

VOYAGEURS LUTHERAN MINISTRY
SUMMER COMMUNITY POLICIES AND PROCEDURES

Revised, Mar-09

INTRODUCTION

These policies have been developed in an effort to provide you with information about the rules and expectations of living in community with Voyageurs Lutheran Ministry (VLM) and give you a clear picture of your employment with us.

We are pleased and excited that you have voluntarily entered into an agreement with VLM. A summer of ministry can be life changing for you and our participants. Therefore it is important to understand the expectations that we have of you and that you should have of us.

Most Outdoor Ministry staff and community relationships are long and mutually beneficial, though it should be recognized that neither you, nor we have entered into any contract of employment for a definite period, expressed or implied. Our relationship is and will always be one of voluntary employment "at will." You are free to resign at any time with or without notice or reason. Similarly, VLM is free to conclude an employment relationship where it believes it is in our interest at any time.

IMPORTANT! PLEASE READ THESE POLICIES THOROUGHLY!
BY SIGNING YOUR SUMMER COMMUNITY AGREEMENT, YOU ARE
ACKNOWLEDGING THAT:

You have received a copy of VLM Summer Community Policies dated Mar-09, which supersedes all previous policy statements, memoranda, and statements in any form. You understand that you are to become familiar with the contents of these community policies since they outline guidelines in use by VLM. If you have questions, you understand that you can talk to your supervisor.

Further, you understand:

This statement of VLM Summer Community Policies represents a brief summary of some of the more important VLM guidelines and is not all-inclusive.

VLM retains the right to change, modify, suspend, interpret, or cancel in whole or in part any of the published or unpublished policies. VLM can take such action without advance notice and without having to give cause or justification.

The contents of these Community Policies do not constitute or express any implied contract for employment. You have the right to end your work relationship with VLM with or without advance notice or cause. VLM has the same right.

PLEASE READ THOROUGHLY
BY SIGNING YOUR COMMUNITY AGREEMENT YOU ARE AGREEING TO THESE
POLICIES AND PROCEDURES

Voyageurs Lutheran Ministry
SUMMER COMMUNITY POLICIES
Revised, Mar-09

The following policies and procedures are guidelines for living for the VLM Community. ***They apply to all summer staff, volunteers, and visitors that make up that community.*** The policies are based on, and reflect the intent of, those requirements put forth by the State of Minnesota, St. Louis County (Camp Vermilion), Itasca County (Camp Hiawatha), the US Forest Service, the American Camping Association, and the By-Laws and Full Time Personnel Policies of VLM.

EMPLOYMENT PROCEDURES

Selection of camp staff is the sole responsibility of the VLM administration. When a person is selected for the summer camp staff, a "Summer Community Agreement", including a ministry description, is sent to that person. The person is asked to sign the agreement to indicate their intention to join the VLM summer community.

Each summer community member is asked to fill out applicable federal and state forms including a W-4. Staff that will be asked to drive vehicles on behalf of VLM are required to furnish driver's license information in compliance with insurance regulations.

HEALTH EXAMINATION

All summer staff are required to complete and submit a health history form. If that staff member is currently seeing a physician for regular treatment, the physician's signature is required on the form.

Each staff member must certify that they have not been recently exposed to any communicable disease.

BACKGROUND CHECKS

All summer staff and long term volunteers are required to have their names screened using a 148a background check.

INSURANCE

Voyageurs Lutheran Ministry provides Workers Compensation insurance for work related accidents. This coverage does not apply to illness. Any work-related accident must be reported to the Camp Administration within 24 hours of the accident.

Community members are responsible for purchasing their own medical needs, including prescriptions, for illnesses during employment.

PAYROLL SERVICES

Voyageurs Lutheran Ministry establishes a base salary for each position and offers increments for previous camp experience and for certain types of certification or advance training. There is generally a maximum salary for each position.

VLM defines a workweek as beginning on Sunday and ending on Saturday. Every employee is offered a minimum of 24 hours (1 day) off each week.

Pay periods are scheduled every two weeks.

All applicable federal and state income tax and FICA social security and medi-care will be deducted.

Summer community members are often hired and paid according to various lengths of employment based upon our needs and participation level.

LEAVES OF ABSENCE AND TIME OFF

Leaves of absence may be granted at any time for any reason at the discretion of the Executive Director and/or Program Director. Leaves are granted without compensation. Typical reasons include, but are not limited to; death in the family, weddings, family vacation, college registration requirements and other personal needs.

Staff members are encouraged to file a written request on a form provided to each staff member during orientation as soon as they know the specific days they are seeking off. Time off is considered a short-term request if less than three days in duration. A leave of absence is considered to be longer than three days in duration.

Pay is prorated in 1/2-day increments for time off and leaves of absence.

DISCIPLINE AND DISCHARGE

Your employment with Voyageurs Lutheran Ministry is voluntarily entered into and you are free to resign at any time with or without notice or reason. Similarly, Voyageurs Lutheran Ministry is free to conclude an employment relationship where it believes it is in our interest at any time.

Most Outdoor Ministry staff and community relationships are long and mutually beneficial, though it should be recognized that neither you, nor we have entered into any contract of employment for a definite period, expressed or implied. Our relationship is and will always be one of voluntary employment "at will." You are free to resign at any time with or without notice or reason. Similarly, VLM is free to conclude an employment relationship where it believes it is in our interest at any time.

Members of the Voyageurs Lutheran Ministry summer community are expected to establish and maintain high standards of common, honest, decent behavior. Although most employees never need to be reminded of our standards of conduct, all of us should become familiar with and abide by VLM's expectations. Some of those

expectations are listed below. This list is not meant to be all-inclusive, and does not cover every possible infraction.

- ...Violations of staff policies
- ...Actions by staff members who jeopardize the physical, emotional or health safety of campers, guests or other staff
- ...Abusive behavior or language in the presence of children, youth, or guests
- ...Inappropriate punishment, discipline or treatment of campers
- ...Chemical abuse
- ... Alcohol use
- ...Clothing or personal hygiene problems not in harmony with camp standards
- ...Lack of agreement or unwillingness to work toward the commitments established by VLM for its program mission and goals
- ...Unsatisfactory work (lack of quality, quantity, or effort)
- ...Inappropriate use of equipment (vehicles, camping gear, misuse of computers or Internet)
- ...Horseplay and inappropriate personal behavior
- ...Theft
- ...Threatening behavior, intimidation, or coercion of other staff or camper guests
- ...Providing false information on application forms
- ...Refusal to cooperate with camp staff

CORRECTIVE ACTION

When employees perform their work unsatisfactorily or violate VLM's work rules or policies, the employee's supervisor may:

First, discuss the unsatisfactory performance or violation with the employee to permit an opportunity for the employee to correct the problem.

Second, if the level of improvement is not acceptable to the supervisor, the employee will be given a written warning by the supervisor. The warning will provide specific improvements required to keep the position.

Third, if the level of improvement is not acceptable, the employee may be discharged.

Any of the foregoing steps may be bypassed at the sole option of VLM up to and resulting in immediate discharge because of the seriousness of an offense. It is important to remember that VLM's mission is conducted with children and youth, and any serious violation which jeopardizes their safety, emotional well being, or conflicts with the principles espoused by VLM will be treated quickly and effectively by management.

TOBACCO USE IN THE COMMUNITY

Because of health concerns, laws, fire hazard (both with facilities and forest), VLM encourages the community to be tobacco free. Chewing Tobacco is not allowed inside any food preparation area. A Smoking area will be designated for staff, volunteers and guests at both sites. If an individual chooses to use tobacco, it will be allowed if:

- It is during breaks.
- It is never within view of the campers.
- Any lit cigarettes are immediately and fully extinguished when finished.
- All butts are properly disposed.

Due to wildfire risk as defined by our State and local agencies, VLM may revoke the right to smoke on the property at any time.

Houkas, Bongs or other type paraphernalia are not allowed on camp property.

ALCOHOL AND DRUG-FREE COMMUNITY

The VLM Summer Community is to live in a Drug and Alcohol free environment. The possession or use of alcohol and/or drugs on-site is grounds for dismissal. This does not apply to appropriately used prescription drugs.

WORKPLACE SEXUAL HARASSMENT

A separate policy on Sexual Harassment in the Workplace, accompanies this document.

INTERNET AND EMAIL USE

It is the policy of VLM that its computers and Internet access belong to VLM and not to its employees. Even the use of VLM Internet access is for business purpose, whether accessed from the work site or from an employee's home. Although emails may be received at VLM on business computers, emails that are frivolous, subject to materials deemed inappropriate or linked to web sites not considered worthy of our standards should not be downloaded or printed but erased.

It is the policy of VLM that forwarded download files of jokes, frivolous stories or statements without purpose to the employee shall not be downloaded as they may place at risk VLM computers. All summer staff must log downloaded files and subject them to virus programs prior to opening. VLM cannot afford the destruction of its computer effectiveness and communications because of staff activity online.

PERSONNEL FILES

Employee personnel files are available only to authorized personnel. Personnel files are the property of Voyageurs Lutheran Ministry; however, current employees are permitted to look at their file with prior supervisory approval and with the Program Director or Executive Director present.

Voyageurs Lutheran Ministry
PROGRAM GUIDELINES AND PROCEDURES
Revised, Mar-09

These guidelines and procedures help shape the overall camp attitude of each site and program. We believe that all staff are called to provide campers a meaningful, positive and safe Christian growth experience. This often requires sacrificing one's own personal wishes for the needs of our guests.

TRAINING: All staff members are required to participate in the pre-camp training as scheduled.

STAFF MEETINGS: Regular staff meetings will be scheduled and run by the Directors and/or coordinators. All staff who are on site are expected to attend.

EVALUATION: Each staff person will have a mid summer evaluation. Staff members will be asked to submit a written evaluation to the Program Director at the end of the summer season.

LEADERSHIP STYLE: All staff members are expected to function at all times in a professional manner with professional pride and a concern for safety. It is the staff's responsibility to set and maintain an atmosphere where Christian expression and behavior is fostered. It is also their responsibility to enable program experiences that allow campers to develop the tools, skills and attitudes necessary to live their faith and values. Staff members are expected to discern and exercise leadership styles appropriate for various age groups (direction setting, decision making, sharing responsibility, goal setting, etc.) to which they are assigned.

CAMP PROGRAM ASSIGNMENTS: Staff members are generally assigned a position description for the summer. Staff may be assigned to work in a different program area (on- or off-site) as registration or program needs dictate. The VLM administration generally posts staff assignments several weeks in advance, but assignments may be changed at any time. Staff members are urged to be flexible.

CAMPER SUPERVISION: Staff members are expected to be with their camper groups **at all times**. Groups are not to be left unsupervised. Individual discipline problems affecting positive group life are to be reported and discussed with the Program Director, Community Directors, or their designates. Staff members are expected to care about their campers, to know where they are, what they are doing and how they are adjusting to camp life. Staff members must take a "head count" of their campers at all group activities and meals. This requires a high degree of commitment and involvement, often at personal sacrifice.

HOSPITALITY: All staff are expected to welcome and relate to campers and guests in a warm, friendly and helpful manner. When you see someone new, greet him or her with: "Hi, I'm _____. Welcome to Camp _____!" Offer assistance, invite them to join you at a meal, and show interest in them. Let them know what's going on at camp.

STAFF WORSHIP: VLM feels strongly that a community builds strength and support and grows through worship experiences. Leadership, program and support employees are expected to attend and participate in all worship opportunities available to them.

STEWARDSHIP: The cleanliness, aesthetic beauty and appearance of the natural environment, campgrounds, and buildings and care of public lands and parks are a matter of stewardship. VLM does not tolerate damage to facilities, marking on walls, misuse of the natural environment, slashing or carving of trees or other forms of vandalism. Staff members are expected to have a personal concern for the quality and appearance of our sites and endorse the spirit of VLM as a ministry that cares for God's creation. Staff are encouraged to take immediate personal action to clean up trash, repair or report damage, and involve campers in actions of stewardship and care.

CONFLICT RESOLUTION: Conflict is a natural part of community living and working together. The camp community represents a great diversity of personalities, values, opinions, life experiences and backgrounds. Conflicts should be dealt with quickly, openly, honestly, face-to-face, in a caring manner, and with respect. Listen to each other; try to understand each other's viewpoints and needs; respect each other. Work towards a resolution or understanding that provides the best solution for both parties, even if it takes compromise. If necessary, call upon another staff member, Community Director or the Program Director to help mediate. In all conflicts or differences of opinion, **honor confidentiality and do not gossip**—gossip is hurtful to the individual and the community. Don't forget that prayer, forgiveness and reconciliation are powerful gifts God has given us.

AS A REPRESENTATIVE OF VLM: Whether you are on or off duty, at camp or in town, your actions, attitudes and dress reflect upon the mission, ministry and programs of Voyageurs Lutheran Ministry. Significant barriers to good-will and community relations can develop when staff exhibit behaviors in local communities which suggest they are not mature responsible citizens or are insensitive toward those who are not members of the VLM community. Our concern and care for our "neighbors" extends to all people everywhere.

STAFF RELATIONSHIPS: Staff members are expected to conduct themselves in a way that respects the dignity, personal worth and rights of others. Relationships or behaviors which victimize others for personal pleasure or need are not in harmony with the spirit and mission of VLM.

We do not discourage development of friendships between staff members. However, open displays of affection and/or discussion about staff relationships in the presence of campers must be discreet and in good taste. The primary responsibility of staff is the priority and attention given to campers and guests. Be aware that relationships can give the impression that others are shut out, ignored or not as important. On the other hand, mature relationships between staff conducted in a positive and open manner provide campers with a model for behavior markedly different than what might be seen in the media or implied through the cultural milieu in which young people live.

STAFF/CAMPER RELATIONSHIPS: Staff/camper courtships/relationships are grounds for immediate dismissal. They are contrary to camp policies and standards of

professional leadership and break the trust that parents place in VLM for proper and safe care of their children. It is the obligation of all camp staff members to report to the camp administration if they notice any problems with staff/camper courtships, relationships or questionable behavior. Staff-in-Training, though with the community all summer are legally considered campers.

SLEEPING ARRANGEMENTS: It is never appropriate for a staff member to be alone in a tent or cabin with any camper or another staff of the opposite sex. If a one-person tent is not available on trail, then a staff may share a tent with another adult of the same sex.

Group sleepovers” in cabins, field, etc. should always be separated male and female, not mixed gender. THIS APPLYS EVEN WHEN THE GROUP IS MADE UP OF STAFF ONLY! It should never be accepted that people are expected to sleep in an uncomfortable or compromising arrangement.

STAFF VISITORS: Visitors and guests of staff should be instructed to visit on staff days off, allowing staff to visit freely with visitors and not disrupt the development of camper-staff relationships. It is unfair to staff, campers and visitors to expect free time to visit during working days. Staff need to be focused on and responsible for their campers, cabin group and work responsibilities without distraction.

All staff visitors (family and friends) that are staying overnight, must register through the Cook office. Donations to cover meals and housing are greatly appreciated. Priority for housing is given to paying campers. It is the responsibility of the staff member to pay these fees (or to make sure visitors pay). **ALL** visitors must register at the camp office upon arrival. Guests are expected to comply with the same personal conduct policies that staff comply with. **IT IS YOUR RESPONSIBILITY TO MAKE SURE YOUR GUESTS KNOW THESE POLICIES.** Please notify your Community Director or the Program Director if you expect visitors.

Visitors are not allowed to stay with staff in cabins, tents or campouts with campers. Visitors are not allowed to lead program activities or supervise campers. The staff is hired, screened and trained according to VLM current regulations that prevent unscreened friends or volunteers to supervise activities with youth. Likewise, this applies to former staff who often desire to participate in programs.

The Program Director has the discretion to use or not use volunteer staff, including former employees, based on program needs, impact on the camp community, lodging space or professional judgment. These program volunteers will be oriented by Community Director or Program Director.

This policy applies to all off-site programs and staff as well.

PRANKS and HAZING: Pranks or hazing by staff (or campers) are not allowed. Pranks and hazing never enhance community, and frequently cause hard feelings at the expense of others.

CAMP AS A SAFE PLACE: Residential youth camps must be perceived as safe places where staff protect campers from possible outside intervention or threats.

a. Staff should always be alert for strangers on or around site. If someone you do not know is around, it is your responsibility to go to that person, introduce yourself, find out who s/he is and what s/he wants, and offer assistance. The Community Directors are to be notified of any stranger in camp.

b. No campers are allowed to leave a program site without the prior permission of the Executive Director, Program Director, or designates. Not even parents can take their children off-site without first checking in the office (there may be custody restrictions or agreements in some family situations).

TIME OFF and WEEKENDS: VLM staff members are free from camp duties a minimum of 24 hours—typically on weekends. Some staff will be expected to be responsible for weekend programming, maintenance and food preparation and will be given time off during the weekdays. The Community Directors and Program Director have responsibility for scheduling staff time off in relationship to program needs and schedules. Staff members are due back at camp by 1 p.m. on Sunday to participate in a staff meeting before camper registration begins.

During normal work schedules, staff members are **not allowed to leave camp property** without prior clearance with the Program Director or designate person in charge.

Weekend waterfront activities will be allowed only under VLM's safety guidelines and supervision.

SWIMMING: All staff are required to successfully complete a swimming test administered by the Waterfront Coordinator(s) before complete swimming privileges are granted. Hours of swim will be determined by the Waterfront Director(s) and the Community Director(s). No one is to swim without the prior consent and supervision of the Waterfront Director or a lifeguard assigned by him/her at any time.

CANOEING AND BOATING: VLM has two beautiful sites that are ideal places for canoeing and boating. Please observe the following guidelines:

- Always sign out when you are going and when you will return.
- Do not canoe or boat after dark.
- Pay attention to the weather. Take immediate shelter from thunderstorms and lightening.
- Practice low-impact wilderness travel (pack litter out, pick up litter, stay on trails, do not relieve yourself near water sources, leave the area cleaner than when you arrived, do not shout or make loud noise).
- Use of camp owned camping and canoe equipment may or may not be available for use by the staff community. It is managed by Coordinators and advance

arrangements must be made before use. VLM does not allow use of equipment that is scheduled for group use within the next week. Employees must be certified by the Trail Shack Coordinator in the use of the equipment, (i.e. camp stoves, tents, etc.). When used, equipment must be returned in clean and working order. This is the responsibility of the user. Campers and guests have first priority of use.

- Program food is **NOT** to be used by staff for personal use. The only exception to this rule is at the end of the summer. At that time, staff may purchase food from the trail shack for personal use, if available.
- Equipment is not available for use after the Trail Shack has been shut down for the season.

FOOTWEAR: The VLM community strives to offer a safe and sanitary experience while at the same time, minimizing impact on the land. Being comfortable at camp is also important, however, there are certain guidelines:

Closed-toed footwear **MUST ALWAYS BE WORN** in the Kitchen and during all outdoor field games and Low Ropes activities.

It is strongly recommended that sturdy shoes or sandals are worn at night when walking anywhere! Rocks and tree roots are everywhere. A broken or injured toe is not the most ideal condition to have at camp.

CLOTHING TASTE and STYLE: Clothing should not advertise beer, alcohol, or drug abuse; sex or immoral activity; profanity; racist or sexist images or words; or popular icons with which these things are associated. All slogans must be in good taste. Clothing should only be appropriately revealing, and be kept clean and in reasonable repair. Physical appearance influences the trust of parents, guests and campers—it makes a statement about how we care about ourselves and the people around us. Staff are required to wear staff shirts on registration days and either the staff shirt or other VLM gear on the last day of camp sessions.

BODY ART AND PIERCINGS: Maintaining the trust of parents is of great importance to VLM. Some parents have reported a negative response to staff with tattoos and/or pierced eyebrows, tongues, noses and lips. Therefore, staff will restrict pierced jewelry in these areas to a reasonable size and number.

RISK MANAGEMENT: Staff will be trained in the identification of potential risks to VLM, its staff and its camper community. Such risks may include the health program, waterfront and trail areas, communications during times of crisis and the management of emergency situations such as weather alerts or fires. Staff in charge of risk management areas are expected to fulfill their duties and maintain written records in an efficient and timely manner with concern for the entire VLM community and all its programs.

CAMP OFFICES: The offices at the two camps and the Cook office are places where the business necessary to conduct camp is managed efficiently and professionally.

Office hours in Cook are generally 8am-4pm, Monday through Friday. The offices at Camp Hiawatha and Camp Vermilion will maintain regular office hours 7 days a week.

Employees should enter camp offices quietly and recognize that office employees are most often focused on their duties and administrative details. We request your assistance in helping to keep our offices professional and polite. Each site has a staff lounge area where staff can take breaks or work if needed.

The Summer staff is not allowed use of the camp computers unless specific permission has been granted for a specific project. Permission must come from the Executive Director, Program Director or Community Directors. Some tasks may take priority over others (camper registration, managing camp email, or program and staff schedules).

TELEPHONE USE: Long distance telephone use is restricted to credit card or collect calls on the telephone designated for staff and guest use at camp. The telephones in the camp office and kitchen are for administrative and emergency use only. Pre-paid phone cards are easily obtained from retail stores and local businesses—bring a card or two with you to camp.

No cell phone use in the presence of campers.

CAMPER TRANSPORTATION: Transportation of campers to and from programs is the responsibility of the group's sponsors or designated and approved VLM staff in designated camp vehicles. Campers are not allowed to drive personal or camp vehicles. All vehicle occupants must wear seat belts. Drivers must abide by Minnesota State laws and speed limits. Parking tickets or moving violations are the personal responsibility of the driver and will not be reimbursed by VLM. High School Campers that drive themselves to camp are required to park their vehicle and turn in their keys to the Community Director until the end of their program session.

STAFF-OWNED VEHICLES: Vehicles are to be parked in designated areas only. (cars, cycles, bikes, etc.) They may be driven on days off only or with permission from the Program Directors or Program Director (i.e., for staff functions). At no time are campers to be transported in private vehicles. It is advisable to bring a spare set of car keys with you.

Canoe Country staff will be trained in the operation of the camp vans and trailers.

The onsite speed limit at both camps is 15 mph. This is strictly enforced as we live and work with many children.

TIPS: Staff persons are not allowed to accept monetary tips or material gifts. A nice gesture may be to suggest the individual donate the money to their local church for a camper scholarship.

PURCHASING: Purchases may not be made in the name of VLM without prior authorization. Persons making unauthorized purchases will be held responsible for them

and may not be reimbursed. Those authorized to make purchases will follow guidelines written in the administrative procedures manual and turn in all receipts.

ANIMALS: Pets are not allowed in food areas or youth camp buildings. Staff are not allowed to keep pets at camp.

ELECTRONIC DEVICES: Use of mp3 players, stereos, TVs, video games, cell phones, beepers, etc. in camp is not allowed on-site or on overnights. VLM attempts to present itself as a place of quiet wilderness where outdoor solitude has a chance of capturing our spirit. Leadership and support staff may use radios to communicate while programs are in session if the solitude of the wilderness is respected.

The use of laptops for personal use is permitted only during breaks or days off and only when the use does not interfere with the ability to execute your responsibilities.

Staff may use electronics in the staff lounge when appropriate.

Radio alarm clocks are permissible in cabins for alarm purposes only, when volume is kept to a minimum. Radios in kitchens, work areas or offices must be turned off if program groups are nearby and at no time shall they interfere with normal conversations—staff who work with chemicals or around open flames in kitchens need to hear instructions clearly.

Staff should **not** use radios to monitor weather situations in the presence of campers. Severe weather warnings can frighten campers and cause excitability and anxiety. Community Directors, the Program Director or Program Coordinators are responsible for monitoring weather announcements and will notify staff and campers if there are weather concerns.

Electronic devices, when brought by campers, shall be kept in the camp office to avoid damage. VLM is not responsible for damage to or theft of personal equipment or possessions.

LOCK & KEY: When staff leave facilities for the weekend or time off, arrangements must be made to lock facilities. Canoe Country and Boathouse equipment should be locked to discourage theft or unauthorized use. Camp vehicle keys not to be left in the vehicle).

PERSONAL EQUIPMENT: VLM does not provide insurance for personal equipment such as bikes, electronics, sports equipment, camping equipment, etc. Storage for bikes is not guaranteed and differs from site to site. Staff may not store personal knives in their cabins where campers can see and use them (lock them up). Staff should store any potentially dangerous sports equipment (baseballs, archery, bats, etc.) in assigned program areas, not in cabins.

STAFF MEDICATIONS: Personal meds must be inaccessible to campers at all times.

STAFF USE OF KITCHEN: The kitchen and food inventories shall be off limits to staff and campers at all times. This is in accordance with state and local sanitation laws. Food that is kept in the pantries and refrigerators is ordered and inventoried to meet the needs of menu planning for week and weekend groups. Weekend service personnel will have food available for staff at designated times.

WORKPLACE SEXUAL HARASSMENT

Voyageurs Lutheran Ministry seeks to provide its employees with a work environment free from sexual harassment and other harassment based on race, color, religion, national origin or disability. Sexual harassment will not be tolerated. Physical, written or spoken conduct of a sexual nature constitutes sexual harassment when:

- a. Submission to such conduct is made, either expressly or implicitly, a term of condition of an individual's continued employment;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an employee.

Sexual harassment also includes repeated and unwelcome **physical, written, or spoken** conduct, based on one or more of these characteristics, that substantially interferes with an employee's work performance or creates what a reasonable person would consider to be an intimidating, hostile, or offensive working environment. By way of example, the following conduct, depending upon all the circumstances, may constitute sexual harassment:

- Repeated, offensive sexual flirtation, innuendoes, advances, or propositions;
- Continued or repeated verbal abuse of a sexual nature;
- Graphic verbal statements regarding an individual's body;
- Sexually degrading words used to describe an individual;
- Gender based profanity;
- Displays of sexually suggestive objects or pictures in the workplace.

Remember what may seem to be harmless teasing or practical joking to one employee may be perceived differently be an employee who is subject to such conduct.

Employees who witness sexual harassment or who feel they have been subjected to sexual harassment at Voyageurs Lutheran Ministry, whether by supervisor, co-worker, or subordinate, must report it to the Executive Director, Joel Abenth or the Program Director, Joy Halstead. Reports made about the Executive or the Program Director may be made to the other director or to the **President of the VLM Board of Directors, Dennis Anderson; 1105 Brazos, South Lake, TX, 76092; Cell Phone - (817) 291-5209, Email - dga9@msn.com**

An employee who honestly and in good faith reports sexual harassment will not be subject to discipline or retaliation. Once VLM is notified of a sexual harassment complaint, we will conduct a prompt and thorough investigation regarding the complaint. During the investigation, VLM will take all reasonable precautions to safeguard the privacy of both the complainant and the alleged harasser, if that is requested, and to the extent it is feasible.

VLM will strive to do whatever is necessary to end any unlawful harassment, prevent it from recurring, and satisfy the employee's concerns. Any corrective discipline taken should reflect the severity of the conduct. If discipline is imposed for harassment, the complainant may be informed of this and of the right to report any further harassment. If there is insufficient evidence to conclude whether unlawful harassment has occurred, the parties will also be notified. Even if this is the outcome, and further allegations should be promptly reported, because unwelcome conduct is unacceptable, whether unlawful or not, and will result in corrective action. Any employee found in violation of this policy may be subject to disciplinary action, up to and including dismissal.

The staff member should also bring the matter to the attention of the Minnesota Department of Human Rights, St. Paul, MN 55101 (800) 562-9747 or (612) 296-5663.

I have read, understand and agree to the above policy regarding Sexual Harassment.

Staff Signature

Date

DISCIPLINE POLICY

VLM recognizes that children and youth attending its programs have experienced a wide range of disciplinary techniques in their varied backgrounds. As a ministry of the church and out of concern for the rising misuse of disciplinary tactics, VLM has adopted the following discipline policy when working with its children and youth.

1. It is recognized that discipline is a natural activity in a counselor or staff person's relationship to youth and children.
2. Discipline tactics are to be constructive and focus on relationships of love and understanding.
3. Typical constructive discipline behaviors include...
 - conversations that explain why certain behaviors may be counterproductive to building quality relationships.
 - Information as to why behaviors may hurt or harm others or one's self.
 - Patient explanations of behaviors that may need to change in order to help build trust and cooperation.
 - Diversion of children or youth to other activities when hostile relationships have developed.
 - Gentle removal of children or youth from problem situations that may become enflamed.
 - Persuasive praise for actions and behaviors that are deemed helpful, appropriate and cooperative.
4. Under no circumstances will children or youth be subjected to physical harm, fear or humiliation. A camper's behavior is never the subject of ridicule. Teasing, jeering, or taunting a person into changing behaviors is not an acceptable method of discipline. Staff persons who are seen subjecting campers to such discipline will be removed from their roles.
5. Physical discipline by a staff person is not acceptable under any condition.
6. If separation from a hostile situation has been used to discipline, the camper will always be within hearing of an adult in a safe, secure, and appropriate place. An example may be to bring a camper to the Dining Hall to visit with a Director about the behavior.
7. When possible, VLM will enlist the services of parents when attempting to change inappropriate behaviors.
8. No child will ever be punished or ridiculed for a toilet accident.
9. No verbal abuse about a child or his/her family or ethnic background will be tolerated.
10. Meals or snacks or denial of store privileges will never be used as a form of discipline.
11. Other children may never be allowed to punish or discipline another camper.
12. Any staff member who is accused of abusing a child through excessive discipline will be reported to the county department of human services and immediately suspended. An investigation will determine if the suspension will be permanent.

I have read and understand the above policy and requirements concerning my responsibility regarding discipline at Voyageurs Lutheran Ministry.

Staff Signature

Date