

# Camp Leo Personnel Policy

Camp Leo provides equal employment and volunteer opportunities without regard to race, color, religion, national origin, gender, sexual orientation, age, disability or veteran status, or other legally protected calls, except in limited instances when such considerations are bona fide occupational requirements (for example, for counseling staff to meet minimum accreditation age requirements.)

Camp staff are the primary instruments through which the objectives, goals, and philosophy of Camp Leo are transmitted to the camper. Staff is expected to be aware of and abide by the following personnel policies:

## 1. Camper Welfare

The primary responsibility of each and every staff member is the health and welfare of the campers. Each staff member is expected to take every care to protect the privacy and person of each camper. Physical punishment or any sexual contact between staff and campers is inappropriate and will be grounds for dismissal. For the protection of the camper, staff member, and Camp Leo, staff should never be alone with a camper outside of the view of other staff members.

## 2. Fit for Duty

Camp Leo protects the health and safety of campers and staff by insisting all staff members are fit for duty. "Fit for duty" means:

- \* able to perform your duties in a safe and effective manner, unimpaired by any medical conditions (we recognize that many of you have diabetes), personal problems, medication, alcohol or drugs.
- \* not currently abusing alcohol, and that you are not using any drugs (legal, illegal, or prescription) that have a potential to alter your mental status.
- \* not suffering from any personal problems that will interfere with your ability to care for campers or to interact professionally with other staff members.

## 3. Facilities

All staff are responsible for the care of the buildings and equipment that Camp Leo rents and owns. Such building and equipment are not available for personal use without prior approval of the staff member's immediate supervisor. Office phones are for camp business only.

## 4. Insurance

General liability insurance is carried by the camp which covers each employee when carrying out assigned camp responsibilities, as long as the employee is not negligent in carrying out those responsibilities. Copies of this insurance are available upon request.

Medical malpractice insurance is required for all medical staff, and can be obtained through The Washington Volunteer/Retired Providers Malpractice Insurance Program funded by the Washington State Department of Health. If you require medical malpractice insurance for your time at camp you must fill out the form here:

[http://www.wvahec.org/documents/VRP\\_Malpractice\\_Insurance\\_Application.pdf](http://www.wvahec.org/documents/VRP_Malpractice_Insurance_Application.pdf)

## 5. Salary

Camp Leo is staffed by volunteers. However, staff will be reimbursed for pre-approved camp expenses. Please check with your direct supervisor before purchasing anything for camp that will require reimbursement.

## 6. Time Off

Time-off periods will be scheduled as regularly as possible at the convenience of the camp program. Each staff member is eligible for 2 hours off each day, which is made clear in the daily schedule. Any additional time off must be scheduled with your direct supervisor and will not be granted until coverage for your position is arranged for that time. Additionally, if attending more than one week of camp, staff can expect one 24-hour period each week free of duties.

## 7. Dismissal and Resignation

Camp Leo staff members are employed at the will of Camp Leo. Camp Leo will make staff termination decisions that best support its mission and are in its best interests. Dismissals and resignations will be managed by the Executive Director. While not all possible reasons or contexts for dismissal can be listed here, obvious reasons include, but are not limited to:

- a. gross misconduct
- b. neglect of responsibilities
- c. endangerment of campers, staff, or camp property
- d. conduct which reflects negatively on Camp Leo
- e. mental or physical abuse of another individual
- f. harassment (sexual or other)
- g. alcohol, marijuana, or illegal drug use at camp
- h. poor judgment that puts campers at risk
- i. conduct that is incompatible with the mission of Camp Leo
- j. violation of Camp Leo policies

## **8. Sick Leave, Emergency Leave, and Healthcare**

Leave will be managed by the Camp Director in coordination with the camp physician. At Camp Leo we believe that in order to maintain the health of the campers we must maintain the health of our staff. Special attention to individual needs of the staff will be given when requesting sick or emergency leave.

Camp Leo medical staff is available to the staff when on camp grounds. Cabin medical staff is responsible for the health of the cabin counselor and counselor in training, as well as the campers in their cabin. The cost of prescriptions, physicians, or hospital visits must be covered under one's personal insurance unless the injury/illness is work related

## **9. Community Relationships**

Each staff member represents the camp in his or her dealings with members of the local communities, as well as behavior off camp grounds. Staff are to be sensitive and respectful to the people from whom we rent the camp facilities and the people in the communities near camp. Conflicts with or inappropriate behavior by the staff of the rented facility (Black Diamond Camps) should be immediately reported to the Camp Director.

## **10. Grievances**

Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members it should be reported to one's supervisor promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance to the Camp Director. Should the Camp Director be the source of the grievance, the staff member may report the grievance to the Executive Director. Should the Executive Director be the source of the grievance, report the grievance to the head of the Board of Directors.

## **11. Evaluation**

In an effort to help each Camp Leo staff member perform their duties at an optimum level we will provide evaluation on a regular basis. The supervisor will indicate the frequency of the evaluation and will share it with the staff member. The staff member and the supervisor will both sign the agreed upon evaluation. You do not have to wait for a scheduled supervisory conference to seek advice or counsel from your supervisor. The primary responsibility of a supervisor is to be available to deal with the day-to-day problems of his or her supervisees.

NOTE: These policies are designed to clarify, generally, the employer/employee relationship and should not be considered as a contract or guarantee of employment. Be sure you have a complete understanding of what it will demand of you, correct expectations and communication are a must for a successful and enjoyable camp experience!

# POLICY AGAINST DISCRIMINATION AND HARASSMENT

## **Purpose**

Camp Leo believes in respecting the dignity of every employee and expects every employee to show respect for all of our colleagues, customers, and vendors. Respectful, professional conduct furthers Camp Leo's mission, promotes productivity, minimizes disputes, and enhances our reputation. Accordingly, this policy forbids any discrimination or unwelcome conduct that is based on an individual's race, color, religion, gender, national origin, age, disability, ancestry, medical condition, marital status, veteran status, citizenship status, sexual orientation, or any other protected status of an individual or that individual's associates or relatives. Camp Leo is thus committed to providing a work environment that is free of unlawful discrimination, including harassment that is based on any legally protected status. Camp Leo will not tolerate any form of discrimination or harassment that violates this policy.

## **Coverage**

This policy forbids any employee, supervisor, partner, officer, director, vendor, client, or agent of Camp Leo to discriminate against or harass any Company employee or applicant. This policy also applies to volunteers.

## **Prohibited Conduct**

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment action and any unwelcome conduct that affects someone because of that individual's protected status. Among the types of unwelcome conduct prohibited by this policy are epithets, slurs, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status. Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment, Camp Leo discourages any such conduct in the workplace.

## **Sexual Harassment**

Sexual harassment is a problem that deserves special mention. Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or are of different genders.

According to the U.S. Equal Employment Opportunity Commission ("EEOC"), unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct based on sex constitute unlawful sexual harassment when (1) submission to such conduct becomes an implicit or explicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for any employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation. Examples of gender-based harassment forbidden by this policy include (1) offensive sex-oriented verbal kidding, teasing or jokes; (2) repeated unwanted sexual flirtations, advances or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual's appearance or sexual activity; (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons or posters; (6) unwelcome pressure for sexual activity; (7) offensively suggestive or obscene letters, notes or invitations; or (8) offensive physical contact such as patting, grabbing, pinching, or brushing against another's body.

## **Employee Responsibility**

Everyone at Camp Leo can help assure that our workplace is free from prohibited discrimination or harassment. Everyone is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited discrimination or harassment; no employees, not even the highest ranking people in Camp Leo, are exempt from the requirements of this policy. Every employee is expected to inform any person in the workplace whose conduct the employee finds unwelcome. Any manager or supervisor who is aware of conduct inconsistent with this policy or who receives a report of conduct inconsistent with this policy is to report immediately to the Camp Director or Executive Director. Every employee who reports harassment under this policy should make every effort to make that report directly to the Camp Director or Executive Director.

## **Reporting Procedures**

If you feel you have experienced or witnessed any conduct that is inconsistent with this policy, you are to immediately notify the Camp Director or Executive Director. These are the individuals who are authorized by this policy to receive and act upon complaints of discrimination or harassment on behalf of Camp Leo. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.

### **Company Response**

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Camp Leo may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation proceeds. Camp Leo will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. Camp Leo might also conclude, depending on the circumstances, either that no violation of policy occurred or that Camp Leo cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then Camp Leo will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. Camp Leo may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. If the person who engaged in harassment is not employed by Camp Leo, then Camp Leo will take whatever corrective action is reasonable and appropriate under the circumstances.

### **Procedures**

Consistent with this policy against workplace discrimination and harassment, Camp Leo maintains posters on its bulletin boards that refer to legal definitions of discrimination and harassment. These posters identify governmental agencies to contact for information on how and when to file administrative claims. Using Camp Leo complaint process does not keep an employee from filing a claim with a state governmental agency or with a federal agency such as the EEOC. The time period for an EEOC filing is 180 or 300 days from the harassment. The time period for filing a claim continues to run during a Company investigation. Our policy provides for immediate notice of problems to Camp Leo officials listed above, so that we may address and resolve any problems without waiting for any legal proceedings to run their course.

### **Policy Against Retaliation**

Camp Leo forbids that any employee treat any other employee or former employee or applicant adversely for reporting discrimination or harassment, for assisting another employee or applicant in making a report, for cooperating in a discrimination or harassment investigation, or for filing an administrative claim with the EEOC or a state governmental agency. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

### **Confidentiality**

In investigating and in imposing any discipline, Camp Leo will attempt to preserve confidentiality to the extent that the needs of the situation permit.

### **Acceptance of Policy**

All Company employees have a personal responsibility to conduct themselves in compliance with this policy and to report any observations of conduct inconsistent with this policy. If you have any questions concerning this policy, then please contact the executive director at [director@campleo.org](mailto:director@campleo.org).

I agree to comply with this policy.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date