

Camp John Marc Camp
Summer 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 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).
3. Staff/volunteers will treat campers of all ethnic, religious and cultural backgrounds with respect and consideration.
4. 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.
5. Staff/volunteers will adhere to the modest dress code for camp. Clothing with advertisements for beer, alcohol, or tobacco products must not be worn; likewise, clothing with degrading or offensive language should not be worn. Closed toe shoes must be worn at all times. Men may not wear sleeveless shirts/tank tops in the Dining Hall. Women must either wear a modest one piece swim suit or wear a shirt covering a two piece swim suit.
6. Camp John Marc has a zero tolerance policy for those that present violent behaviors and for those who are in possession of firearms, weapons, alcohol, or illegal drugs while at Camp and on Camp property. Those who exhibit these behaviors or use, possess, or are under the influence of these items will be required to immediately leave Camp John Marc.
7. Staff/volunteers will comply with the outlined activities and expectations of their defined roles at camp and all required activities prior to camp that support their roles.
8. If requested by the Camp Director or Volunteer Coordinator, staff/volunteers will provide that person with access to any websites maintained or controlled by the staff/volunteer person, including any personal websites, blogs, and social networking sites.
9. Staff/volunteers will not accept substantial gifts of significant monetary value or money from campers or their families.

10. Camp John Marc is committed to providing a camping environment that is free from sexual harassment. Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment:
- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
 - Verbal abuse of a sexual nature;
 - Touching or grabbing of a sexual nature;
 - Repeatedly standing too close to or brushing up against a person;
 - Giving gifts or leaving objects that are sexually suggestive;
 - Repeatedly making sexually suggestive gestures;
 - Making or posting sexually demeaning or offensive pictures, cartoons or other materials.

If Camp John Marc receives an allegation of sexual harassment, or has reason to believe sexual harassment is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, the Camp will take immediate and effective measures to end the unwelcome behavior, including but not limited to requiring the offending person or persons to immediately leave Camp John Marc.

11. All employees (staff/volunteers) are encouraged to report 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 (staff/volunteers) 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 and continued involvement with Camp John Marc and in affiliation with the sponsoring organization. I understand that violation of the previously stated standards will be regarded as engaging in unethical behavior that is grounds for immediate termination of roles and responsibilities.

I have read the Code of Ethics in its' entirety and will adhere to the outlined policies, procedures and standards of Camp John Marc. Correspondingly, I agree to abide by all points, practices, and standards covered at Pre-Camp trainings.

Signature _____ Date _____

Printed Name _____