



Subject: Code of Conduct and Behavior			
Policy/Procedure No: HR-4.04	Page: 1 of 2	Adoption Date: 11/15/00	Revision Date: 12/18/08
Approved By: <i>Carol Williams</i>		Title: President, Sarasota Family YMCA, Inc.	
Distribution: All Personnel Policy procedure Manuals and All Employees			
Authority Reference: Governing Board			

I. POLICY

The Sarasota Family YMCA has established standards to govern the behavior of its employees and volunteers. The YMCA’s employees and volunteers shall role model appropriate behavior at all times. Families entrust their children to the YMCA’s care for child care, camp and other youth programs. Our promise to these families is that we will provide a safe environment in which all participants are treated in a caring, honest, respectful and responsible way.

II. GUIDELINES

1. Staff shall refrain from inappropriate intimate displays of affection towards others in the presence of children, parents, and staff.
2. Profanity, vulgarity, sexual innuendoes, obscene or inappropriate jokes, sharing intimate details of one’s personal life, derogatory or offensive comments or any kind of discrimination or harassment is prohibited.
3. Staff shall portray themselves as a positive role model for youth by demonstrating our four core values (Caring, Honesty, Respect, Responsibility) as well as other pro-social attributes such as loyalty, patience, courtesy, tact and maturity. Staff are to help us achieve our mission of embedding character development and the company’s core values into our culture at every opportunity.
4. Staff shall maintain appropriate staff-client boundaries at all times.
5. Staff shall not share any intimate, personal, or sensitive information that would not be considered common knowledge (age, address, personal information, problems, details of one’s personal life, etc.) about themselves, co-workers, clients or members with anyone other than in accordance with Policy /Procedure No. HS-3.02.
6. Confidential client information and/or case histories, negative information or opinions about any other staff members, supervisors or clients shall not be discussed in the presence of clients, their families or at informal staff gatherings, parties, in public places or social gatherings.
7. Employees should not discuss a client in the presence of another client or family. If clients or families ask staff questions about other clients, they are to be informed that this is confidential information and the matter cannot be discussed.
8. Client files shall be secured or in a staff member’s direct possession at all times. Client files are not to be left on desks or tables. When client files are to be removed from assigned premises for official use, they shall be properly signed out and maintained in direct staff possession at all times.
9. Staff may not use their place of employment or institutional affiliation to recruit or gain clients for their private practices.
10. Staff are to use good judgment and discretion when communicating on personal websites, web logs, text messaging and other forms of electronic communication. Under no circumstance should an employee encourage or allow access or provide access to his/her personal contact information, website or blog to a member or program participant under the age of eighteen (18). The YMCA does not mean to interfere with anyone’s private life, but publicly observable communications, actions or words are not private. If you want something to be private, do not expose it to public access. If you or your words are in public, make sure they are not interfering with your role at the YMCA or that they do not negatively impact the YMCA. Staff is solely responsible for any legal liability arising from or relating to the content from personal websites and/or blogs.



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- The use of photos, logos or images of the YMCA or its programs is prohibited. If you use the YMCA’s name (including names of camps or programs) in any such communication, you should be especially careful to support and certainly not to harm or ridicule the YMCA’s image or mission.
- Any personal website or blog should not contain commentary that violates the YMCA’s policies on harassment or discrimination.
- Make it clear to the readers that the views expressed are yours alone and they do not necessarily reflect the views of the YMCA.
- Staff should not disclose any information that is confidential or proprietary to the YMCA, or to any third party that has disclosed information to the YMCA.

I have read and understand the above and agree to abide by it.

Print Name

Signature

Date