

10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and other staff.
11. The YMCA does not discriminate against an individual's lifestyle or habits away from the job provided such does not interfere with quality YMCA program work. It does require that in the performance of their job, staff will abide by the standards of conduct set forth by the YMCA.
12. Staff must appear clean, neat and appropriately attired.
13. Using, possessing or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents is prohibited.
16. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity. (Remember our values: honesty, caring, respect, and responsibility.)
18. Understanding that the YMCA cannot control staff outside of the work setting, staff understand that being alone with children they have met in YMCA programs (e.g.: baby-sitting or inviting children to their homes) puts both themselves and the YMCA at risk and is thoroughly discouraged by the YMCA. Staff also understand that all parent packets discourage parents using YMCA staff for baby sitting.
19. Staff are not to transport children in their own vehicles. If an exception occurs for program reasons, staff are required to call the branch and inform them when they are leaving and where they are going and the expected time of arrival. Staff will call when they arrive unless they are driving to the branch.
20. Adult staff may not date program participants under 18 years of age.
21. Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA). If a dispute arises over child custody, supervisors are to refer to any legal papers filed (as in divorce or separation agreements).
22. Staff are required to read and sign all policies related to identifying, documenting and reporting child abuse and attend training on the subject, as instructed by a supervisor.

An adverse background report as established by the Georgia Department of Human Resources Child Care Division will result in termination as an employee of the YMCA. This includes but is not limited to arrest or conviction involving crimes against youth or children, or sex crimes, drug related convictions, or any felony conviction.

Staff further understand that if they see any staff person failing to "keep kids safe" they are to report concerns to their supervisor, program director or branch executive.

Print Name

Signature

Date