



GROWING SIDE BY SIDE

Guidelines for Employee/Volunteer Conduct

In order to provide a productive, respectful and safe work environment, where all employees/volunteers act responsibly and with honesty, Growing Side by Side (hereinafter referred to as the “GSBS”) will not tolerate misconduct. Each employee/volunteer must realize that misconduct of one person may have serious detrimental results for all employees/volunteers and the Association. Thus, standards of conduct must be set and maintained. The following non-exhaustive list is illustrative of the type of conduct that is not acceptable and may result in disciplinary action, up to and including termination. Employees/volunteers are required to fully cooperate with an investigation by GSBS, any law enforcement agency or any authorized outside agency; failure to do so is considered misconduct.

1. Discrimination or harassment in violation of our equal employment policy and anti- discrimination/anti-harassment policies
2. Mistreatment or neglect of members, guests or GSBS participants
3. Inappropriate behavior with or around Protected Persons, hereafter defined as persons 17 years and under and vulnerable adults.
4. Failure/refusal to comply with or carryout job assignments; failure/refusal to follow instructions as management requests or other insubordinate acts
5. Failure to properly record time worked or to turn in time sheets when due
6. Failure to notify the GSBS of a conviction or arrest
7. Making dishonest statements in forms or reports submitted to or required by the APSM in the performance of one's duties
8. Theft or willful damage of GSBS property or to the property of others or the removal of property without permission from GSBS management
9. Abusive or profane language towards any of the GSBS's members, customers, vendors, suppliers, employees/volunteers, or any member of the public or other individual who is in contact with the GSBS
10. Fighting or threatening another person
11. Possession of a weapon or explosive device
12. Reporting to/being under the influence of drugs or alcohol during work time, while on GSBS premises or on GSBS business
13. Possessing, distributing, or manufacturing controlled substances
14. Unexcused absence or absence without proper notification to supervisor
15. Inefficient or substandard performance of an assigned duty or responsibility
16. Horseplay, unsafe/dangerous behavior, or unauthorized sleeping on the job
17. Failure to follow any of the GSBS's health or safety policies and/or procedures
18. Absenteeism or tardiness in reporting to work or returning from breaks
19. Conduct unbecoming
20. Unfriendly, uncooperative and/or unhelpful attitude toward members, customers, vendors, suppliers, employee/volunteers, or any member of the public or other individual who is in contact with the APSM
21. Failure to be respectful, cooperative, and courteous to fellow employees



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22. Failure to take proper care of GSBS records, including personnel information, financial data and other information relating to the GSBS
23. Violation of any of the GSBS's policies or procedures including, but not limited to, Abuse Prevention Procedures

I understand that any violation of this Code of Conduct may result in termination.

Volunteer Applicant Name

Signature & Date

Signature of Parent or Guardian If Applicant
Is Under 18 Years of Age

Date



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Volunteer Acknowledgement

Please Read and Initial the Boxes As Indicated:

I understand that I am to immediately report accidents or injuries involving myself or participants to my supervisor and that volunteer positions are not covered under Workman's Compensation Insurance.

I understand that smoking or use of tobacco products, using, possessing or being under the influence of alcohol or illegal drugs is prohibited and will not be tolerated.

I understand that if chosen for a volunteer position, I will not receive momentary compensation or as a benefit of volunteerism.

I understand that I am required by law to report known or suspected instances of abuse of Protected Persons to my supervisor or President and it is the policy of the Growing Side by Side to cooperate with authorities conducting investigations of suspected abuse of Protected Persons. I understand the GSBS makes an active effort to prevent abuse of Protected Persons, and this requires that all volunteers attend Abuse Prevention Training on an annual basis.

I understand that all volunteers are subject to dismissal at the discretion of the GSBS and volunteer positions are for no specified term. If in the event I choose to cease volunteering, I am free to do so at any time. I understand that if GSBS programs are dependent on my agreed attendance, I will give GSBS ample notice of intention to cease volunteering.

I understand that if selected to volunteer, any misrepresentation made by my completion of this application shall be considered as sufficient cause for my dismissal without advance notice. I understand that in the event of my selection I will comply with all rules and regulations set forth by GSBS.

Growing Side by Side is an Equal Opportunity Employer, and does not discriminate based on sex, race, religion, age, handicap, or national origin.

I understand that volunteers will not fraternize with Protected Persons outside the program, including baby sitting or inviting children home. No exception will be made. I understand that completion of this form does not guarantee me status as a volunteer. I must meet all stated conditions required of the position for which I am asking to be considered.

I have read and understand the Volunteer Acknowledgement:

Date

Name & Signature of Volunteer Applicant

Signature of Parent or Guardian if Applicant
is under 18 years of Age
