

# **Employee / Instructor Code of Conduct**

Applies to all instructors, assistants, and staff contracted by (Swim School).

## **Professionalism**

- Arrive 15 minutes before lessons.
- Be dressed in professional swim attire (modest, functional, and appropriate).
- Communicate with parents, children, and staff respectfully and positively.
- Represent (Swim School) with integrity on and off the pool deck.

## **Safety & Care**

- Never leave a student unattended in or around the pool.
- Maintain constant supervision—never turn your back on a student.
- Use approved teaching methods only. Do not teach survival swim or practices inconsistent with (Swim School)'s trauma-aware philosophy.
- Carry personal safety equipment (rescue tube, mask/shield, phone access).
- Report and document all incidents, no matter how minor.

## **Conduct Standards**

- No foul language, gossip, or negative talk about students, families, or other programs.
- No unauthorized photos, videos, or posts about students.
- No drugs, alcohol, vaping, or smoking on or near the premises.
- No inappropriate physical, verbal, or online contact with students or families.

## **Confidentiality**

- Respect privacy of students and families.
- Do not share participant names, images, or information outside the program without written consent.

## Accountability

- Follow all lesson schedules. No-call/no-shows may result in contract termination.
- Accept feedback from leadership with professionalism.
- Report conflicts, unsafe behavior, or facility issues to management immediately.

Violation of this Code may result in disciplinary action up to and including termination of contract or employment.

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Employee Print Name

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Employee Signature

Date

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Supervisor Print Name

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Supervisor Signature

Date