



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF THE CHIPPEWA VALLEY EMPLOYEE CODE OF CONDUCT

### Section 1. Introduction

The YMCA is committed to providing a safe and welcoming environment for all employees, members, volunteers, children, and program participants. To promote safety and comfort for all and to ensure the safety of children and prohibit the abuse or mistreatment of children, employees, members, and volunteers are always expected to act appropriately while working or volunteering in YMCA facilities and programs. All employees, members, and volunteers are always expected to behave in a mature and responsible way in accordance with all applicable laws and regulations and the policies and procedures of the YMCA, and with adherence to the YMCA's four core values of caring, honesty, respect, and responsibility. Employees will act in a caring, honest, respectful, and responsible manner.

### Section 2. General Expectations

- Employees must appear clean, neat, and appropriately attired.
- An employee shall never leave a child unsupervised. Napping or sleeping when supervising children is allowed only when job responsibilities include an overnight stay, such as field trips or day camp overnights. Sleeping on the job is grounds for immediate dismissal.
- Employees must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than comparison, and criticism.
- Employees may not date program participants under the age of 18 years. Leagues are viewed separately than programs.
- An employee will not display favoritism at the Y site or during Y programming. No child will have more noticeable more attention than other children. No child will receive special rewards or gifts than any other child in a Y program.
- Employees will respond to consumers with respect and consideration and treat all children equally regardless of gender, race, religion, and culture.
- Employees will refrain from intimate displays of affection toward others at the Y facilities and during off-site programming.
- Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- Smoking or use of tobacco or electronic cigarettes in the presence of children, parents, member, volunteers and employees during working hours is prohibited.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life, or any kind of harassment in the presence of children, parents, members, volunteers, and guest are prohibited.
- Employees will be a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Under no circumstance should employees release children to anyone other than those listed on the authorized pickup list (written parent authorization on file with the YMCA).

- Employees are not to transport children (other than their own dependent children/grandchildren/siblings) and members (other than their own immediate family), and/or program participants in their own vehicle to and from any Y facility and/or Y program (on-and-off site).
- Employees may not share any personal information about members, volunteers, or employees, with non-employees.
- While the YMCA does not discriminate against an individual’s lifestyle, employees are expected to abide by the standards of conduct set forth by the YMCA.
- Employees are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend designated trainings on the subject, as instructed by a supervisor, federal/state law, and/or by the Association.

**Section 3. Gift Giving**

The YMCA of the Chippewa Valley acknowledges that sometimes it may be difficult to refuse gifts from consumers or their families. In many cultures, people give gifts to reflect their appreciation for people or services. In order to be respectful of consumers and their families, the organization makes reasonable allowances for acts of gratitude involving small gifts of appreciation. It is recommended to families that the monetary value of the gift should not exceed \$50. Employees and volunteers must disclose all such gifts to their immediate supervisor. Under no circumstances can money be accepted from a consumer or their families as gifts. The employee should encourage the parent or consumer to speak with an immediate supervisor if they have any questions.

In the event that an employee is considering giving a gift to a consumer, they are required to ask permission from their supervisor first.

**Section 4. Child Abuse Prevention**

The YMCA of the Chippewa Valley takes the prevention of child abuse very seriously. All employees will complete all required trainings at the beginning of their employment and renew these trainings annually. These training topics include, but are not limited to:

- Mandated Reporter
- How to maintain appropriate boundaries with consumers
- Definitions and facts of abuse, how abuse happens, and how to prevent false allegations.
- Skills and knowledge related to abuse prevention

At the YMCA of the Chippewa Valley, all employees are required to be mandated reporters. Reports are made to <https://dcf.wisconsin.gov/reportabuse> Eau Claire County - Department of Human Services 715-839-2300 or Chippewa County - Department of Human Services 715-726-7736. If there is an immediate safety concern, call 9-1-1 immediately.

**Section 5. Acknowledgement**

I, by my signature, confirm that I have read, understand, and will comply with the statements in the Code of Conduct policy. I, as the employee, understand that any violation of this Code of Conduct or failure to comply with the expectations as defined in this Code of Conduct will lead to disciplinary action, up to and including discharge.

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Employee Signature Date

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Print Employee Name Department  
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