

Camp John Marc Camp Staff and Volunteer Code of Ethics

1. Staff/volunteers understand and embrace the mission of the Camp and of Camp John Marc and willingly and knowingly accept the concept that the focus and goals of the Camp are directed to the campers.
2. Staff/volunteers will never leave a camper unsupervised.
3. Staff/volunteer will never be alone with campers or a camper, except when assisting with personal hygiene or toileting which is permitted by specific individual Camp policies or in an emergency.
4. Staff/volunteers will not abuse campers including:
 - Physical Abuse strike, spank, shake, slap
 - Verbal Abuse humiliate, degrade, threaten
 - Sexual Abuse including inappropriate touching
 - Mental Abuse hazing, negative manipulation
5. Staff/volunteers will use positive guidance techniques including redirection, anticipation of and elimination of potential problems, positive reinforcement, support and encouragement rather than competition, comparison, criticism, or humiliating discipline techniques.
6. Staff/volunteers must treat with confidence and respect personal information they learned from campers, subject to the policies on reporting abuse and neglect, as referenced elsewhere in this Manual.
7. Staff/volunteers will treat with the utmost respect and confidentiality all patient/camper information that is received during pre-camp or camp briefing sessions. This information is protected health information (PHI) under the Health Insurance Portability and Accountability Act (HIPAA). [PHI definition: Information that is oral or recorded in any form or medium that relates to the past, present or future physical condition of an individual.]

8. Staff/volunteers will treat campers of all ethnic, religious and cultural backgrounds with respect and consideration.
9. Staff/volunteers will portray a positive role model for campers, including but not limited to, maintaining an attitude of respect, loyalty, patience, honesty, courtesy, tact and maturity.
10. Staff/volunteers will not use profanity or discuss adult subject matter in the presence of campers.
11. Staff/volunteers will adhere to the dress code for Camp. T-Shirts with advertisements for beer, alcohol, and tobacco products should not be worn. Likewise, clothing with degrading or offensive language should not be worn. Closed toe shoes must be worn at all times. Clothing should be modest.
12. Staff/volunteers will not use, possess or be under the influence of alcohol or illegal drugs during Camp or while on Camp property.
13. Staff/volunteers are prohibited from having firearms or other weapons while at Camp.
14. Staff/volunteers must be free of health or psychological conditions that might affect the campers' health or camp experience or the volunteer/staff person's own health.
15. Staff/volunteers will comply with the outlined activities and expectations of their defined roles at Camp and all required activities prior to Camp which support their roles.
16. Staff/volunteers are prepared and willing to assist and support campers to meet personal daily needs.
17. Staff/volunteers will accommodate and be sensitive to the developmental differences and abilities of individual campers.

18. Staff/volunteers that do not have a pre-existing relationship with a camper will not fraternize with campers (baby sitting, phone calls, private lessons, contact through the Internet, etc.) outside of Camp supervised activities or the Camp setting. Any exception to this policy requires written approval in advance from the sponsoring organization's Camp Volunteer coordinator or Camp Director. Additionally, the sponsoring organization's Camp Volunteer coordinator or Camp Director must be made aware of any pre-existing relationships. Contact with campers outside of the camp setting includes face to face contact as well as correspondence through phone calls, letter, emails, or virtual social networking sites. Any contact with former campers who are 17 years or younger must likewise be approved by the sponsoring organization's Camp Volunteer coordinator or Camp Director. For those campers who turn 18 within 12 months of the date camp took place, contact must also be approved by the sponsoring organization's Camp Volunteer Coordinator or Camp Director. This contact is discouraged, regardless of the camper's age, based on the counselor/camper relationship.
19. If requested by the Camp Director or Volunteer Coordinator, volunteers/staff will provide that person with access to any websites maintained or controlled by the volunteer/staff person, including any personal websites, blogs, and social networking sites.
20. Staff/volunteers will not accept substantial gifts of significant monetary value or money from campers or their families.
21. Staff/volunteers are required by Texas State laws to report any suspected abuse or neglect of a child to the Camp Director so that it may be reported to the authorities (Texas Department of Protective and Regulatory Services and local enforcement agency).
22. Staff/volunteers will not make personal disclosures to campers with an attempt to influence individual beliefs, values, or lifestyles.

(Code of Ethics Continued)

23. Staff/volunteers will adhere to the outlined policies, procedures and standards of Camp John Marc.

24. Staff/volunteers must agree to provide all criminal and other background check information requested of them and must meet qualification standards established by the Camp.

25. All employees are encouraged to report on any activity that the employee reasonably believes to constitute fraudulent activity or is in violation of any governmental regulation to the appropriate level of management. All employees have the assurance that these reports will be considered completely confidential and the identity of the reporting employee will not be disclosed under any circumstances. Camp John Marc will not tolerate any retaliation in any form, including harassment or discrimination, against any employee who has raised concerns about possible fraudulent activity. Any reports of retaliation will be thoroughly investigated and any offending employees will be dealt with accordingly.

Staff/volunteers must comply with this Code of Ethics throughout placement with the Camp and affiliation with the sponsoring organization. Compliance with the Code of Ethics is a condition of continued involvement with the Camp. I understand that violation of the following standards will be regarded as engaging in unethical behavior that is grounds for immediate termination of roles and responsibilities.

Signature _____ Date _____

Printed Name _____