

Youth Code of Conduct for Employees and Volunteers at the Bloomington Normal YMCA



The following policies are intended to assist employees and volunteers in making decisions about interactions with youth. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor. The Bloomington Normal YMCA provides our youth with the highest quality services available. We are committed to creating an environment for youth that is safe, nurturing, empowering, and that promotes growth and success and exhibits our four core values: caring, honesty, respect, and responsibility.

Abuse of any kind will not be tolerated and confirmed abuse will result in immediate dismissal from this organization. The organization will fully cooperate with authorities if allegations of abuse are made that require an investigation. The Conduct with Youth outlines specific expectations of employees and volunteers as we strive to accomplish our mission together.

- Youth will be treated with respect at all times.
- Youth will be treated fairly regardless of race, sex, sexual orientation, age, gender, or religious preference.
- Employees and volunteers will adhere to uniform best practices of displaying affection as outlined by the Bloomington Normal YMCA.
- Employees and volunteers will avoid affection with youth that cannot be observed by others.
- Employees and volunteers will adhere to uniform best practices of appropriate and inappropriate verbal interactions as outlined by our organization.
- Employees and volunteers will not stare at or comment on youths' bodies.
- Employees and volunteers will not date or become romantically involved with youth.
- Employees and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of youth.
- Employees and volunteers will not have sexually oriented materials, including printed or online pornography, on the Bloomington Normal YMCA's property.

- Employees and volunteers will abide by the Bloomington Normal use of technology policy
- Employees and volunteers will not have secrets with youth and will only give gifts in accordance with the Bloomington Normal YMCA's policies.
- Employees and volunteers will comply with our organization's policies regarding interactions with youth outside of our programs.
- Employees and volunteers will adhere to organizational policies regarding electronic communication and social media with youth.
- Employees and volunteers will adhere to organizational policies regarding working one-on-one with youth in a private setting.
- Employees and volunteers will not abuse youth in anyway 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

The organization will not tolerate the mistreatment or abuse of one youth by another youth. 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.

an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth, 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 calling another hurtful names.
- 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:

- Sending mean, vulgar, or threatening messages or images;
- Posting sensitive, private information about another person;
- Pretending to be someone else in order to make that person look bad;

- 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.

Employees and volunteers will report concerns or complaints about other employees and volunteers, other adults, or youth to a supervisor who can be reached or to the organization's Presidium's Certified Guardian at [309-827-6233 ext 105] or the [\[Anonymous Method for Reporting Concerns, Complaints, and Grievances.\]](#) Employees and volunteers will report allegations or incidents of abuse to the proper state authority.

Acknowledgement

I understand the organizational policies for the protection of minors adopted by the Bloomington Normal YMCA on _____. I understand and voluntarily agree to abide by these policies.

Date _____

Name _____

Title _____

Department _____

Signature _____

Signature (YMCA HR Representative)
