

Personnel Policies.



Make a difference in the life of a child!

Camp Howe

P.O.Box 326
Goshen MA 01032
413-268-3969

PERSONNEL PHILOSOPHY	3
I STANDARDS OF CONDUCT AND PERFORMANCE	3
II. CONDITIONS OF EMPLOYMENT	3
A. Drugs, Alcohol and Tobacco Free Workplace	3
B. Sexual Harassment/Harassment	4
C. Inappropriate Behavior	5
D. E-Policy	6
E. Position Requirements and Qualifications	7
F. Employment Procedures	7
G. Investment in 4-H	7
H. Uniform Requirements	7
I. Foot Dress	7
J. Conflict of Interest	7
K. Personal Possessions/Valuables	8
L. Weapons	8
M. Pets	8
N. Vehicles	8
O. Cell Phones	8
III. WORK PERIODS. TIME OFF AND COMPENSATION	8
A. Work Periods and Time Off	8
B. Sick Leave	9
C. Personal Leave	9
D. Seasonal Employment	9
IV SALARY ADMINISTRATION	9
A. Payment of Salary	9
B. Deductions from Pay	9
C. Special Status Employees	9
V. INSURANCE PROVIDED BY CAMP HOWE TO BENEFIT THE EMPLOYEES	9
A. Automobile Liability	9
B. General Liability,	9
C. Accident Insurance	9
D. Workers' Compensation	10
E. Room and Board	10
F. Expense Reimbursements	10
VI. JOB STATUS AND WORK REVIEW	10
VII. RECORDS	10
A. Personnel Files	10
B. Camper Reports and Files	10
C. Privacy Search	10
D. Criminal Offender Records and Sex Offender Registry	11
VIII. GRIEVANCE PROCEDURE	11
IX. TERMINATION/SEPARATION	11
ACKNOWLEDGMENT OF RECEIPT OF HARASSMENT POLICY	12
ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE PERSONNEL POLICY	13
CAMP HOWE INTERNET COMMUNICATION AND OUT OF CAMP CAMPER CONTACT POLICY	14

PERSONNEL PHILOSOPHY

Camp Howe, Inc. (herein after "Camp Howe") seeks to secure and retain qualified staff. As employers, it is believed that this Personnel Policy reflects the 4-H Philosophy of employment. Camp Howe, its programs and employment shall be operated in accordance with State and Federal law and the policy of nondiscrimination adopted by the US Department of Agriculture through the University of Massachusetts Extension.

In 4-H Camping, employees and volunteers contribute managerial and specialist expertise, research capability, continuity and support to the delivery of program to all youth. The Camp Howe Board of Directors employs an Executive Director to be accountable for the organization and management of Camp program and facilities. The Executive Director is responsible for the engagement and direction of all Employees of the organization who, in turn, shall be responsible and accountable to the Executive Director.

University of Massachusetts Extension recognizes the substantial contribution of volunteers and employees to the success of the 4-H Program and seeks to make the 4-H experience rewarding to everyone involved. Camp Howe has the commitment to provide a setting in which there is opportunity for participation, challenge, advancement of leadership technique and broadening of experience, for which employees receive support, recognition and appreciation of a job well done.

I STANDARDS OF CONDUCT AND PERFORMANCE

In the interests of the health, safety and total welfare of campers, and Employees and the quality of 4-H programming at Camp, the highest standards of conduct and performance shall be required of all Employees. Employees shall agree that while participating in Camp program they shall adjust their personal habits and actions to the policies, ideals and traditions of 4-H and Camp Howe. The conduct of all Employees, both in and out of Camp, shall be professional and their role an exemplary model for campers; be non-discriminatory toward, but not limited to, race, color, age, religion, sex, national origin, sexual orientation, marital status, learning, physical or mental disabilities, ancestry, genetic information, and any other protected class; and shall exhibit respect for the environment and world. Employees shall be prohibited from promoting their personal life styles, political views, or religious preferences to other Employees, participants, parents, campers or other volunteers.

Employees shall not attempt to develop any inappropriate social relations or intimate contact with any camper. There shall be no open personal contact, nor display of intimacy or affection between Employees on duty beyond what is in the spirit of Camp camaraderie. Social relations among Employees shall not interfere with the objectives of job performance nor impede the goal of having a unified, cohesive Camp community.

II. CONDITIONS OF EMPLOYMENT

A. *Drugs, Alcohol and Tobacco Free Workplace*

Camp Howe acknowledges and respects the Laws of the Commonwealth of Massachusetts. Camp recognizes that the Law specifies that employees shall be drug-free. Distribution, possession, use or being under the influence of a controlled substance, is a criminal offense, which the Board of Directors must report to the proper authorities for prosecution.

Use, possession, or being under the influence of alcohol at Camp Howe is strictly prohibited and violators will be subject to severe discipline, up to and including immediate dismissal.

All over-the-counter and/or prescription medications shall be submitted in the original container to the Health Care Supervisor to place under lock. Only the Health Care Supervisor in the manner, combination and quantity prescribed shall administer medications.

Employees must notify the Executive Director of any criminal drug-charge, any driving-while-intoxicated charge, or participation in any diversion program not later than twenty-four (24) hours after the incident.

Camp Howe is a tobacco and smoke-free environment. Employees shall not smoke in the presence of campers nor give campers to know they may be going to smoke or are in the habit of smoking.

B. Sexual Harassment/Harassment

Camp Howe is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equal employment opportunities, prohibits discriminatory practices, and is free from all illegal harassment, including sexual harassment. Camp expects that all relationships among individuals in the workplace will be conducted in a business-like manner, free of bias, prejudice and harassment.

Coverage - This policy applies to all applicants, employees and volunteers and prohibits sexual harassment, illegal harassment, discrimination and retaliation, whether engaged in by fellow Employees, Supervisors, Managers, Vendors, Consultants, Subcontractors, Donors or Volunteers.

Conduct prohibited by this policy is unacceptable at Camp Howe and in any Camp Howe program away from the premises, including business trips, business meetings, Camp Howe sponsored events and business-related social events.

Definitions**Sexual Harassment**

For the purposes of this policy, sexual harassment is defined (as stated in the Equal Employment Opportunity Commission Guidelines) unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition or employment; or
2. Submission to or rejection of such conduct by an individual is used as basis for employment decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of conduct that may be considered sexual harassment include, but are not limited to:

1. Unwelcome sexual advances
2. Suggestive or lewd remarks
3. Unwanted hugs, touching or kisses
4. Requests for sexual favors
5. Display of pornographic posters, cartoons or drawings
6. Verbal or written comments that are sexually oriented

Illegal Harassment

Under this policy, illegal harassment is defined as verbal or physical conduct towards an individual because of race, color, gender, religion, sexual orientation, national origin, citizenship, age, marital status, disability or other characteristics protected by law and:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise illegally affects an individual's employment opportunities.

Illegal Harassment includes, but is not limited to:

1. Epithets, slurs or negative stereotyping;
2. Threatening, intimidating or hostile acts;
3. Demeaning or humiliating jokes and display or circulation in the workplace by any medium written or graphic material that demeans or shows hostility or aversion toward an individual or group.

Retaliation Prohibited

Camp prohibits retaliation against any individual who makes a good faith report of sexual harassment or illegal harassment, or participates in an investigation of such reports. Retaliation against an individual for reporting sexual harassment or harassment, or for participating in an investigation of a claim of illegal harassment or discrimination is a serious violation of this policy and like sexual harassment and illegal harassment, will itself be subject to corrective action.

Reporting

Illegal harassment of any kind is an extremely serious matter, one that must be handled with discretion and the utmost confidentiality, both for the sake of the alleged victim and the alleged offender. Camp Howe urges prompt reporting of all incidents of sexual harassment, illegal harassment or retaliation, regardless of the alleged offender's identity or position. Individuals who believe they have been treated in a manner contrary to Camp's policy or who have concerns about such matters should discuss their concerns as soon as possible with their immediate Supervisor, Camp Director, Executive Director or Camp Nurse. Individuals who believe that they are being subjected to illegal harassing conduct may also tell the offender that his or her behavior is unwelcome and request that it be discontinued.

C. *Inappropriate Behavior*

Camp is committed to a work environment in which relationships are characterized by dignity, courtesy, respect, and equitable treatment. Camp shall seek to provide all employees and volunteers with a work environment free from all forms of abuse and to provide an environment that is free of child abuse and that safeguards the health and well being of all campers.

Therefore, in accordance with this policy, the following, including, but not limited to, will not be condoned or tolerated and may be cause for disciplinary action up to and including termination:

- Any display or demonstration of sexual activity between Employees or volunteers and campers.
- Sexual advances or sexual activity of any kind between employed staff, volunteers and campers.
- Infliction of sexually abusive behavior upon campers, including sexual touching and bodily contact, exhibitionism, and/or voyeurism.
- Infliction of physically abusive behavior or bodily injury upon campers.
- Physical neglect of campers, including failure to provide adequate health or safety measures, care, and supervision in relation to Camp activities.
- Emotional maltreatment of campers, including verbal abuse or verbal attacks or frightening by dramatic actions or story-telling. (Ghost stories.)
- Corporal Punishment.
- Pranks are not allowed. Employees will refrain from any and all malicious or un-programmed mischief or horseplay that is directed against campers or other Employees, and will not encourage or tolerate malicious mischief or horseplay among campers or other Employees. This includes any kind of activity that tampers with, causes or has the potential for causing damage to any personal well being, personal belongings, living space, the natural environment or Camp Howe property.

Reporting Procedure:

Harassment/Sexual Harassment & Inappropriate Behavior

Whenever the Supervisor receives information, whether direct or indirect, the Supervisor as outlined below must take immediate action:

1. Allegations may be reported to the Employee's Supervisor, Camp Director, Executive Director or Camp Nurse.
2. Allegations reported to any Supervisor must be immediately reported to the Camp Director who immediately reports to the Executive Director.

A representative from the Board of Directors and/or Executive Director will meet with the employee to gather information about the allegation and conduct a full investigation. The Supervisor of the accused individual will be informed on a confidential basis of the allegation, the scope of the investigation and the final outcome. The Supervisor and the one-on-one Supervisor together with Human Resources will determine corrective action and necessary next steps to be taken.

Investigation

Any reported allegation of sexual harassment, illegal harassment or retaliation would be promptly and thoroughly investigated. The investigation may include individual interviews with the parties involved and, where necessary, interviews of other individuals who may have observed the alleged conduct or may have other relevant knowledge.

Upon conclusion of the investigation, anyone who is determined to have acted in an inappropriate manner will be subject to disciplinary action, up to and including termination of employment and prosecution under the law.

D. E-Policy

Camp Howe recognizes that as electronic communications and other technologies are evolving, information can be accessed, communicated and transferred by the general public. The Internet is public space and must be respected as such.

Computers are available to Camp Staff for personal and work related purposes. Personal computer access to the Internet is also made available at Camp for these purposes. Camp Howe reserves the right to monitor and review Internet use (e-comm) including, but not limited to, any Internet site, personal websites, online blogs¹ or journals (such as livejournal.com, xanga.com, facebook and myspace.com), instant messaging, Camphowe.com addresses, etc. as well as files viewed, accessed or downloaded and the duration of visit. Information on the Camp computers, Camphowe.com email addresses or on any Internet site will be monitored, and may be retrieved by Camp administrators and subpoenaed by a court of law. If any information is determined to be inappropriate, detrimental to children or in opposition to the mission and objectives of Camp Howe, any responsible employee will be subject to disciplinary action, up to and including termination of employment and prosecution under the law.

Camp Howe Staff, involved in posting inappropriate images or information or engaging in anti-social and/or illegal activities on the Internet, will jeopardize their continued and future employment at Camp Howe. Consider carefully what you are writing or posting in general, concerning your experiences at Camp. Everything put on online is available to be read by Camp Howe parents and Campers. All postings pertaining to Camp, reflect upon and impact the reputation of Camp Howe.

Pictures may not be posted on the Internet showing Camp Howe Campers. If any pictures from Camp have already posted that DO contain Campers, they must be removed.

The only pictures of Campers allowed to be posted publicly are those on our official website or those approved by the Executive Director.

Camp Howe encourages the development and fostering of the Camp community, and relationships formed through participation in this community. Camp Howe Staff members are expected to be a role model of safe and appropriate behavior to Campers, their families and the general public both in and out of Camp, during and outside of the summer season.

Staff must agree that they will not share, or allow the online viewing of information, which may be any of, but not limited to, the following:

1. Illegal
2. Abusive, profane, obscene or in any other way objectionable language or images.
3. Information that could be in any way harmful, degrading or embarrassing to the interests and/or reputation of Camp Howe.
4. Information, personal or private, such as images, names, addresses or other elements of identity.
5. Breach of confidentiality or privacy of the Campers, families of Campers, Staff or Camp Howe.

¹ From "web-log" hence *blog*--A frequent, chronological publication of personal thoughts and Web links. A blog is often a mixture of what is happening in a person's life and what is happening on the Web, a kind of hybrid diary/guide site, although there are as many unique types of blogs as there are people.

Inappropriate postings, comments or pictures which may appear on the Internet, on any Camper web pages or blogs, or and any inappropriate communications with Campers via e-mail or instant messaging—
SHALL NOT BE TOLLERATED.

Camp Howe expects that employees and volunteers will use e-comm within the parameters of expectations outlined in these personnel policies including, but not limited to, standards of conduct and harassment. The employee/volunteer shall be expected to uphold the standards of behavior enforced throughout the summer, when interacting with Campers and/or their families during any other seasons.

E. Position Requirements and Qualifications

Specific requirements and qualifications are established for each camp position and are recorded in the position description. Candidates for employee positions should meet these requirements and qualifications. The selection and placement of camp Employees is determined by the Camp Director on the basis of the candidate's qualifications and the needs of the program, in a manner consistent with personnel philosophy and policy.

Physical Examination

Employment is contingent upon proof of physical examination, within 12 months, showing evidence of good health and the ability to perform the essential job functions. Notice shall be given of any surgical procedure or serious illness since the time of the doctor's examination and written statement of approval for participation in camp activities. The health history form must be presented to the Camp Director prior to the start of employment. If an employee's physical condition affects job performance, the administration may require, at its expense, subsequent physical examinations. For minors, parent or guardian signature and signed permission to seek emergency medical care is required. Employees are expected to be responsible for getting adequate rest and maintaining excellent health conditions through personal habits and must report for treatment in the event of sickness or injury.

F. Employment Procedures

Offer of Employment - Camp shall provide each prospective Employee with an offer of employment, confirming terms of employment and relating these to the Personnel Policy. The offer specifies such information as the job title, seasonal salary (weekly pay-rate for Day Camp) and effective dates of employment.

G. Investment in 4-H

Camp is open to all youth and adults who believe in and are willing to live by 4-H principles. All seasonal camp Employees are required to invest themselves in the 4-H Camping philosophy.

H. Uniform Requirements

Employees shall dress in a manner appropriate for their job duty and as a role model to campers and other Employees. During registration, awards night, the candlelight ceremony and other times when the public may be present, staff shirts and specified colored bottoms will be required.

I. Foot Dress

Employees are expected to dress their feet with environmentally appropriate, protective footwear and ensure that campers do the same.

J. Conflict of Interest

The Conflict-of-Interest Policy Statement must be signed by all employees on the date of employment and reviewed annually to verify their acknowledgment and acceptance of its provisions.

K. Personal Possessions/Valuables

Employees are solely responsible for their own personal belongings of every use and description, such as money, clothing, jewelry, appliances, musical instruments and sports equipment brought to camp. Any use in camp, either personal or for program, is at the Employee's risk. Valuables may be secured in the office. Since there is no need for cash in pocket at camp, it is strongly urged to deposit such with the Director and encourage campers to do the same.

L. Weapons

No individual may bring weapons, dangerous items and/or hunting equipment to camp, under any circumstances. Law prohibits fireworks.

M. Pets

Pets shall be allowed in Camp only with Administrative approval in designated areas.

N. Vehicles

Employees, seeking permission from Camp Administration to store or park vehicles on Camp property, will be required to place on file proof of liability insurance, a copy of license and registration and a copy of keys to operate the vehicle.

O. Cell Phones

Cell phones may not be used in any location in which campers may see their use. Exception is given to the Director and Executive Director for emergency communication and contact with parents, staff and/or vendors.

Cell phones with in built cameras are not permitted in public restrooms, changing areas or shower house.

III. WORK PERIODS. TIME OFF AND COMPENSATION***A. Work Periods and Time Off*****1. Day Camp**

Day camp will be in session Monday through Friday from 9:30am to 3:30pm. Employees will be required to work before and after these hours as program, training, and supervisory needs require (i.e. overnights, bus rides, etc.).

Every effort will be made to provide each Employee with some relief from responsibility for a short time each day. Such arrangements will be made with your Supervisor.

2. Residential Camp

The responsibility of residential Camp Employees is the ongoing supervision of campers.

- All Employees are expected to abide by the posted time-off schedule. All periods of time-off shall be designated by the Supervisor under the direction of the Camp Director in accordance with the staffing and program needs of Camp Howe.
- Time-off will consist of a minimum of:
 1. 24 hours off each week, taken in blocks of not less than 12 consecutive hours.
 2. 2 hours off during each day, assigned by the Supervisor on a fair and rotating basis.
- All staff may be subject to recall during periods of time-off in case of emergency.
- Employees under 18 years of age must have written parental permission to leave camp with other Employees on time-off.

B. Sick Leave

Sick leave may be granted by the Camp Director but may not exceed one (1) day with pay during the term of employment. After an illness of more than 3 workdays an employee shall be required to submit a statement from a physician indicating that the employee is able to return to work.

C. Personal Leave

Personal leave, without pay, may be granted at the discretion of the Camp Director for emergency reasons. Employees are expected to make every effort to handle personal matters during non-work time.

D. Seasonal Employment

Camp Howe is a seasonal employer with respect to all aspects of the summer camp programming. All Employees are Seasonal Employees and all conditions pertaining to this status shall apply.

IV SALARY ADMINISTRATION**A. Payment of Salary**

Volunteers receive volunteer compensation at a daily rate to help defray out of pocket expenses. Compensation will be mailed or otherwise transmitted to volunteers the last day of each session.

Employees shall not be paid during training time.

Salaried Employees receive pay as determined by their position. All Employee work-agreements shall be held as confidential between Camp Howe administrators and the specified employee and shall not be discussed with other staff.

Salaries will be issued in accordance with Massachusetts Law in a timely manner. In the event of a termination, salaries will be prorated.

B. Deductions from Pay

Deductions will be made from pay in accordance with the mandates of State and Federal Law. This includes, but is not limited to, taxes, certain contributions and monies being deducted for board and lodgings.

C. Special Status Employees

The administration and payment of salaries of employees who are employed through a work-study or cultural exchange program shall be determined by arrangement with the sponsoring organization.

V. INSURANCE PROVIDED BY CAMP HOWE TO BENEFIT THE EMPLOYEES**A. Automobile Liability**

Provides protection in case of accident while driving or riding in Camp leased vehicles.*

*ONLY those Employees trained and designated by the Camp Director shall operate CAMP VEHICLES.

B. General Liability,

Provides liability protection in case of bodily injury or property damage: for all employees while on Camp business.*NOTE: The above are not statutory benefits, but provided at the sole discretion of Camp Howe.

C. Accident Insurance

Provides secondary insurance coverage for any volunteer sustaining injury on Camp Howe property or while participating in Camp program going directly to and from Camp Howe. This is not a substitute for your own personal medical coverage.

D. Workers' Compensation

Provides compensation for loss of wages from disability suffered from injury or illness during, or as a result of, employment at Camp Howe; compensation for necessary medical expenses as a result of such injury or illness; dependent survivor's benefit; or death benefit. Accurate daily schedules, with all changes noted, should be maintained by Employees and submitted to the Camp Administration.

To assure proper coverage and to comply with the Workers' Compensation and Occupational Safety and Health Acts, any accident that occurs on the job should be reported, even if there were no apparent injuries sustained. Forms for such reporting are available at the Health Care Center.

E. Room and Board

Resident Employees receive board and lodging at Camp Howe when in session.

F. Expense Reimbursements

1. Purchases - Employees will be reimbursed for purchases made for Camp Howe provided that prior written approval for such purchases is obtained from the Camp Director and appropriate receipts are returned.
2. Use of Personal Cars for Camp Business.
 - a. Employees authorized to use their own personal automobiles for Camp business will be reimbursed at a predetermined rate per mile. This does not include commuting or travel between home and Camp Howe. All employees are expected to assume personal travel expenses.
 - b. An employee using a personal vehicle for official business must have a valid drivers license on file and shall be responsible for compliance with state minimum insurance requirements and other motor vehicle laws regarding vehicle safety, personal liability and property damage.
 - c. Proof of current liability insurance must be submitted to the Camp Director to be placed on file with Camp Administration, before the employee will be eligible to receive mileage reimbursements.

VI. JOB STATUS AND WORK REVIEW

The Employee together with the Employee's Supervisor shall complete a written work review, which shall become a part of the Employee's personnel file. This report is a summary and final evaluation of job performance as discussed during periodic supervisory conferences held throughout the summer.

VII. RECORDS***A. Personnel Files***

A personnel file shall be maintained for each employee. These records are confidential and are kept seasonally by the Camp Director and annually by the Human Resource Director. Employees shall have access to their own personnel file upon written request. Medical files are kept separate from personnel files. All records may be disclosed as required by law.

B. Camper Reports and Files

Any information provided by Camp Howe about campers from confidential reports and other communications shall be kept confidential in a professional manner as described by the Camp Director.

C. Privacy Search

Camp Howe reserves the right, with cause, to search a seasonal Camp Employee's personal property on Camp Howe premises during any investigation. When practicable, any such search of personal property will be conducted in the presence of the subject Employee.

D. Criminal Offender Records and Sex Offender Registry.

Camp Howe is required by state law to research each employee for criminal records (both in the state of Massachusetts and the state in which you reside), Massachusetts sex offenders register (SORI) and National Sex Offender Registry. Each employee is required to complete the necessary paperwork to allow Camp Howe to facilitate acquisition of this information. International staff shall be required to obtain this information from their home country and produce a signed document from local law enforcement agencies.

No individual will be hired if they have been convicted of any crime involving or related to a child or sexual in nature. Other convictions will be reviewed by the board of directors, insurance company and attorney and the individuals will be notified of their eligibility for employment.

VIII. GRIEVANCE PROCEDURE

Employees are encouraged to discuss work-related questions, concerns and problems with their Supervisor as soon as they arise, so that corrective action may be taken when reasonably practicable.

In the event of a substantial difference of opinion, or when significant facts seem to have been overlooked or ignored, or where the validity of judgment is questioned, employees may request a meeting with the Camp Director and/or the Executive Director.

Employees may appeal any such matter further through the formal Grievance Procedure to the Camp Howe Board of Directors without fear of jeopardizing job security or advancement.

The Grievance Procedure is a systematic process for the hearing and orderly handling of complaints from employees concerning the policies and procedures governing personnel practices or working conditions. To be valid, such complaint shall be stated in writing to include (1) the policy, procedure and/or working condition from which the appeal is taken; (2) the alleged violation with dates and times; and (3) the adverse impact of the violation on any employee. Any Grievance Memo (available from the Camp Howe Administration) shall be filed within six working days of the actual incident that has led to the grievance. A response from Camp Howe shall be within 10 working days.

IX. TERMINATION/SEPARATION

The separation of all seasonal employees occurs on the ending date of employment as specified in the work agreement, unless the employee or employer initiates earlier termination.

An employee wishing to resign before the agreed dates of employment shall give seven (7) days prior notice in writing. The Camp Director may accept a resignation to be effective immediately in cases deemed it to be in the best interest of Camp Howe.

Camp Howe reserves the right, for cause, to modify elements of this policy, terms of employment or to terminate any work agreement.

Camp Howe, Inc.
Board of Directors
1/26/2010

EMPLOYEE CONFLICT-OF-INTEREST STATEMENT

No employee of, or volunteer at Camp Howe nor any family member of the same should accept any gift, entertainment, services, loans, or promises of future benefits from any individual who personally or whose employer might benefit or appear to benefit because of any connection with Camp Howe. Employees are expected to resolve, by their own initiative, the most gracious means of declining such gifts, offers or entertainment that do not meet this standard.

No employee of, or volunteer at Camp Howe should perform for personal gain services for any supplier to Camp Howe of goods or services, or for any customer, as employee, consultant, or in any other capacity, that provides compensation of any kind. Similar association by a member of the employee’s family or by any other relative may also be inappropriate.

No employee of, or volunteer at Camp Howe nor any family member of the same should have any beneficial interest in or substantial obligation toward any supplier, customer of Camp Howe, unless it has been determined on the basis of full disclosure of the facts that such interest does not give rise to a conflict of interest.

This regulation is not intended to apply to situations that do not compromise the employee, Camp Howe, or a third party. Nor does it apply to gifts and social entertainment of nominal value that is clearly in keeping with good business ethics and that does not obligate the recipient.

Any matters or questions that arise will be referred to the Executive Director for appropriate action.

I have received and read the foregoing policy statement and fully understand the facts regarding any possible question of violation.

Employee/Volunteer: _____
Print Name Signature Date

Signature of Parent or Guardian (if under 18) Date

ACKNOWLEDGMENT OF RECEIPT OF HARASSMENT POLICY

I have read the Camp Howe, Harassment Policy. I have also received steps to take regarding this Harassment Policy. I have had the opportunity to ask questions. I understand the policy and will comply.

Employee/Volunteer: _____
Print Name Signature Date

Signature of Parent or Guardian (if under 18) Date

CAMP HOWE INTERNET COMMUNICATION AND OUT OF CAMP CAMPER CONTACT POLICY

Camp Howe recognizes that the Internet, when used wisely, provides many safe and positive ways to carry on interpersonal contact among friends from Camp. The use of Internet venues is a matter of right to self-expression and generally is favorably regarded. What one does privately, on ones own time, is a personal choice. But when one can be identified as a Camp employee in a social networking profile, website, group page or blog, or uses the Camp name, logo, or any official Camp photograph or text, everything and anything that is posted or stated in that medium can be seen to reflect upon Camp Howe. It is necessary, as a condition of Camp employment, that the guidelines below be observed. These guidelines have been established to assure that Camp remains an emotionally and physically safe environment for all Staff, employees, Campers and their families. It is then obligatory that each employee avow to the foregoing terms:

1. As a Camp employee, before I
 - a) use the Camp name or official Camp logo or any Camp photograph;
 - b) add a link from my group page, profile or other site to the official Camp website;
 - c) include text or photographs that are the property of Camp;
 - d) include photographs of Campers or other staff members;
 - e) or create a Camp "group page" with the above items
 I must request and receive prior written approval from the Camp.

2. As a Camp employee I agree to be respectful of the Camp, its program, the Campers and other employees in all communications in my e-mails, IMs, profile, blog or other Internet sites. As such, I agree to the following:
 - a) I will not use obscenities, profanity or vulgar language
 - b) I will not engage in harassment or intimidation.
 - c) I will not post comments that are derogatory with regard to any individual's race, gender, religion, sexual orientation or disability.
 - d) I will not use sexually explicit, suggestive, humiliating or demeaning comments.
 - e) I will not post photographs that compromises anyone's privacy or that are used to demean, humiliate or otherwise embarrass anyone.

3. As a Camp employee I agree not to use a social networking profile, group page, blog or other Internet medium to discuss or post photographs or make comments about behavior that is prohibited by Camp policy, including, but not limited to alcohol or drug use, sexual behavior, delinquent (illegal) behavior, destruction of property, harassment or intimidation.

4. I recognize and accept the Camp policy that discourages out-of-Camp contact between Staff and Campers.

5. Once I identify myself as a staff member at Camp, which is to say as an employee of Camp, the general public may see me as an ambassador or spokesperson of Camp. I therefore understand that, as a condition of employment, I agree to and adhere to the guidelines outlined above. I understand that if any of the guidelines outlined in this measure are violated, it may result in disciplinary and/or legal action including possible termination of my employment or non-renewal of my contract.

I have read and understand the above guidelines and agree to their terms.

Staff Signature _____ Date _____

Staff Name Printed _____