

## CAMP KANUGA STAFF GUIDELINES

### Sexual Harassment and Child Abuse

**Harassment:** Camp Kanuga is committed to providing a work environment which is free of harassment. In keeping with this commitment, Kanuga maintains a strict policy prohibiting unlawful harassment of any form, including verbal, physical, psychological, sexual, and visual. This policy applies to all staff members, including department heads, support staff, volunteers and staff of Kanuga-sponsored conferences.

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 or neglect of a child resulting in an injury or harm. If a staff member suspects child abuse, please contact your department head immediately. It is a North Carolina law to report suspicion of child abuse. Avoid engaging in an activity exclusively with one child and always try to 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 any time. Dismissal may come with the first proven allegation.

## ALCOHOL POLICY

Illegal or improper use of alcohol will not be tolerated. Absolutely no alcohol is allowed on Camp Kanuga property. No staff member should consume alcohol at any time prior to work responsibilities, or discuss alcohol in the presence of campers.

Kanuga gives work experience to those people less than 21, and the North Carolina law prohibits the use of alcohol by minors. **Persons under the age of 21 must refrain from alcohol use.**

No staff member of legal drinking age will provide or purchase alcohol for anyone under 21 nor shall they create temptation or put pressure on the younger persons.

## ILLEGAL/PRESCRIPTION DRUGS

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

## SMOKING

Absolutely no smoking is allowed on Camp Kanuga property. Members of Camp Kanuga staff are expected to set an example for the campers, both on and off the job.

## APPEARANCE

Staff members of Camp Kanuga are expected to present a neat and clean appearance at all times. We cannot allow hairstyles, jewelry, tattoos or clothing to cause campers and other staff members to be uncomfortable and interfere with their right to gain maximum benefit from the program.

\*Body piercing, except for earrings, is not acceptable. The number of earrings should be reasonable. An ear lined with multiple rings is not considered appropriate.

\*Staff is expected to comply with departmental dress standards. Camp Kanuga also expects staff to look presentable at all times while on the grounds and at meals.

\*Trimmed and cared-for beards are permissible. Other males are expected to shave daily.

\*Hair must be clean and well cared for.

\*Parents of campers may not consider tattoos to be good examples for their children. To be eligible for employment, a person with a tattoo must have it in an inconspicuous place and it must be covered by clothes or a bandage.

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

