

**GREATER FOX RIVER VALLEY
OPERATION SNOWBALL
(GFRVOS)**

CODE OF CONDUCT

Conduct Pertaining to All Staff

- I. All GFRVOS Adult and Teen Staff shall behave and develop relationships in a manner consistent with the values of Operation Snowball, Inc. that leaves both them and GFRVOS above reproach. Staff members are expected to serve as credible role models and mentors 24 hours a day, and their behavior and choices should reflect their commitment to GFRVOS.
 - a. Staff should be aware of their behavior *and the perception* of their behavior.
- II. Any decisions made by Staff are to be made in the spirit of GFRVOS and what is best for Operation Snowball, its Staff, participants and guests.
- III. All Staff shall attend mandatory Staff meetings and trainings.
- IV. All Staff shall refrain from the use, possession or sale of all illegal/illicit drugs.
- V. All Staff shall not instigate or voluntarily participate in violent behavior, including physical assault, physical threats of any kind, bullying, etc.
- VI. All Staff shall not participate in any internet or other electronic communication that is harmful, degrading or disrespectful towards anyone.
- VII. All Staff shall respect the beliefs and values of others and will be respectful and understanding of all personal boundaries.
- VIII. Any behavior contrary to this Code of Conduct that is observed by or made known to any Staff person shall be immediately reported to the Adult Event Directors.
- IX. Any Staff member who becomes aware of a fellow Staff member or participant who is “in crises” (i.e., emotionally distraught, suicidal, planning to run away from home) shall immediately advise the Adult Event Directors for advice and guidance.
- X. Participation in any sanctioned GFRVOS event or activity by any Staff person shall be at the discretion of the Adult Event Directors.
- XI. Failure to adhere to this Code of Conduct, or failure to positively represent GFRVOS in the community or at any GFRVOS sanctioned event or activity can result in termination at any time at the discretion of the Adult Event Directors.

Conduct Pertaining to Teen Staff

- I. Teen Staff shall be alcohol, tobacco and drug free.
- II. Teen Staff shall maintain acceptable grades and attendance at school.
- III. Teen Staff shall not be the recipient of any school-related disciplinary action.

Conduct Pertaining to Adult Staff

- I. Adult Staff will act in harmony with their involvement as credible role models and mentors in a violence, drug and alcohol abuse prevention program, and will make appropriate choices regarding alcohol and tobacco use.

- II. Adult Staff are to interact with Teen Staff/teen participants in an appropriate manner that recognizes the level of responsibility and trust they have been granted for working relationships with teens. **Prohibited** behavior includes but is not limited to:
 - a. Meeting alone with a Teen Staff/teen participant.
 - i. Any meetings between an Adult Staff and a Teen Staff/teen participant outside of sanctioned GFRVOS gatherings shall be in a public place (i.e. where other adults are present, such as a school, restaurant, etc).
 - ii. Any confidential meeting/discussion between an Adult Staff and a Teen Staff/teen participant shall be out of earshot, but observable and interruptible by others.
 - b. Cuddling/holding a Teen Staff/teen participant or lap sitting.
 - c. Lying down while in physical contact with a Teen Staff/teen participant.
 - d. Participating in sleep-overs.
 - e. The litmus test for “appropriate behavior”: *“How would this look if this teen’s parent dropped in on the event/activity and was standing right behind me? Would I still be comfortable? Would I be doing the same thing?”*
- III. Adult Staff may provide transportation for Teen Staff with the consent of the teen’s parent. The parent must be informed as to where the teen and adult will be at all times and when the teen will be returned.

My signature below affirms that I understand the above Code of Conduct and that I will abide by it at all times. I realize that if I am in violation of these rules (in any manner, at any time) I risk immediate removal from my Staff position.

Date _____

Staff Member Signature

Date _____

Parent Signature (mandatory for all Teen Staff)