

Stillwater Area Community Services Center Inc.

CODE OF CONDUCT

The Stillwater Area Community Center (the "SACC") endeavors to provide an atmosphere conducive to its mission as a community center. To ensure that all users of the SACC are able to enjoy the facilities to the fullest extent during its regularly scheduled hours, the Board of Directors has adopted these rules and regulations concerning the SACC building, grounds and parking area. The SACC has the right to amend the Code of Conduct at any time.

While affiliated with the SACC as a director, employee or volunteer you are expected to lead by example and fully comply with the Code of Conduct. Failure to do so may result in removal, suspension, or probation in accordance with personnel policies or Board of Directors discussion. No representative of the SACC is excluded from this policy.

Examples of Unacceptable Activities

The following are examples of behaviors that are not permitted without explicit permission from the SACC Director because they interfere with the enjoyment and use of the SACC by other customers, present a health or safety hazard, or are inconsistent with the SACC's mission:

- Engaging in loud, aggressive or threatening language or conduct; fighting or challenging another to a fight; using profane language or obscene behavior or engaging in harassing behavior of any kind.
- Engaging in any kind of sexual activity or lewd behavior, or sexually harassing any person.
- Carrying weapons of any kind.
- Gambling.
- Using, distributing or being under the influence of illegal drugs or alcohol.
- Eating, drinking, or using tobacco products in the SACC.
- Sleeping.
- Soliciting in the SACC or on SACC property or distributing and/or posting literature that has not been approved by the SACC administration.
- Using audio equipment, with or without headphones, at a volume that is audible to others.
- Using mobile phones or devices to engage in conversation in areas designated as quiet zones. All such devices should be turned off or set so that they are inaudible to other users and SACC staff.
- Bicycles, roller-blades, scooters, skateboards, or other sports equipment in the SACC or on SACC property must be in approved areas only.
- Failing to supervise the behavior of one's children or the children in one's care when not participating in an SACC program. Children below the age of sixteen must be under direct observation of a caregiver at all times.
- Bringing animals, other than properly identified service animals, into the SACC without the prior permission of the Director.
- Entering or using the SACC without being fully clothed, including footwear.

Stillwater Area Community Services Center Inc.

- Having bodily hygiene that is offensive so as to constitute a nuisance to other persons.
- Entering staff areas, or the improper use of areas in and around the SACC building.
- Vandalizing, stealing, defacing or destroying any SACC material, equipment, building component or other property. The SACC reserves the right to inspect the contents of any bag, knapsack or briefcase that a user wishes to bring into the SACC or onto SACC grounds, including the parking lot.
- Failing to borrow SACC materials in accordance with established procedures.
- Failing to pay for any SACC property or equipment that is damaged or lost while in a user's care. Failure to pay may result in suspension of SACC privileges.
- Committing any act that would violate any Federal, State or local law, ordinance or regulation.
- Using any SACC resource, including the SACC's wi-fi network, to engage in illegal activity or to injure or harass another person.

Any person whose privileges have been revoked under this policy may make a written appeal to the SACC Board of Directors.

The SACC's Director together with Board of Directors is responsible for ensuring that all complaints about unacceptable conduct are investigated and resolved. All directors, employees and volunteers will be trained on this policy and will be asked to acknowledge receipt in writing upon election or selection through the policy acknowledgement form included as the final page in the policy handbook. The center will keep a copy of this and all policies in a binder as a policy handbook that will be left in a conspicuous place accessible to all directors, employees, and volunteers.

Approved on: August 19, 2019

To be reviewed on: August 2020

Each policy will be reviewed on an annual basis and is subject to change.