confidentially, to the extent possible. The CPO has the responsibility for investigating and resolving complaints of harassment. In the event of a complaint involving the CPO, you should immediately contact the Club Board President who will fulfill the investigator role in this process.

Consequences of Engaging in Harassing Conduct

This policy applies to all employees of the Club. Any employee, including any supervisor or agent, who is found to have engaged in harassing conduct will be subject to appropriate discipline, up to and including discharge.

No Retaliation or Reprisals

You have a duty to report any harassing conduct you either experience or observe. Under no circumstances will a person's employment be jeopardized because of a legitimate report of what he or she perceives to be an incident of harassing conduct or behavior.

3. Drugs, Alcohol and Smoking/Tobacco Policy

The Boys & Girls Clubs of Poplar Bluff, Missouri offers a smoke-free work environment to all employees. No smoking or other use of tobacco is allowed inside the building or on the grounds of any Club facilities. Violation of this policy could result in disciplinary procedures.

The Club is committed to creating and maintaining a drug free workplace. This policy applies to all applicants for employment and to all employees in all job classifications.

Substance abuse, which includes the possession, use or sale of illegal drugs or the unlawful use of lawful substances, including alcohol and prescription drugs, will not be tolerated during working hours, on Club premises or at any non-personal, Club sponsored or Club related function.

If there is reasonable suspicion an employee is under the influence of alcohol or drugs, the employee will be asked to agree to an alcohol or drug test. Employees determined to be under the influence of drugs or alcohol, including the unlawful use of lawful substances, or who violate this Policy in other ways, are subject to immediate discharge.

Refusal to submit to an alcohol or drug test will be taken as a positive result and the employee will be subject to immediate discharge.

4. Introductory Period of Employment

The first sixty (60) days of employment for new employees of the Club are considered an introductory period. The introductory period provides a new employee the opportunity to become familiar and acquainted with the Club. During this time, a new employee's work hours, skills, and general work

performance will be monitored and assessed. Successful completion of the introductory period does not pledge an employment contract for any period of time or a guarantee of continued employment.

Employment with the Club is at-will.

5. Categories of Employees

Introductory Status: Any new employee who is within the first sixty days of employment.

Regular Full Time: An employee whose regular work schedule averages thirty-six (36) hours or more and who has completed the introductory status.

Regular Part Time: An employee whose regular work schedule averages less than thirty-six (36) hours and who has completed the introductory status. Such employees may be eligible for certain benefits, but only as specifically provided for in this Handbook.

Temporary: An employee hired to work on a specific basis, including during peak or seasonal periods, for specific projects or for a limited period of time. Temporary employees may work either full time or part time, but are not considered "regular" employees.

Employees are also categorized as either Exempt or Non-exempt for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA").

Non-exempt hourly employees are compensated based on the number of hours worked each work week and are subject to the minimum wage and overtime provisions of the FLSA. The failure to work overtime when requested may lead to discipline, up to and including termination of employment.

Exempt employees (e.g. certain administrative, professional and executive personnel whose positions meet the FLSA definitions and criteria for exempt status) are exempt from the minimum wage and overtime provisions of the FLSA and are paid on a salary basis.

6. Overtime

Occasionally, employees may be asked to work overtime. Overtime pay depends on an employee's status as Exempt or Non-Exempt as follows:

Non-Exempt Employees: If a non-exempt employee works more than forty (40) hours in one work week, the employee will receive overtime compensation at the rate of one and one-half (1 ½) times the employee's regular rate of pay. Non-exempt employees are not permitted to work overtime unless their supervisor specifically approves such overtime in advance. All overtime, however, must be accurately reported as worked, whether or not it was required or approved, and it will be paid accordingly.

Repeated or continued working of unapproved overtime and/or failure to report actual hours worked will result in disciplinary action.

Exempt Employees: Exempt employees are to work the schedule mandated by their supervisor or the Executive Director and do not receive overtime compensation. However, from time to time the Executive Director may grant additional time off to exempt staff members. Additional time off is granted only when a staff member shows extraordinary effort, and is not considered automatic. Additional time off can only be taken after the Introductory Period (or after the first 90 days of employment), and is mandated to be used within 30 days of approval.

7. Inclement Weather and Emergency Closings

The Executive Director or his/her designee may close the Boys & Girls Club due to inclement weather or emergencies (on days other than regularly scheduled holidays). Should this occur, salaried employees are to report to their work site if they can do so safely. If there are school cancellations and their site is closed, salaried employees are to report for work at the Administrative Office. For clarification, contact the Executive Director as soon as possible.

If the Administrative Office and schools are closed, the absence will be considered an excused absence for all full-time employees, and will not be charged to earned leave time. Should an emergency closing occur while an employee is already on earned leave time (i.e., sick, vacation, personal), he or she is not entitled to additional wages.

Employees who do not report for work because of the weather, in the absence of an official closing that day, will be charged one day of vacation or other leave time or no pay for the day.

8. Personnel Records

The Club directs employees to notify the Area Director or Executive Director immediately if there is a change in status, including but not limited to the following:

Name and Social Security Number Home Address
Home Telephone Number Marital Status
Name Change Number of Dependents
Beneficiary Emergency Contact (Name)
Emergency Telephone Number Additional Education and/or Certifications
Driver's License Status

All personnel records are the property of the Club. In order to view their personnel file, an employee must give 24 hours written notice and schedule an appointment with the Executive Director. The personnel file will be viewed with the appropriate HR representative present.

9. Pay Cycle and Payroll Deductions

Payroll includes a 10 day pay period. Payroll begins on Thursday and goes thru the next week and will end on the following Wednesday. All time sheets must be completed, legible and turned in to the administrative office no later than 9 am on Thursday (day after pay period ends) morning. Time sheets may be faxed to (573) 776-6230. Any time sheets that are received late will be added into the next pay period. Pay checks will be ready by 12 noon on Friday (two days after pay period ends). Any changes due to holidays or other events that may interfere with this schedule will be announced in advance.

The Club is required by law to make mandatory deductions from earnings. Amounts withheld may vary according to how much is earned, marital status, government employment regulations, and other factors. Mandatory withholdings include federal income tax and social security, and any other taxes or deduction required to be withheld by state and/or federal law.

In addition to mandatory payroll deductions, the Club is required by law to comply with certain court orders, liens, or wage assignments and to make payroll deductions pursuant to those orders.

10. Open Door Policy

Following the proper channels of communication, all employees are encouraged to provide input and suggestions concerning the overall operation and programs of the Boys & Girls Club. Employees should initially bring their comments to their immediate supervisor. In those cases where that may be inappropriate, employees are welcome to approach the Area Director or the Executive Director.

The Boys & Girls Club operates in an "open door" manner. All employees' input is considered and can be presented without fear of personal recrimination of his or her position.

11. Chain of Command

The Board of Directors of the Boys & Girls Club is responsible for setting policies for its employees. The Board employs the Executive Director, to whom it delegates responsibility for the day-to-day administration of the Club. The Executive Director manages the employees and implements policies approved by the Board of Directors.

12. Telephone Calls

Employees are discouraged from making local personal calls during business hours. Personal use of telephones for long distance calls by employees at the Boys & Girls Club is not allowed, except in the case of emergency.

Employees are not to use their personal cell phones during business hours, including "texting", except in the case of emergency.

13. Technology Usage Policy

The Club offers some employees technology equipment and usage. These employees are to read the "Technology Usage Policy" and sign the appropriate acknowledge form. For more information concerning the "Technology Usage Policy", please confer with the Area Director or the Executive Director.

14. Club Assets

Every employee in possession of, or assigned Club assets, is directly responsible for the care, condition and location of such items at all times. Any asset taken off of Club premises or away from the assigned keeper must be logged with the Administrative Assistant or assigned Club administration staff.

Disciplinary action may result if the Club property is removed from its assigned location without following these procedures.

All items in the possession of a terminated employee at termination must be returned before any final compensation is released.

15. Performance Reviews

Supervisors, in addition to routinely observing employee effectiveness, will periodically conduct performance reviews to evaluate an employee's work. Performance reviews provide employees with an opportunity to talk about their job, their performance on the job, and their job goals, as well as to discuss any suggestions, questions or concerns.

Employees will be reviewed near the completion of the introductory period and bi-annually thereafter. Performance reviews are an evaluation and planning tool for both supervisors and employees and do not necessarily result in pay increases.

Performance reviews are designed to provide a basis for better understanding between employee and supervisor, with respect to job performance, potential and development within the organization.

16. Job Postings

Career advancement is rewarding for both the employee and the organization. Whenever appropriate, qualified employees are encouraged to apply for promotions to new or vacant positions; however, the Club may recruit externally when job openings occur.

Job openings are posted at the Club's main office. Employees who have completed their introductory period and who are interested in a particular opening should submit the appropriate, timely application materials according to the posted process.

17. Solicitations

The Club does not permit solicitation of any kind, including collection of funds, pledges, circulation of petitions, distribution of non-company literature and other similar types of activity during working time by either employees or outsiders without Executive Director's approval.

18. Speaking to the Media

It is against Club policy for an employee to speak to the news media as an official or unofficial spokesperson of the Boys & Girls Club without prior clearance from the Executive Director. All inquiries from the media are to be referred to the Executive Director.

19. Dress Code

As representatives of the Boys & Girls Club, staff members are to exhibit a neat, well-groomed appearance. Radical departure from conventional dress or personal grooming as determined by the CPO (including, but not limited to: excessively long or unprofessional hair styles, facial/tongue/body piercings, tattoos, untrimmed facial hair, excessive makeup, short dresses or short skirts, tank tops, inappropriate shorts, or shoes that hinder work effectiveness) is not permitted. The Boys & Girls Club will not be held liable for damage to clothing or accessories of any employee while they are on duty. Imprinted items are to be appropriate in representing the values of the Club. If the Director or CPO decides that a staff member is in violation of the dress code, the staff member will be asked to go home and change. The time required to do this is unpaid.

Name badges are a mandatory piece of the dress code. They are to be worn at all times while working and easily visible to staff, parents and children. Employees are to immediately report lost name badges to his/her supervisor or the Human Resource Representative. Name badges are to be neat and professional. Never write on a name badge or apply stickers or add to it in any way. When an employee separates from the Club, name badges are considered "Club Property" and are submitted to the Director during the Exit Interview.

20. Non-Fraternization Policy

In order to promote efficiency and to avoid misunderstandings, perceptions of favoritism, morale problems, and possible complaints of harassment, all employees at the supervisory level and higher are not to date or pursue romantic or sexual relationships with any employee of the Club. All employees are strictly prohibited from dating or pursuing romantic or sexual relationships with any member of any Club.

Any employee who violates this policy will be subject to disciplinary action up to and including termination of employment.

21. Disciplinary Philosophy

The Club expects all employees to conduct themselves in a manner which is in the best interest of the organization and its employees.

A violation of any Club policy or procedure is considered misconduct and appropriate disciplinary action will be initiated. Disciplinary action may include, but is not limited to, the following: verbal warnings, written warnings, suspension with or without pay, and termination. Disciplinary actions are noted in the personnel file. Serious misconduct may result in immediate suspension and/or immediate discharge, without notice.

The appropriate disciplinary action will be determined by management. There is no guarantee that one form of disciplinary action will necessarily precede another. The following is a partial list of examples of misconduct which may be cause for disciplinary action, up to and including termination:

- Violation of the Club's equal opportunity or harassment policy.
- Disclosure of confidential company or employee information to unauthorized parties.
- Behavior resulting in Club member, vendor or employee complaints.
- Supplying false or misleading information or falsifying any Club record.
- Possession of weapons on or off premises or while performing Club duties.
- Immoral or indecent conduct; soliciting persons for immoral purposes.
- Insubordination, including but not limited to, refusing to obey an order or directive of a supervisor or Club official.
- Disruptive conduct, including: gambling; fighting; horseplay; coercion; intimidation or threats against Club employees; vulgarity; abusive treatment to the public or fellow employees.
- Theft or unauthorized possession or removal of property or money belonging to the company, employees, or a third party.
- Making or publishing false, vicious or malicious statements concerning an employee, supervisor, company official, or its products.
- Destruction or misuse of property.
- Any other conducts which violates any Club policy or which is not in the best interest of the organization.

The purpose of a “Warning” is to help an employee improve performance, review expectations and succeed in their career with the Club. If an employee receives a written warning or suspension, the warning remains “active” for one year from the issue date. During this “active” time, the employee is not eligible for promotions. When the “active” warning time ends, the employee warning is moved to an “inactive” status and the employee is eligible for promotions.

22. Complaint Procedure

Any employee who has a complaint concerning disciplinary action should attempt to resolve the problem informally with their supervisor as soon as possible. If a solution cannot be reached, the employee or supervisor may request in writing a meeting with the Area Director or the Executive Director. If the complaint involves the executive director, the Board President will fill the investigatory and decision making role in the process. All complaints will be addressed in a timely manner.

23. Conflicts of Interest

The Boys & Girls Clubs of Poplar Bluff, Missouri expects the primary interest of employees to be the people we serve. A conflict of interest occurs when the interests of an employee or another outside party actually or potentially affects the Boys & Girls Club in a negative way.

OUTSIDE BUSINESS INTERESTS: Employees may have outside business interests and outside employment as long as these do not interfere with Club job performance. Employees may not earn profit from outside employment or business interests that directly results from affiliation with this Club.

GIFTS, GRATUITIES: The Boys & Girls Club has a policy that prohibits employees from giving and accepting gifts from the members and/or their families.

At The Boys & Girls Club we must ensure that our business relationships with our existing and potential suppliers are always based on sound business decisions and in the best interest of the Club. Therefore, employees are not to accept meals, entertainment or gifts from existing or potential suppliers except those which are customary under the circumstances and reasonable in cost or amount. Business gifts are not to be excessive in value and should be infrequent. Examples of reasonable gifts include pencils, pens, coffee mugs, notepads and ball caps. Only officers of the Club are authorized to accept donations on behalf of the Boys & Girls Club of Poplar Bluff Missouri.

Personal Beliefs: The Boys & Girls Club recognizes that employees may hold a wide range of personal beliefs, values and commitments. These beliefs, values and commitments are a conflict of interest only when they prevent employees from fulfilling their job responsibilities, if employees attempt to use the Boys & Girls Club’s time and facilities for furthering them, or if employees continue attempting to convince others of their personal beliefs after they have been asked to stop.

24. Employment of Relatives

For purposes of this policy, a relative is any person who is related by blood, marriage or adoption. Under no circumstance will relatives be allowed to work in positions in which one relative directly or indirectly supervises another or has any decisional responsibility with respect to the employment, performance review, work assignment, transfer, salary, promotion or discharge of another relative. No relative shall be assigned to a position where a potential conflict of interest exists.

25. Professional Development

New employees will attend orientation and training sessions specific to their job description.

In-service training is designed to provide employees with the skills, training and experience necessary for their continued development. Training will be subject to these conditions:

- A. Attendance at conferences, educational meetings, workshops and institutes must have the approval of the CPO.
- B. Employees permitted to attend conferences will be reimbursed in accordance with the Reimbursement Travel Policy. Reimbursement for expenses include items such as registration, lodging, meals and travel, and are processed in accordance with the Club's Travel and Meal Per Diem Request Process.
- C. Employees with questions concerning orientation, training or reimbursement procedures are to contact the Unit Director or the CPO.

26. Travel

From time to time employees of the Boys & Girls Club will be required to travel on official business.

Travel by employees to and from work shall not be a reimbursable expense. In order to contain the cost of travel and lodging, all employees will meet the following requirements:

- A. Employees who are required to use their personal automobile to conduct Boys & Girls Club business or as part of their regular work assignments, are required to carry, at their own expense, a basic liability insurance policy conforming to state law.
- B. Employees using their own cars under normal operations of business, may, upon authorization, obtain mileage reimbursement at designated Club rate.
- C. Any exceptions must be approved by the CPO.
- D. Employees given authorization to travel out of the local city area shall be reimbursed for the cost of lodging and meals related to the purpose of travel. Employees will be reimbursed for expenses in accordance with the Club's Reimbursement Travel Policy.
- E. Employees will stay in reasonably priced hotels (a higher priced hotel is acceptable if safety is a concern) and eat at reasonably priced restaurants. Under no circumstances will personal consumption of alcohol be reimbursable.
- F. Employees with questions concerning travel reimbursement procedures are to contact the Unit Director or the CPO.

27. Client and Employee Confidentiality

Club staff will ensure confidentiality and privacy in regard to history, records and discussions about the people served and employed. The very fact that an individual is served or employed by the Boys & Girls Club must be kept private or confidential; disclosure can be made only under specified conditions, which are described below, for reasons relating to law enforcement and fulfillment of our mission. This means that staff members shall not disclose any information about a person, including the fact that he or she is or is not served by our organization, to anyone outside of this organization unless authorized by the CPO. The principle of confidentiality must be maintained in all programs, departments, functions and activities.

No information requested by someone outside the Boys & Girls Club will be given over the telephone. Staff members are instructed to respond with the statement: "Boys & Girls Club policy does not permit me to give out this information." That includes whether or not a person is or has been served or employed by the Boys & Girls Club.

Release of information forms will be explained and completed in the presence of the person about whom any information may be released, before it is released.

No information about individuals or records will be released to state, federal or other agencies that enables the identification of any person by name, address, Social Security number or other coding procedures.

If records are inspected by an outside agency, the individual(s) who inspect the records must be specifically authorized to do so by the CPO. The taking of notes, copying of records or removal of records is specifically prohibited in such cases.

Staff members will not discuss any employee or member record with unauthorized parties, whether on or off duty.

All staff members are required to sign a Code of Ethics stating their responsibility and commitment in regard to client and employee information.

ALL references for employment of past or current employees are to be referred to the Unit Director or the CPO.

Child Abuse/Neglect Policy

1. Abuse Definition

The Boys & Girls Clubs of Poplar Bluff, Missouri strongly advocates the prevention of child abuse and neglect and strives to ensure a safe Club environment and safe programs at all times.

Definition of Abuse: By definition, child abuse/neglect is an injury or pattern of injuries to a child that is not accidental. Child abuse/neglect includes non-accidental physical injury, physical neglect, sexual abuse and emotional abuse. Child abuse/neglect also includes any behavior, attitude, or action that hinders, suppresses, or in any way is injurious to a child's intellectual, emotional, or physical development.

2. Boys & Girls Clubs of Poplar Bluff, Missouri Reporting Procedures

As an organization entrusted with the care and wellbeing of youth, the Boys & Girls Clubs of Poplar Bluff, Missouri condemn child abuse/neglect or sexual abuse. The Boys & Girls Club will report all allegations of child abuse/neglect to the appropriate authorities and will cooperate fully in the prosecution of any staff or volunteer abusing children. All employees are required by law to report all cases or suspected cases of abuse and neglect.

All program-level employees of the Club are mandated reporters of suspected or witnessed child abuse/neglect and must assume responsibility for identifying mistreatment of children. If you have reasonable cause to suspect abuse/neglect, it is your duty and responsibility to report it using the following steps:

Step 1. Report

If abuse/neglect is suspected or witnessed, report it to the CPO or the designated representative.

Step 2. Document

Once reported, the incident must be documented immediately in writing. Written statements outlining the allegation(s) must be forwarded to the CPO or designated representative within 24 hours.

If a child is in imminent or immediate danger, call the child abuse hotline at 1-800-392-3738.

The CPO will coordinate all activity relating to the abuse, the filing of information with the proper state authorities and maintaining documentation regarding the incident and follow-up action.

Because of the serious nature and implications, any allegation of child abuse/neglect or sexual abuse against a Club employee or volunteer is to be immediately conducted in the following manner:

- A. All allegations, no matter how trivial they seem, are to be viewed as real incidents and immediately reported to the appropriate authorities, including, but not limited to, the Unit/Site Director and the CPO. Once reported, the incident must be documented immediately in writing. It is the responsibility of the CPO to compile a report with written statements from the child (ren)/adult(s) making the allegation and/or a statement from the youth affected as well as the alleged perpetrator. Every precaution must be taken not to further traumatize the affected youth. Written statements outlining the allegation(s) must be forwarded to the President of the Board of Directors, or their designated representatives within 24 hours, or as soon as possible after the incident. Should the alleged perpetrator choose not to make a written statement, the Club may terminate the employee or volunteer. The Boys & Girls Club of Poplar Bluff, Missouri reserves the right to terminate any employee at will.
- B. Once an allegation is made against an employee or volunteer, that person is to be immediately suspended from all duties, asked to prepare a written statement regarding the incident, and placed on suspension with pay pending an investigation. For the person's own protection, as well as those affected, this individual is to be denied any contact whatsoever with the youth affected or any other youth in the Clubs' care. They should also be cautioned not to return to the facility until the CPO contacts them. Once this step is taken, the President of the Board of Directors is to be contacted immediately and briefed on the incident. In keeping with the law, Club staff is obligated to report all allegations of abuse/neglect to the appropriate authorities and to the parent(s)/guardian.
- C. As soon as possible after a written account of the incident has been submitted, a meeting between the alleged perpetrator, the Unit Director, the CPO and the President of the Board of Directors may be convened. The President will make a determination as to the status of the employee/volunteer after the meeting. The alleged perpetrator will be allowed to have legal counsel present at this session.
- D. After the meeting with the alleged perpetrator has taken place, the CPO will schedule a meeting with the parent(s)/guardian(s) of the child (ren) affected.
- E. A full report on the incident is to be placed in the individual's personnel file. Reports determined to be unfounded are to be expunged from all Club records holding activities.

- F. The CPO will forward a report to the Missouri Department of Family Services or any other appropriate authorities.

If the abuse/neglect allegation is made to police or other agencies legally empowered:

- A. The Club Board President and CPO will determine if an independent Club investigation should be conducted. If so, paragraphs "a" through "f" above will be complied with under the direction of the CPO. Full cooperation will be given to the investigation being conducted by police or other authorities.
- B. If an independent Club investigation is not to be conducted, the following actions will take place:
 - 1) The accused person will be immediately suspended from all duties and placed on suspension with pay, on a discretionary basis for up to 90 days. For his/her protection, as well as those affected, this individual will be denied any contact whatsoever with the youth affected or any youth in the Clubs' care. He/she should also be cautioned not to return to the facility until contacted by the Director of Operations or the CPO.
 - 2) If a criminal complaint is filed, the employee's status will change to suspension without pay or benefits.
 - 3) If the criminal complaint is dismissed, or the case is tried and the employee is found "not guilty," the CPO will evaluate the situation and determine the status of the employee. The Boys & Girls Club of Poplar Bluff, Missouri reserves the right to terminate any employee at will.
 - 4) If the case is tried and the employee is found guilty, he/she will be terminated.
 - 5) If a child is in imminent or immediate danger, call the child abuse hotline at 1-800-392-3738.

3. Statement of Child Abuse/Neglect

What is our role?

Using the steps outlined in "Boys & Girls Club of Poplar Bluff, Missouri Reporting Procedures", an employee must report any suspected case of abuse/neglect. Only the suspicion of abuse/neglect is needed to make a report.

All cases of suspected abuse/neglect are confidential and should not be discussed with anyone other than the Director, the Unit Director or the CPO.

It is not the role of a Boys & Girls Club employee to counsel a Club member. Using the reporting procedures outlined, refer the case to the proper authorities.

Our responsibility as Boys & Girls Club professionals is to accept the child's statement as true until evidence proves contrary. We should act only as advocates for the child and report the information.

If a child is in imminent or immediate danger, call the child abuse hotline at 1-800-392-3738.

4. Child Abuse/Neglect Prevention Guidelines

The following procedures are used at the Club to prevent abuse:

Each area of the Club is supervised by an employee or qualified volunteer. An employee or volunteer must be present in any area that is used by children. When an area of the Club is not in use, children are prohibited from that area and doors to that area are locked if possible. Doors to Club rooms, which are in use, will remain unlocked at all times.

Employees and volunteers are not allowed to be alone with one Club child at any time in an area not readily observable by others. This includes being alone with a child after the Club is closed, giving rides to youth in other than emergency situations, using relationships formed at the Club to continue outside the Club, working with a child alone in a vehicle outside, or allowing youth to follow into areas where you are not readily observable. When meeting with an individual child in an office, the office door must be open or have windows that make being seen in the office easy.

When an employee or volunteer must be in the bathroom with a member (for example, in the case of a bloody nose), the employee or volunteer must keep the bathroom door open so that they are readily observable, or have another employee or volunteer assist.

Inappropriate touching or contact with youth by employees or volunteers is prohibited. At no time will any employee or volunteer be allowed to use any form of corporal punishment with a Club member.

All employees are trained in child abuse prevention.

All employees and program volunteers must pass criminal and abuse background checks.

Club employees are to closely monitor all volunteers.

All allegations of child abuse will be carried out according to the above policy and procedures.

Benefits

Health, Life and Disability

The Club provides certain benefits to all regular, full-time employees, including:

- (Medical)
- (Vision/Dental)
- (Life Insurance)
- (Short/Long Term Disability)

The following summary descriptions of this Club's employee benefits are included for illustration purposes only and are not meant to give the specific details of the benefit plans. In each case, specific provisions are set forth in the official policy or plan description. If there is any conflict between the descriptions contained in this or any other publication of the Club and the official policy or plan description, the language of the official policy or plan description controls. Employees are directed to read their policy and plan documents for detailed information

Medical Insurance/Vision & Dental/Short & Long Term Disability

The Club offers an insurance plan for all regular, eligible employees. The Club currently pays 50% of all premiums relating to the employee. Dependent medical insurance is also available and coverage information will be provided to each employee at the time of enrollment. Increases in premiums for dependent coverage will be passed on to the employee.

Life Insurance

Employees of the Club who meet the eligibility requirements are eligible for group life insurance.

Paid Time Off

Holidays

The Club will officially observe seven holidays: New Year's Day, Memorial Day (the last Monday in May), Independence Day, Labor Day (the first Monday in September), Thanksgiving, the day after Thanksgiving and Christmas Day. The Club may be closed additional days throughout the year, employees will be notified in advance of those dates.

If a holiday occurs on a Saturday or Sunday, typically the following Monday will be observed, or according to Federal observance.

Regular Full-time employees are eligible for paid holidays immediately upon hire.

Vacation Policy

Regular full-time employees are eligible to earn and use vacation time as described in this policy:

*Upon initial eligibility the employee is entitled to 10 vacation days each year.

*After 3 years of eligible service the employee is entitled to 15 vacation days each year.

*After 10 years of eligible service the employee is entitled to 20 vacation days each year

Vacation is calculated according to the anniversary year. During the initial year of employment, eligible employees will earn vacation on a prorated basis. Thereafter, employees will accrue vacation on a per pay period basis.

The annual leave benefit exists in order to provide an employee paid time away from the work place. Therefore, annual leave must be taken and cannot be sold back to the agency. Eligible employees who have provided at least two weeks advance notice of resignation will be paid for earned but unused vacation upon termination.

Requests for vacation should be submitted at least ten days in advance to the Executive Director. When possible, vacation periods will be approved as requested based on work demands. Length of employment will be considered in scheduling vacation time where there are conflicting requests.

Sick Leave

Regular full-time and eligible part-time employees are eligible to accrue paid sick leave each year.

Full-time employees:

Regular full-time employees will earn sick leave at the rate of one workday (8 hours) per month of employment. Sick time is accrued at 4 hours per pay period, twice a month. Sick leave may not be taken during any period of initial or disciplinary probation. No pay will be granted at termination for any unused sick leave.

Eligible Part-time employees:

Eligible part-time employees (those working 32 or more hours per week on a consecutive basis) will begin accruing sick leave after 6 months of employment. Accrued sick leave will be based on the total number of hours worked per pay period up to a maximum 8 days per calendar year. Sick leave will be based on an employee's normally scheduled work hours. Employees will not be paid for any accrued but unused sick leave.

Reminder: Sick leave is a privilege provided to employees to take care of their own medical appointments, health emergencies and illnesses. Abuse of this privilege may result in disciplinary action, up to and including termination of employment. Employee may use up to 3 consecutive days of sick leave with Executive Director's approval. Any additional days must be accompanied by a doctor's excuse.

Bereavement Leave Policy

Full-time employees will receive up to 3 paid days off for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandparents, grandchildren, brothers-in-law, sisters-in-law and parents-in-law.

Jury Duty Policy

Full-time employees who are summoned for jury duty will be reimbursed up to their normal rate of pay for a period of up to two weeks. Should you have to serve more than two weeks on jury duty, you may take unpaid time off.

You should make arrangements with your supervisor as soon as you receive your summons. The employee must provide written verification of jury duty and the subpoena, including dates and times, should be provided to your supervisor as soon as possible. You are expected to return to your job if you are excused from jury duty during your regular working hours.

Military Leave Policy

If an employee is called into regular military service or enlists under terms of federal statutes granting re-employment rights, the employee will be placed on military leave without pay. If an employee presents official orders for attendance for a period of training or active duty as a member of the United States Armed Forces Reserves or National Guard, the employee may choose to use annual leave or leave without pay. These training leaves will not exceed the actual time spent in training and the reasonable travel time.

All other leaves are without pay and must be authorized in advance in writing by the Executive Director. Except for those circumstances covered by other personnel policies, no employees shall be granted leave without pay for a period of six (6) months without Board approval.



	ATTENDANCE
POLICIES AND PROCEDURES MANUAL	Effective Date: 01/01/2019
	Last Revised: 01/01/2019
	Approved by: Board of Directors 11/12/12

1.0 PURPOSE

To establish standard guidelines regarding employee attendance and punctuality. Absenteeism, excused or unexcused, interferes with service delivery, can be detrimental to our mission, and causes hardship for fellow employees.

STATEMENT OF POLICY

Punctual, regular attendance is essential for quality program delivery and fairness to fellow employees and is an essential job function of every position at the Club. To that end, with the exception of scheduled time off that has been approved in advance, all employees are expected to report to work promptly. Employees are responsible for knowing his/her work hours and schedule at all times. Management is responsible for notifying associates of changes in posted or regular schedules.

Part-time Employees

2.0 DEFINITIONS

Absence: An employee's failure to report to work on any scheduled workday that is not approved. This includes scheduled extra shifts.

Occurrence of Absence: Each absence is an occurrence under this policy. Employees absent for one or more consecutive scheduled work days for the same reason shall be charged with one occurrence of absence. Three (3) consecutive workdays lost require a physician's note prior to returning to work.

Illness:	An absence in which an employee is absent due to illness. Employees are allowed 3 unexcused sick days per 12 month period. Employees are allowed an additional 3 sick days per 12 month period with a physician's note. If employee is excused for 2 or more consecutive days, it will be counted as one sick absence.
No Call, No Show:	An absence of any scheduled work day when an employee fails to provide notice by the beginning of the shift. Employees who are absent for three (3) scheduled work days without contacting their supervisor (or designee), will be considered to have voluntarily resigned their position and will subsequently be terminated from employment and will not be eligible for rehire. Supervisors should make a good faith effort to contact the associate.
Tardy:	An Employee is tardy when he or she arrives at the worksite after the scheduled start of his or her shift or after the end of a designated break or lunch period.
Scheduled Time Off:	Employee initiated pre-approved time off. Scheduled time off will not be held against the associate for disciplinary purposes. Employee is allowed to request off for 10 days in a 12 month period.
Excused Absence:	Absences employees initiated that will not be held against the associate for disciplinary purposes either prior to or during a posted schedule. Specifically included under this definition are approved uses of: <ul style="list-style-type: none"> a) Jury Duty b) Bereavement Leave c) Military Leave d) Hours cancelled e) Worker's compensation leave
Rolling Twelve Month Period:	Attendance will be tracked on a 'rolling twelve month' basis. Today's date one year ago is no longer considered for corrective action purposes (e.g., if today is 10/18/18, an instance of lost time on 10/18/17 would no longer be considered for "corrective action" purposes).
Timekeeping:	For those associates whose time and attendance is maintained on a manual basis, the supervisor will oversee that time is being kept through the scanning system and written documentation.

PROCEDURE

Employees are required to provide a minimum of two hours' notice to their site lead, or a designee, if they are unable to work their scheduled shift. Employees may **not** use leave unless the appropriate notice is given. Supervisors may waive this requirement when there are extenuating circumstances regarding notification.

As soon as an employee learns he/she may be tardy or absent, the employee must personally contact his/her supervisor. This notification should occur at minimum two (2) hours prior to the start of the employee's shift.

Employees are expected to provide the appropriate notification for requesting off, including the reason for each absence, unless the employee is on an approved leave of absence. Any absences of more than three (3) days, or periodic absences that may be due to a serious health condition, including pregnancy, prenatal care, and chronic conditions like migraine headaches, must be reported to the Area Director.

The appropriate notification for reporting an absence/tardy excludes the use of voice/e-mail or having another individual call for the employee, except in extreme situations beyond the employee's control. Instances where an employee does not make personal contact with his/her supervisor of an absence by the end of the scheduled shift are considered a "no-call/no-show" event.

An employee's "Attendance Record" must be retained from year to year, and records for terminated employees must be sent to the Area Director. Falsification of information regarding an employee's actual time worked can result in discharge on the first occurrence for anyone involved.

3.0 TARDINESS

Employees who are unavoidably delayed from the start of their work shift must notify their supervisor as soon as they are aware that they will be late.

4.0 ATTENDANCE VIOLATIONS

A verbal warning will be given for:

- Any absence during an associate's introductory period.
- A pattern of occurrences for weekend call-offs, Monday/Friday call-offs to extend the weekend, the day prior to or following scheduled days off, the day prior to or following a holiday, when rotated to a different shift or work assignments, or any other relevant pattern.
- Five (5) occurrences of absence or tardy in a backward-rolling twelve (12) month calendar.
- A written warning will be given for the sixth (6th) occurrence of absence and/or tardy in a backward-rolling twelve (12) month calendar. For an associate in their 60-day introductory period they will receive a written warning after the second occurrence.
- A 3 day suspension from duties will be given for the 7th occurrence of absence and/or tardy in a backward-rolling twelve month calendar. For an associate in their 60-day introductory period they will receive suspension after the third occurrence.
- If an associate accumulates eight (8) or more occurrences of an unexcused absence and/or tardy in a backward-rolling twelve (12) month calendar, the associate is subject to termination of employment. An associate in their 60 day introductory period will be subject to termination after the fourth occurrence.
- An associate will be subject to termination for any No Call, No Show absence.

Attendance Standards/Occurrence Definition Tracking are as follows:

Event	Occurrence
Tardy or leave before end of shift	.5

No Name Tag	.5
Unscheduled absence	1.0

Tardy/Unscheduled/Unexcused Absence

	Verbal	Written	Suspension	Termination
60 Day Introductory Period Associates	1	2	3	4
Regular Associates	5	6	7	8

5.0 SUPERVISOR RESPONSIBILITY

Record all absences and tardiness and ensure consistent application of the Attendance Policy.

Notify the Area Director of any absence that exceeds three (3) days, or periodic absences that may be due to a serious health condition, including pregnancy, prenatal care, and chronic conditions like migraine headaches.

Ensure that each employee returning to work from an illness-related absence of three (3) or more days receives clearance from their physician before commencing work.

6.0 REPEATED ABSENTEEISM

It must be recognized that there may be instances in which an employee’s absence due to illness or injury, even though excused and not the fault of the employee, becomes excessive or repetitive as to render continued employment inappropriate.

5. Staff Children

Employees’ children must be in grades kindergarten through 12th grade to be eligible for Club Membership. As a Club member, the weekly fees for the School and Summer Programs are currently waived for the staff children; The Club may modify or cease this benefit with or without notice.

Code of Ethics

The *Ethics Officers* of the Boys & Girls Club of Poplar Bluff, Missouri are the Unit Directors, the Area Director, and the CPO or all Executive Board Members.

All staff members of the Boys & Girls Club of Poplar Bluff, Missouri are expected to conduct themselves in a manner that exemplifies the highest standards of ethics and respectability in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation and professional and business relationships of the Club.

Recognizing that it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a general guide in making sound judgments and decisions on behalf of the Club and its mission.

1. Pledge of Personal and Professional Conduct

Integrity - I will demonstrate the highest standards of individual conduct, confidentiality, personal accountability, integrity, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.

Excellence – I will strive to meet the highest standards of performance, quality, service and achievement.

Honesty – I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation.

Diversity – I will support diversity by promoting a working environment that embraces the similarities and differences all people bring to the Club.

Respect – I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.

Responsibility – I will take responsibility for my actions and decisions and remain a careful steward of the funds and resources entrusted to me.

Compliance – I will comply with the Boys & Girls Clubs Employee Handbook & Code of Ethics, policies, procedures and all laws and regulations affecting the Club.

2. Professional Practices

The following points illustrate important applications that are relevant to every day work and are not intended to be all-inclusive. Staff is expected to utilize good judgment in maintaining the highest standards of ethics.

Conflicts of Interest

- I will not place my personal interest in conflict with the mission, purpose, vision, or interests of the Club, and will avoid any conduct that may impair my judgment with respect to the Club.
- I will not exploit or personally benefit from any donor or funding relationship, volunteer relationship, vendor relationship or organizational committee relationship.
- I will not use my position with the Club to obtain special advantage or gain to myself, any person related to me or any other related party.
- I will not make any payment or provide anything of value to any public official in exchange for or because of any official act performed or to be performed (that is, provide any bribe or unlawful gratuity to anyone).
- I will not ask for, accept from, or give to, any past, current or potential supplier, advisor, vendor, speaker, customer, competitor, or donor any payment, service gift, or favor other than gifts of a value less than \$100 or that amount allowed by law unless explicitly approved by the Board.
- I will reveal to the *Ethics Officers* any potential or actual conflicts of interest.

Assets, Financial Reporting and Transactions

- I will do my part to ensure that the Boys & Girls Club complies with prescribed accounting policies and procedures at all times.
- I will do my part to ensure that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization and documentation.
- I will not make false or misleading entries in any books, records or reports, invoices, timesheets, expense reports or aid others in so doing.

- I will not use, directly or indirectly, the Club's name or logo, Club funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unlawful, unethical or inappropriate purpose.

Fundraising

- I will be truthful in communicating with others, including donors and other contributors and will seek to provide factually correct, current and accurate information.
- I will be accurate and truthful in fundraising activities.
- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will honor our promises by using donated resources in the manner in which they were intended or transparently informing donors of any important alterations in the planned use of the funds.

Professional Conduct

- I will not exceed my limits of authority.
- I will treat fellow staff, volunteers, donors, vendors, the public we serve, and other stakeholders with fairness, honesty and respect. This includes refraining from gender, racial or other bias, sexual or other harassment.
- I will adhere to all Club policies related to behavior, conduct and contact with the youth served by the Club
- I will conduct myself in a professional manner at any Club related function in which I might be considered a representative of the Club.
- I will always uphold the law while working at the Club. This includes, for example, obeying all state and local laws governing nonprofits. I understand that drug use, fraud, theft, embezzlement, price-fixing, bid-rigging, or any other illicit activities are grounds for immediate termination and possible prosecution by public authorities.

Confidential and Proprietary Information

- I will abide by the Club's Records Retention policy.
- I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my employment or affiliation with the Club for the purpose of advancing any private interest or otherwise for personal gain.
- I will not unlawfully or improperly copy any material that has copyright or trademark protection.

Political Activities

- I will not use any Club financial resources to improperly influence any political figure or candidate.
- I will not make, or create the appearance of making, any contributions to any candidate for public office or political committee on behalf of the Club.
- I will not use, or create the appearance of using, any Club financial resources to endorse or oppose a candidate for public office.
- If identified as an official or employee of the Boys & Girls Clubs while engaging in political activities in an individual capacity, I will clearly communicate that I am not acting on behalf of the Club.
- I will engage in personal political activities on my own and at my own expense.

3. Reporting and Investigation

Conditions of Employment

- Upon receipt of the Code of Ethics, each staff member will agree in writing to comply with the Code of Ethics.
- Compliance with the Code of Ethics is a condition of employment for each employee.

Questions and Reporting

- If a staff member suspects a violation of the Code of Ethics, he/she is not to engage in any fact-finding related to the violation, and is to report it immediately to one of the *Ethics Officers*.

If a staff member is concerned that he/she may not be in compliance with the Code of Ethics, he/she will complete the "Code of Ethics Disclosure Statement" Form, which is available from an Ethics Officer. Any supervisor receiving such a report must immediately advise one of the Club's *Ethics Officers*. The *Ethics Officers* will provide a written response.

- There will be no retaliation or intimidation for reporting of actual or possible violations of the Code of Ethics. Such reporting may be anonymous. If not anonymous, the identity of the reporting staff member will be kept confidential unless it must be revealed in order to fully enforce this Code of Ethics or comply with legal obligations.
- The Club's *Ethics Officers* will promptly investigate all alleged Code of Ethics violations in a professional manner, report as necessary on the results of the investigation, and take whatever corrective action is required. Staff members are expected to cooperate in the investigation.

Disciplinary Action for Violations

Disciplinary action will be taken for, but not limited to, the following violations, and may include dismissal.

- Authorizing or directly participating in actions that violate the Code of Ethics.
- Concealing a violation of the Code of Ethics.
- Failing to detect or report a violation of the Code of Ethics, if such failure reflects inadequate supervision or lack of oversight.
- Refusing to cooperate in the investigation of a violation of the Code of Ethics.
- Retaliating, directly or indirectly, against an individual for reporting a violation of the Code of Ethics.
- Direct or indirect interference of a Club investigation.
- Other violations of law not outlined in the Code of Ethics but that may impact a staff member's job performance.