Staff Code of Conduct/Personnel Policies

At 4-H Camp Wyomoco we want every camper and staff member to have the best summer possible; full of fun, learning and growth. To ensure that we maintain a safe environment and each person is free to experience camp life to its fullest, we will not tolerate any behavior that takes that opportunity away from someone else. We will be addressing all code of conduct violations immediately and take these seriously. As a camp staff member you should understand that camp is for EVERYONE and any behavior deemed to be outside of the code of conduct may result in:

1. Meeting with the Camp Director and/or Executive Director
2. Being dismissed from camp staff and sent home.

As a staff member of Cornell Cooperative Extension of Wyoming County (CCE) and 4-H Camp Wyomoco I agree to the following code of conduct:

- I will show respect to others and treat them as I would like to be treated, with respect, dignity, fairness and courtesy. I understand that every individual brings something unique to the camp experience.
- I will act in a professional manner at all times and remember that I am a representative of CCE and 4-H Camp Wyomoco.
- I will refrain from taking part in or leading any bullying, harassment, name calling, unwanted teasing, unkind behaviors, hazing, or exclusion of others from camp activities.
- I will communicate in an appropriate manner, which means that I must not use foul language or gestures, harsh words or slurs of any kind.
- I will participate in all camp activities, be on time for duties, and be where I am supposed to be at all times.
- I will seek out clarification of my roles and responsibilities while on camp staff.
- I will refrain from deliberately causing bodily harm or injury to other campers or staff. I understand that all forms of physical violence or threats of violence are unacceptable behaviors and will not be tolerated.
- I will respect the property of others and camp, which includes no stealing, property damage, graffiti or vandalism.
- I will remember that physical displays of affection or of a romantic nature are not camp appropriate under any circumstances. Further any physical or romantic relationships with campers are strictly forbidden both on and off camp property.
- I will not use cell phones or other electronic devices that could take away from the camp experience, in the presence of campers.
- I will never use, possess, distribute any illegal drugs or alcohol around camp or have used these substances before reporting for duty. I understand that 4-H Camp Wyomoco is a smoke free, drug and alcohol free property.
• I will follow the camp dress code and remember that I am a role model for campers. I will be neat and clean in my personal appearance.
• I will inform the Camp Director in advance of any time off requests.
• I will not invite any visitors to camp without prior authorization from the Camp Director.
• I will not bring firearms or weapons of any sort to camp.
• I understand that sexual harassment of another staff member or camper will not be tolerated. This includes but is not limited to: verbal or written communications that are insulting, lewd, suggestive or demeaning; inappropriate jokes or stories; leering, ogling or unwanted or inappropriate physical contact.
• I will remember that only the Executive Director may speak to the media about any issues at camp. I further understand that I must not disclose via any media type including but not limited to photos, texts, social media etc., and any other person’s private or confidential matters.
• I will not discriminate against any other staff member of camper and never engage in hazing of any sort.
• I will provide a copy of my driver’s license, proof of insurance and registration for any vehicle I plan to have at camp.
• I will know and follow the rules of camp.
• I will be fully responsible for my own actions and understand that failure to follow this code of conduct could result in my dismissal from camp.
• I will have fun, learn, grow, make new friends, be enthusiastic and have a great time at camp.

With my signature, which I voluntarily affix to this agreement, I acknowledge that I have read, understood, and will do my best to fulfill the promises made in the staff code of conduct/personnel policies document.

Staff Signature: _______________________________________              Date: ____________________

CCE Representative _____________________________________   Title _________________________

Date ________________