

OUR LIFE TOGETHER— KANUGA SUMMER STAFF POLICIES

HONOR CODE

In an effort to promote an atmosphere of trust, community and responsibility at Kanuga, an honor code has been created. The honor code states:

“I am a person of integrity. As such, I am committed to excellence in my work and can be counted on to respect Kanuga’s property, staff, policies, and guests.”

The staff coordinators and Kanuga administration will deal with any honor code violations, in that order.

STAFF COORDINATORS

Jimmy Haden will oversee the happenings of the entire summer staff. He will communicate between administration and the summer staff, be available for any problems or concerns throughout the summer, and oversee the other coordinators. Two female coordinators and two male coordinators will act as Dorm Counselors throughout the summer. Their responsibilities include supervising the dorms, organizing evening activities including worship, evaluating summer job performance, disciplining staff when needed, completing bed checks, and various other duties. The staff coordinators welcome the suggestions and ideas of summer staff for program possibilities and feedback. Summer staff may also assist the staff coordinators in setting up evening programs and staff orientation.

WORK

All staff members are expected to work according to the work schedule established by supervisors. All of the departments have different hours and schedules; for example, some begin early in the morning and end late at night. Plan on working a total of 40+ hours a week. Do not take advantage of your work situation, or that of others. Remember others have a job to do, so please do not distract them (i.e. talking to lifeguards while on duty, stay out of the kitchen, and out of the dining room until meals are served).

STAFF HOUSING

Male staff will be housed in Harold House and female staff in Carter Lodge. Harold House has eleven rooms with shared baths between the rooms, a common room/living room and a room with washers and dryers. Carter Lodge consists of 4 large rooms with bunk beds housing 6 - 10 females in each room. There are shared baths between the rooms, a common room/living room and a room with washers and dryers. Residents of staff housing are responsible for the condition of their specific living area as well as for the common room, decks and laundry. Bed linens, blankets, and towels are **not** provided unless you traveled by plane or bus. Staff members are expected to help keep the dorm areas clean. The staff coordinators will set up a cleaning schedule and once a week; housekeeping will come in and clean the bathrooms. Each staff member’s care of these areas will be part of any bonus considerations.

Leadership staff and those at least 21 years of age might be housed in other locations. Typically, older summer staff are housed in the Fox Cottage and summer Sodexo staff in Staff Quarters. If we have more 21 years old staff than we have beds in these locations, the overflow staff will be housed in the dorms.

CURFEW AND VISITATION

People need their quiet time, sleep, and personal space, which usually take place in their sleeping quarters. Males are ONLY allowed in Carter Lodge common room; thus they are not permitted in the bedrooms. Females are asked to leave Harold House by 12:20 a.m. Males are asked to leave Carter Lodge by 12:20 a.m. This includes the dorm, decks and surrounding area. It is the responsibility of Fox Cottage residents to ask less than 21 years old visitors to leave in time to make curfew. There is a 12:30 a.m. curfew for those staff members less than 21 years of age regardless of where they live. There is not a curfew for those 21 or over. On occasion and if you have been a positive member of the community a curfew extension past 12:30 a.m. is possible. Anyone under 21 on summer staff must acquire a curfew extension form by lunch and have it approved by Jimmy Haden or the appointed person in his absence. Curfew extensions will not be given at the last minute. Visitations are allowed to staff housing units if a resident of that dorm is present. Please ask your roommate before having visitors in your room.

OUTSIDE NOISE CURFEW

Because (1) Camp Bob is close by, (2) Kanuga guests need their quiet time and rest, (3) fellow staffers need their quiet time and sleep to be productive workers, and (4) general Kanuga policy requests all guests to respect others by abiding by a general 11:00 p.m. quiet hour, summer staff members are not to disturb Camp Bob, and are requested to observe an 11:00 p.m. outdoor noise curfew and a 12:00 midnight dorm noise curfew. Fox Cottage residents are asked to move any gatherings inside by 11:00pm and any music must be played inside at low volumes due to their close proximity to Guest Housing. Staff activities in the gym and on the field must end by 10:45 p.m. A screen door slam is loud and it echoes throughout the property. Also, no cottages or rooms at the inns have A/C. They are in the same situation we are. They keep the windows open at night so when you are in these areas be courteous and be quiet.

MONEY AND VALUABLES

Substantial amounts of money and other valuables should not be brought to Kanuga. Dormitories are too open and accessible for Kanuga to be able to guarantee complete security. A summer staff safety box will be maintained to provide a safe place for money and valuables. It is a Kanuga rule of thumb that summer staffers will not keep more than \$25.00 in cash at their dormitory. Paychecks are given out every two weeks on Friday after lunch.

SEXUAL HARASSMENT AND CHILD ABUSE

Harassment: Kanuga is committed to providing a work environment that is free of harassment. In keeping with the commitment, Kanuga maintains a strict policy prohibiting unlawful harassment, including sexual. This policy applies to all staff members, including department heads, non-supervisory staff, volunteers, and staff of Kanuga-sponsored conferences. It prohibits harassment in any form, including verbal, physical, psychological, and visual.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- *Submission to such conduct by a person is made explicitly or implicitly a term or condition of a person's employment;
- *Submission to or rejection of such conduct by a person is used as the basis for employment decisions affecting the person;
- *Such conduct has the purpose or effect of unreasonably interfering with a person's work performance;
- *Such conduct has a purpose or effect of creating an intimidating, hostile work environment.

Child Abuse: Kanuga is committed to providing a retreat environment that is free of child abuse, and maintains a strict policy prohibiting any kind of child abuse. Child abuse is the mistreatment child resulting in injury or harm. If a staff member suspects child abuse, please contact your department head immediately. It is North Carolina law to report suspicion of child abuse. Avoid engaging in an activity exclusively with one child. If needed, find another adult to be present with you and a child.

Procedures: Each staff person is responsible for reporting any harassment or abuse to his/her supervisor or to either of Kanuga's vice presidents or to the president. The person to whom the report is made will be responsible for investigating the allegation. Any supervisor or vice president to whom an allegation is made is to report that allegation to the president promptly and then to report the result of the investigation.

Depending upon the gravity of the offense, the Kanuga president will take one of the following actions.

- A conference with the perpetrator and a warning
- Discipline of varying degrees to match the offense and a warning
- Required counseling for the perpetrator
- Dismissal

Note that this does not mean that a person has three chances. Any of these actions may be taken at any time. Dismissal may come with the first proven allegation.

STRANGERS

If you suspect an unauthorized person anywhere on the grounds (including in staff housing), report him or her to a staff coordinator, work supervisor, or the front desk immediately.

FIREARMS/EXPLOSIVES/WEAPONS

No staff member is permitted to possess or use firearms, explosives, or weapons of any kind.

ILLEGAL/PRESCRIPTION DRUGS

The use of illegal drugs and the misuse of prescription drugs will not be tolerated.

ALCOHOL POLICY

You should understand that the Kanuga administration plans to work hard at enforcing its rules concerning illegal use of alcohol beverages. Illegal or improper use of alcohol will not be tolerated. The alcohol policy states:

No alcohol is permitted in or the vicinity of Harold House and Carter Lodge. Mature use of alcohol is permitted in Fox Cottage and Staff Quarters only when those less than 21 are not present.

Kanuga gives work experience to those people less than 21, and the North Carolina law prohibits the use of alcohol by minors. Those less than 21 must refrain from alcohol use. Those under the legal drinking age should consider this before accepting their contracts.

No staff member of legal drinking age will provide or purchase alcohol for anyone under 21 or create temptation or pressure on the younger ones.

SMOKING

Smoking is NOT allowed. Since the summer staff is expected to set an example, especially for the younger guests in the Kanuga community, it is important to lead by example on and off the job. This is especially important with those who work directly with children.

OVERNIGHT TRIPS

Kanuga will allow summer staff to take overnight trips on their days off **ONLY if the person (of any age) completes the overnight trip form and leaves it with a Staff Coordinator or appointed person no later than lunch prior to the overnight.** If you are a positive member of the community, it will be possible to have an overnight pass during the workweek. If you obtain an overnight pass, you must not return to Kanuga after the 12:30 a.m. curfew unless there are mitigating circumstances and you must check in with a coordinator at that time. This requirement exists to provide information on a person's whereabouts in case of an emergency. It is not intended as an invasion of privacy. Any summer staffer who is not yet 18 years of age must have written permission from his/her parents before being allowed to take an overnight trip. Overnight forms may be obtained from Jimmy Haden or the appointed person in his absence.

KANUGA EQUIPMENT

Use of Kanuga vehicles must be approved by Sandy Lynch, Ann McKinney, Jimmy Haden or a Department Head. Use of Kanuga's TVs, VCRs and other audio/visual equipment must be coordinated through the Guest Services Directors. There is a computer in the Guest Services office that may be used by summer staff on a first-come first-serve basis.

APPEARANCE

Staff members at Kanuga are expected to present a neat and clean appearance at all times. We cannot let hair, jewelry, tattoos, clothing or actions cause guests to be uncomfortable and interfere with their right to gain maximum benefit from the program.

--Body piercing except for female earrings is not acceptable. The number of female earrings should be reasonable. An ear lined with rings is not considered appropriate. No male earrings.

--Kanuga Summer Staff is expected to comply with departmental dress standards. Kanuga also expects staff to look presentable on the grounds and at meals.

--Trimmed and cared-for beards are permissible. Other males are expected to shave daily. Beards may not be started every third day!

--Preferable hair length for males is collar level. Longer hair will be permitted on the recommendation of the employer. In any event, hair for both sexes must be kept clean and well cared for.

--Parents will not consider tattoos to be good examples for their children. Thus, employment of persons with tattoos is not encouraged. To be eligible for employment, a person with a tattoo must have it in an inconspicuous place, i.e., the ankle, or in an area normally covered by clothes.

Hiking shoes, blue jeans, rain gear, sweaters, jackets and other comfortable clothing are needed because the weather at Kanuga is quite variable.

INVITED GUESTS

People visiting staff must be invited by a staff member. Staff members must communicate with a Staff Coordinator about their invited guest. They are expected to abide by all summer staff rules, and the staff member who invites them will be accountable for the guests' actions. Any overnight guest of staff should make reservations prior to their arrival at Kanuga (2 nights maximum at the Inn). Permission must be received from Jimmy Haden or the appointed person in his absence, prior to summer staffers inviting overnight guests to visit Kanuga. To make reservations, obtain permission then contact reservations in the main office. Please let them know at least a week in advance so they can check availability.

WARNING SYSTEM

Kanuga has established a warning system for dealing with misconduct and inappropriate behavior.

First Warning

- a. Comes when courtesy and reason fail,
- b. Staff coordinators will discuss the situation,
- c. Includes an official write up. The Guest Services Director maintains a copy.

Second Warning

- a. Offender is asked to a meeting with the Kanuga Administration,
- b. First write up is presented at this time,
- c. Followed by necessary action.

Third Warning

- a. After a staff member has had a first and second warning, the offender will meet with the President of Kanuga Conferences and/or other Kanuga Administration to determine possible dismissal.

The Kanuga Administration reserves the right to step in at anytime; even before the first warning.

AUTOMOBILES

It is expected that male summer staff employees will park their cars at the Harold House parking lot. All female summer staff that live in Carter Lodge are expected to park in the gravel lot behind Carter Lodge. Those that live at Fox cottage have their own parking area. Any staff member with an automobile at Kanuga will use it in a mature and responsible way. Please follow the speed limits inside Kanuga and stop at all stop signs. Any staff that owns their own vehicle and pays their own auto insurance can lend their automobile to another staff person. Please, no motorcycles. Summer Staff are expected to walk as much as possible, and no cars are to be driven on the gravel road in front of the Baker Building.

SICKNESS

If you are sick, you will FIRST need to inform a staff coordinator, the nurse, then your supervisor BEFORE you miss work. (If you are too ill to function, have a staff coordinator contact the nurse and inform your supervisor for you.) In case of a medical emergency, please contact a staff coordinator, your supervisor, or the front desk as soon as possible.

CHARGE PURCHASES

Those who can make charges for purchases to Kanuga in town know who they are. No one can make charges without prior approval from Jimmy Haden, Ann McKinney, The Kanuga Administration or a Department Head. Summer staff are not permitted to run tabs in the canteen or bookstore or to do a departmental charge without prior permission from a department head or Jimmy Haden.

MAIL PICKUP

Summer staff mail will be available daily at 1:00pm at the front desk. There is a mailbox at the far end of the desk that mail will be placed in for you. Please do not take any mail out of the box other than your own. Please do not go behind the front desk.

LITTER

Each individual on the Kanuga summer staff is EXPECTED not to litter and to PICK UP the litter of others whenever encountered. Staff members will be held accountable for the neatness of all paths and walkways between their living quarters, dining area, and normal workstations. ALUMINUM CANS AND GLASS BOTTLES ARE RECYCLABLE. PLEASE FIND A RECYCLING BIN FOR THESE ITEMS.

TOP PRIORITIES WHILE WORKING AT KANUGA

- To serve the guests and guarantee their enjoyment during their stay at Kanuga
- To enjoy your stay at Kanuga
- To learn from others and have others learn from us
- To further our leadership, sense of community, and faith through personal experience