

## GRACE INSTITUTE / GRACE ART CAMPS

# Code of Conduct

PLEASE READ AND UNDERSTAND; SIGNING IS PART OF FINAL HIRING PROCESS

Grace Institute is a non-profit organization serving children, youth, and adults, where providing a safe and appropriate environment is critical. ANY breach of this Code of Conduct may result in immediate termination.

### **As a volunteer or employee of Grace Institute, I will:**

- Treat everyone I serve and work... with respect, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children, youth, vulnerable adults, or peers.
- Maintain confidentiality about staff, campers, and their family information, including on all social media posts and platforms.
- Wear appropriate and modest clothing; comply with the Grace Institute Dress Code.
- Cooperate fully in any investigation of abuse of children, youth, or vulnerable adults.

### **As a volunteer or employee of Grace Institute, I will NOT:**

- Touch or speak to a child, youth, or adult in a sexual, angry, or other inappropriate manner, nor use profanity.
- Humiliate, ridicule, threaten, or degrade children, youth, or vulnerable adults.
- Smoke, vape or use tobacco products during hours of employment, or on Grace Institute Campus Grounds.
- Use, possess, or be under the influence of alcohol, marijuana, or illegal drugs at any time before or during employment hours.
- Discriminate against any individual based on race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex, or gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law, or for any other circumstances.

### **SEXUAL HARASSMENT POLICY**

- Grace Institute prohibits sexual harassment of its employees and volunteers by any employee, non-employee, or applicant. Such conduct will result in immediate discharge.
- Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature.
- Employees are entitled to work in an environment free from sexual harassment and a hostile or offensive working environment.
- Romantic or sexual interaction of any kind (even when consensual) while on Grace Institute Campus is considered inappropriate and is grounds for immediate dismissal.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_