

Code of Conduct for Employees and Volunteers

As per Kimball Camp Outdoor Center's Code of Conduct:

- Our employees and volunteers will exhibit the highest ethical best practices and personal integrity.
- Our employees and volunteers will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Our employees and volunteers will not physically, sexually, or emotionally abuse or neglect a camper or adult.
- Our employees and volunteers will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
- Our employees and volunteers will report any suspected abuse or neglect of a camper to the state authorities.
- Our employees and volunteers will accept their personal responsibility to protect Consumers and adults from all forms of abuse.

Code of Conduct with Campers

The following policies are intended to assist employees and volunteers in making decisions about interactions with campers. For clarification of any guideline, or to inquire about behaviors not addressed here, contact a camp director. Kimball Camp Outdoor Center provides our campers and participants with the highest quality services available. We are committed to creating an environment for campers that is safe, nurturing, empowering, and that promotes growth and success. Abuse of any kind will not be tolerated, and confirmed abuse will result in immediate dismissal from this organization. Kimball Camp Outdoor Center will fully cooperate with authorities if allegations of abuse are made that require an investigation.

The Conduct with Campers outlines specific expectations of employees and volunteers as we strive to accomplish our mission together, such as:

1. Campers and participants shall be treated with respect.
2. Campers and participants will be treated fairly regardless of race, sex, sexual orientation, age, gender, or religious preference.
3. Employees and volunteers will adhere to appropriate boundaries governing physical affection as outlined by the organization.
4. Employees and volunteers will avoid physical affection with campers that cannot be observed by others and/or physical affection that violates the appropriate physical interactions policy.
5. Employees and volunteers will adhere to appropriate and inappropriate verbal interactions as outlined by our organization.
6. Employees and volunteers will not stare at or comment on consumers' bodies.
7. Employees and volunteers will not date or become romantically involved with campers or minor staff; adult staff shall be required to disclose any romantic relationships with other adult staff or volunteers to the CEO.
8. Employees and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of consumers.
9. Employees and volunteers will not have sexually oriented materials, including printed or

online pornography, on Kimball Camp Outdoor Center's property.

10. Employees and volunteers will not keep secrets with campers or minor staff and will only give gifts in accordance with organizational policies.

11. Employees and volunteers will comply with our organization's policies regarding interactions with campers and minor staff outside of our programs.

12. Employees and volunteers will adhere to organizational policies regarding electronic communication and social media with campers and minor staff.

13. Employees and volunteers will adhere to organizational policies regarding working one-on-one with campers or minor staff in a private setting.

14. Employees and volunteers will not abuse campers, minor staff, and/or consumers in any way, including (but not limited to) the following:

- a. Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints
- b. Verbal abuse: degrading, threatening, cursing
- c. Sexual abuse: inappropriate touch, exposing oneself, sexually oriented conversations
- d. Mental abuse: shaming, humiliation, cruelty
- e. Neglect: withholding food, water, shelter

15. Kimball Camp Outdoor Center will not tolerate the mistreatment or abuse of one camper by another camper, or one minor staff by another minor staff. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all consumers, employees, and volunteers. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- a. Physical bullying: when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- b. Verbal bullying: when someone uses their words to hurt another, such as by belittling or name-calling.
- c. Nonverbal or relational bullying: when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- d. Cyberbullying: the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 1. Sending mean, vulgar, or threatening messages or images;
 2. Posting sensitive, private information about another person;
 3. Pretending to be someone else in order to make that person look bad;
 4. Intentionally excluding someone from an online group.
- e. Hazing: an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- f. Sexualized bullying: when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves

exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

16. Employees and volunteers will report concerns or complaints about other employees and volunteers, other adults, minor staff, or campers to a supervisor.

17. Employees and volunteers will report allegations or incidents of abuse to the CEO, who shall make a report within 72 hours to proper state authority. Please refer to the specific guidelines of your state regarding mandated reporting.

18. Employees and volunteers may not have engaged in or been accused or convicted of child abuse, indecency with a child, or injury to a child.

Electronic Communication and Social Media Code of Conduct

Electronic Communication and social media present the potential for inappropriate behavior, increased access to vulnerable consumers, and privacy violations. Employees, volunteers, and campers participating in Kimball Camp Outdoor Center's programs, events, and activities shall adhere to the following Social Media Code of Conduct:

1. Do not engage in behavior or comments that are, or could be construed by any observer to be, harsh, abusive, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

2. Do not engage in personal attacks, sexually oriented conversations, or discussions about sexual activity.

3. Be a positive role model by exhibiting professionalism in all interactions; portray an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

4. Only program-related messaging may be communicated electronically between employees and volunteers of Kimball Camp Outdoor Center and campers, and parents/guardians. Such communication should generally occur during standard business hours and using approved emails or communication platforms.

5. Employees and volunteers are prohibited from sending private messages to campers and/or replying to private messages from a camper. If a camper attempts to privately communicate with an employee or volunteer electronically, their supervisor must be notified immediately.

6. Personal social networking profiles and/or blogs of employees and volunteers shall be private and not shared with campers. Employees and volunteers with profiles on social networking sites shall not request to be "friends" with or follow campers or approve "friend" or "follow" requests from campers.

7. Employees and volunteers may not engage in electronic communication or social media contact with other family members or friends of campers except parents/guardians.

8. Never reveal sensitive or confidential information, including identifiable details or photos of a camper without written consent from their parent/guardian.

9. Employees and volunteers may not post or share on their personal social media accounts any photographs or videos of campers participating in Kimball Camp Outdoor Center's programs.

10. Employees and volunteers may not post or share inappropriate photos or comments on photos of campers.

11. Do not make pornography in any form available to campers participating in the

organization's programs, events, and activities or assist campers in any way in gaining access to pornography.

12. Employees and volunteers may not create web pages on behalf of Kimball Camp Outdoor Center unless they have prior approval to do so and may not misrepresent their work with the organization or the organization itself.

13. Employees and volunteers engaging in social media and online communication become a public figure associated with Kimball Camp Outdoor Center and are responsible to help protect the organization and its campers. Always act in a professional and constructive manner and use sound judgment before posting or sharing content.

14. Rather than personally defend the organization's reputation, employees and volunteers should notify their supervisor or an administrator of a negative comment or online representation or if any member of the media contacts them about any matter related to Kimball Camp Outdoor Center.

15. Employees and volunteers must adhere to uniform standards of electronic communication and social media use as outlined in any applicable organizational policies and procedures.

16. This Code of Conduct and associated policies and procedures shall be provided to parents/guardians of consumers. It shall also be available on the organization's website for public view.

17. Campers and Parents/guardians may request in writing that a camper not be contacted through any form of electronic communication or social media by an employee or volunteer of Kimball Camp Outdoor Center.

Use of Technology Code of Conduct

Technology is a comprehensive term including, but not limited to, all organization and personally owned computers, projectors, televisions, iPads, tablets, multimedia players, cameras, cell phones, smartwatches, and/or other technologies. Kimball Camp Outdoor Center utilizes technology in nearly every facet of programming, communication, and operation. This policy outlines expectations for the use of technology, both provided by Kimball Camp Outdoor Center and personally owned (during programming), by employees, volunteers, and campers/participants ("Users"). All members of our community have a responsibility to use both personal and organization owned technology in a responsible, lawful, and ethical manner. User use of technology during programming must be consistent with our organization's philosophy, goals, and ethical standards. Kimball Camp Outdoor Center will educate Users regarding the acceptable and responsible use of technology, appropriate online behavior and interaction on social networking websites, and an awareness of, and response to, cyberbullying.

Use of Filters on Organization-Owned Technology

Kimball Camp Outdoor Center will block or filter content over its internet and technology that the organization considers inappropriate. This includes pornography, obscene material, and other material that may be harmful to campers or against the mission and standards of this organization. The organization reserves the right to block or filter other content deemed to be inappropriate, lacking educational or work-related content or that poses a threat to the network. Kimball Camp Outdoor Center may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes. Users shall not use any

website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

Standards of Electronic Communication

All communication that takes place using personally owned (during programming) or organization-owned technology must reflect the mission and values of Kimball Camp Outdoor Center. This includes but is not limited to emails, texts, messages, and posts online. Additionally, User communications must be through official organizational email accounts for all programmatic and organization-related business. Official organization email accounts will be provided for Users for such purposes. Email is intended for use for programmatic purposes only.

In order to responsibly communicate online Users MAY NOT:

1. Access, send, receive, download, produce, or distribute any offensive, profane, threatening, pornographic, or sexually explicit material at any time, for any reason.
2. Access websites, newsgroups, or chat areas that contain material that is counter to the organization's mission or that promote illegal acts.

When using technology, Users are expected to:

1. Use technology tools and hardware for programmatic purposes only.
2. Refrain from using personal or organization owned devices in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.
3. Refrain from using cell phone cameras and/or any recording functions, on the cell phone or within apps, during programming unless permission is granted. If permission is granted, the camera or recording feature is only to be used as directed by the employee or volunteer only for that particular purpose.
4. Use the network for any activity or to transmit any material that violates federal, state, or local laws.
5. Refrain from harassing, bullying, taunting, hazing, or otherwise acting in a manner toward employees, volunteers, and consumers that is counter to the organization's mission, including its prohibition against bullying and hazing. This organization has zero tolerance for cyberbullying.
6. Refrain from engaging in personal attacks, harassing others, posting confidential and/or personal information about others, or posting in a libelous, disrespectful, or harassing manner will face serious disciplinary action, up to and including removal from the organization.

Expectation of Privacy

Users do not have an expectation of privacy in communications transmitted through organization devices or technology. Kimball Camp Outdoor Center reserves the right to monitor and track online behaviors and interactions via organization-owned technology. Emails, messages, and other information sent through the organization's network can be inspected and files saved onto organization computers may be reviewed at any time.

Users have a limited expectation of privacy when using their own technology, particularly when activity violates the law or organization policy, and/or compromises the safety and wellbeing of other members of the organization. Kimball Camp Outdoor Center will investigate

ALL reports of inappropriate posts or other online activity, and hold employees, volunteers, and campers/participants accountable for online activity that violates the law or organization policy, and/or compromises the safety and wellbeing of other members of the organization.

Policy Requiring Cooperation with Investigations

Kimball Camp Outdoor Center takes every allegation of abuse or misconduct seriously and will fully cooperate with authorities to investigate all cases of alleged abuse or misconduct.

Employees and volunteers shall cooperate with any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization.

Cooperation with investigations includes, but is not limited to:

- Promptly acknowledging and responding to requests for information;
- Making oneself available for meetings with investigating officials;
- Providing full, accurate, and truthful information;
- Keeping confidential information learned or transmitted during the investigation, unless directed by legal authorities, and
- Preserving relevant information and documents.

An employee or volunteer's failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment or dismissal from the organization.