

Standards of Conduct

By accepting employment with us, you have a responsibility to BGCSNV and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of BGCSNV. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor for an explanation. Occurrences of any of the following violations, because of their seriousness, may result in suspension without pay or immediate dismissal without warning. Occurrences of similar seriousness not included in this list may also result in suspension without pay or immediate dismissal.

- Willful violation of any Club rule or policy set forth in this manual; any deliberate action that is extreme in nature and is obviously detrimental to BGCSNV efforts to operate
- Willful violation of safety rules or failure to observe safety rules or BGCSNV safety practices; tampering with BGCSNV equipment or safety equipment
- Negligence or any careless action which endangers the life or safety of another person
- Being intoxicated or under the influence of controlled substance drugs while at work; and/or use or possession or sale of controlled substance drugs in any quantity while on Club premises except for medications prescribed by a physician that do not impair work performance
- Possession of dangerous or illegal firearms, weapons or explosives on Club property or while on duty (strictly prohibited regardless of any concealed weapons permit you may have)
- Engaging in criminal conduct (whether or not a criminal report or conviction results) or acts of violence, or making threats of violence (i.e., fighting, provoking a fight, horseplay, or negligent damage of property) toward any member, fellow employee, or anyone affiliated with the Club, on or off property
- Any felony conviction, or any conviction of a crime which involves dishonesty, lack of integrity or morality, indecency, taking or giving of bribes, or other crimes deemed unacceptable per policy as set forth in this manual
- Unauthorized use or removal from the premises of employee lists, Club records or confidential information of any nature
- Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment
- Threatening, intimidating or coercing members, fellow employees, or others affiliated with the Club, on or off the premises at any time, for any purpose
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of Club property, or the property of fellow employees, members, suppliers, or visitors in any manner

- Theft of Club property or the property of fellow employees located on Club property; unauthorized possession or removal of any Club property, including documents, from the premises without prior permission from management; unauthorized use of Club equipment or property for personal reasons; using Club equipment for any unauthorized purpose
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; false statements about sick or personal leave; falsifying reason for a leave of absence or other data requested by BGCSNV; alteration of Club records or other Club documents
- Unauthorized dissemination of confidential or proprietary BGCSNV information to other organizations or to unauthorized BGCSNV employees; breach of confidentiality of personnel information
- Engaging in conduct detrimental to the Club, including, but not limited to, malicious gossip or spreading rumors about the Club, members, employees or others affiliated with the Club, interfering with another employee on the job; willfully restricting work output or encouraging others to do the same, or engaging in behavior designed to create discord and lack of harmony
- Immoral conduct or indecency on Club property
- Showing or permitting the viewing of R-Rated or similar movies by Club members or others on Club property or during any club sponsored activity regardless of parental consent and regardless of age.
- Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs to any Club members, fellow employees, or others affiliated with the Club, on or off Club premises
- Contact with Club members outside of the Club for activities or programs not approved by BGCSNV
- Taking unauthorized photos or videos of Club members

Occurrences of any of the following activities, as well as violations of any BGCSNV rules or policies, may be subject to disciplinary action, including suspension without pay or immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will."

- Unsatisfactory or careless work; failure to meet expected standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes
- Sleeping on the job; loitering or loafing during work hours
- The use of Club telephones, personal cell phones, or other electronic devices when supervising youth during work hours for personal purposes, including text messaging devices, internet messaging devices, wireless personal computers, or any type of wireless communication device.
- Accessing and/or interacting on social networking internet sites for personal purposes during work hours
- Leaving your Clubhouse or work location (without the permission of your supervisor); leaving active program areas unattended and members unsupervised

- Smoking in or around the Boys & Girls Club properties or vehicles
- Creating or contributing to unsanitary conditions
- Failure to report an absence or late arrival
- Excessive absence or lateness
- Obscene or abusive language toward any supervisor, employee or member; indifference or rudeness toward a supervisor, member or fellow employee; any disorderly conduct on Club premises
- Speeding or careless driving of any Club vehicles
- Failure to immediately report damage to, or an accident involving Club vehicles or equipment
- Eating food and drinking beverages in non-designated areas
- Failure to use your timecards; alteration of your own timecards or records or attendance documents; altering another employee's timecard or records, or causing someone to alter your timecards or records
- Working unauthorized overtime hours (non-exempt, hourly paid staff) or causing a fellow employee to work unauthorized overtime hours
- Violation of BGCSNV professional appearance standards