

CODE OF CONDUCT

Camp Northland – B'nai Brith has published this Code of Conduct so that each staff member will understand what conduct is acceptable and what conduct is unacceptable while working at Camp. All staff members are expected to carefully read and sign this statement and conduct themselves accordingly. The Code of Conduct forms part of your contract of employment. Any single breach of the Code of Conduct may result in disciplinary action, including termination of your employment.

By adhering to the Code of Conduct, each staff member contributes to the well-being of campers and staff and a safe and friendly environment, free from conflict, harassment and discrimination. Specific related policies form part of the camp's staff manual and are available for your review anytime. Each policy will be reviewed as part of pre-camp staff training.

1. Every staff member is required to sign and return a written Contract of Employment.
2. Attendance and participation in Staff Orientation (in-city training dates as well as pre-camp training dates) is mandatory. Special arrangements must be made in advance if a staff member will miss any part of the orientation period. If there are any issues or concerns regarding your attendance, you must communicate these issues or concerns to the director immediately.
3. Staff members will be given their cabin or housing assignments prior to or during the mandatory Staff Orientation period. However, cabin or housing assignments and work assignments may be changed at any time during the camp season. No position is guaranteed any type of arrangement.
4. Staff members may not drive camp vehicles (including golf carts and boats) unless given permission. Personal vehicles must be parked in the staff parking lot and shall not be driven onto camp. The Director may require a copy of your key be stored in the office for safety and security purposes. Staff members may not drive campers in personal vehicles. Staff may only access personal vehicles parked on camp property with the Director's permission.
5. Smoking in camp may be permitted in only one designated location, and only during time off at night.
6. Camp Northland does not have an explicit dress code; however, staff members are expected to dress appropriately for the activity in which they are participating. Any clothing deemed inappropriate, unsafe, insufficient or offensive must be changed upon request. No new tattoos or piercings are allowed during your stay at camp. No haircuts, piercings or tattoos can be given by a staff member to a camper or staff member during the term of this Agreement.
7. Consumption and storage of food in cabins is prohibited for a variety of kashruth, health, and safety reasons. Exceptions may only be made at the Director's discretion and typically only for medical or dietary reasons.
8. Selling food to a camper is inappropriate and not permitted under any circumstance.
9. Calling a camper names, belittling a camper, or facilitating or tolerating an environment where a camper is or could be mistreated is not acceptable and will not be tolerated.

10. Staff members are responsible for keeping all inappropriate pictures and comments off of their online profile pages. Please see the Internet Communication Policy for more information.
11. There is no staff entitlement to use the Camp internet or Wi-Fi. The Director may facilitate the use of the internet for work related purposes only and as deemed necessary.
12. A physician's certificate of health must be filed with our medical staff for each staff member in advance of each camp season.
13. No visitors are allowed without permission from the Camp Director. All visitors must register at the camp office. If you are expecting a visitor or visitors to pick you up during your time off, you must be at the office to greet them. No overnight visitors are allowed at camp without the express written permission of the Camp Director.
14. No pets will be permitted at camp without the express written permission of the Camp Director.
15. Staff members are expected to have their campers on time to all activities (including meals). Staff members are expected to attend all meals and eat with their campers at their assigned tables.
16. Staff members may only leave camp during days off, or with the express written permission of the Camp Director.
17. All staff members are responsible for maintaining clean and orderly living quarters.
18. All staff members must be back in camp and in their living quarters by 1:00 a.m. Curfew is 1:00 a.m. Periodic "Early Nights" or 'bunk nights' may be called at the discretion of the Camp Director. Returning to camp under the influence of drugs or alcohol, or smelling like either drugs or alcohol, will not be tolerated and is grounds for immediate dismissal.
19. Staff must sign-in every night before staff curfew. Once you sign in, you have 15 minutes to be in your assigned bunk. If you are not where you are expected to be at that time, you may be dismissed from camp immediately by the Camp Director.
20. Accepting tips or gifts is strongly discouraged. Parents are asked to contribute to a general gratuity fund that has been set up for all staff members. Even if received, staff may not keep a tip or gratuity of any kind for their personal benefit. All tips provided to a staff member must be disclosed to the Camp Director. The gratuity fund will be used for staff recreational activities during the summer.
21. **Visiting Day at camp is a critical day with full time supervisory requirements.** Staff are expected to be on duty at all times; welcoming to parents and camper families; engaging families in dialogue and updates on the campers; touring the cabin or facilities as assigned and generally being ambassadors for the camp at all times. Use of electronics on this day is strictly prohibited at all times.
22. Staff members are required to attend all scheduled staff meetings at camp, always set a positive tone, be ahead of program planning (rainy days too), and understand camper dynamics.
23. Staff may never eat before all campers have eaten snacks or meals. Staff must also reasonably ensure even distribution of food around tables and snack times, and assist with clean-up/set-up.
24. Staff have the primary responsibility to clean up after themselves and their campers.
25. All staff members will participate with their supervisors in ongoing supervision of campers. A midseason and end-of-season evaluation will be shared with the staff member and signed, and will become part of the staff member's personnel file. A staff member may write comments on their evaluation if they wish to do so.

26. Staff members will receive four (4) days off during the full summer and two (2) days off for July contracts. No days off may be taken during the first three days or last three days of camp. Days off will begin at 6:30 PM and run until 6:00 PM the following day. Any portion of a day will count for an entire day (no half-days). For all general staff, days off will be chosen from a set of dates, unless special arrangements are made in advance. Leadership staff will arrange their days off with their direct supervisor. Alcohol during 'time-off' is a privilege that may be revoked by the Director.
27. Salary advances are permitted only to the amount of salary earned to the date of the advance request, and only if the petty cash is on hand. Salary advances are not guaranteed. Please bring enough spending money to last through the summer.

In addition to those outlined above, engaging in any of the following acts, or breaching the outlined expectations, will also subject staff to disciplinary action, up to and including dismissal, at the Camp Director's discretion.

1. The striking, mistreatment, or abuse (physical, emotional, verbal, sexual, or mental) of any camper or staff member.
2. Immoral, inappropriate, immature, criminal, or indecent conduct; soliciting persons for immoral purposes; sexual harassment or the aiding and/or abetting of any of these activities.
3. Refusing to obey the direct request of a supervisor (insubordination).
4. Failure to perform assignments satisfactorily, safely, and efficiently.
5. Failure to enter the water with campers during all water activities; Similarly, failure to participate as an active member of all camper activities, and/or being on time for programs.
6. Failure to engage senior staff for incidents that arise that require further intervention. Senior staff includes the Director, the Assistant Directors, and the leadership team as defined from time to time. Any issue involving camper care concerns, the physical or emotional well being of a camper or group dynamics concerns must be brought to the attention of the on-site social worker or the designated similar leadership role as it may change from time to time.
7. Absenteeism or tardiness without proper notice advance notice or a reasonable explanation.
8. The possession, use, sale, trafficking or distribution of a controlled drug or substance or to be under the influence of a controlled drug or substance, or being in the care and control of a vehicle parked or otherwise containing any of these items.
9. The possession, use, sale or distribution of alcohol or to be under the influence of alcohol while on camp property or while off camp property in the performance of camp duties.
10. Failure to immediately report the breach by a camper and/or staff of the alcohol and/or drug policy as set out at paragraphs 6, 7, and 8 above, to the director.
11. Theft, unauthorized use, abusing, defacing, destroying, or neglecting property belonging to the camp, campers, or other staff members.
12. Failure to report any accident involving personal injury or property damage to your supervisor.
13. Discrimination against a camper or staff member because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability or any other ground prohibited by law or ethically questionable.

14. Males are not allowed in female living areas. Females are not allowed in male living areas. Co-ed tenting is not permitted on overnights. Furthermore, counselors must have at least one staff member in camper tents at all times on overnights unless explicitly told otherwise by the Camp Director.
15. Staff must escort campers to the washrooms at any and all hours of the night. Failure to escort a camper to the washroom at night is a breach of your duty and an unacceptable failure around camper care.
16. Entering or driving a vehicle of any kind, including cars, trucks, golf carts, boats or otherwise without the express permission of the Camp Director or its designate is grounds for immediate dismissal. Specialty staff, with boating as part of their responsibilities, have implicit permission for their use for all emergency procedures as outlined by the camp and during specialty based supervisory obligations. No other implicit permissions are granted.
17. Planning or participating in recreational activities, whether with or without campers, that are sexually suggestive, inappropriate, negative, or dangerous will not be tolerated.
18. Signing in at night and not being in the designated staff sleeping area within 15 minutes of doing so is a major safety concern and supervisory violation and is considered grounds for immediate dismissal.

An environment where camper conduct is healthy, playful, inclusive and collaborative is critical. Camp will not tolerate staff that allow for swearing, bullying, negativity, inappropriate jokes, conduct or insulting peer-to-peer behavior. All staff must consider that we expect an environment where if every parent was in the room, they would all be satisfied with the care, concern, supervision and atmosphere their children are in and are experiencing at all times. Anything less is not acceptable and may result in dismissal.