



THE BOYS AND GIRLS CLUB OF STANDING ROCK

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Employee Handbook



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ABOUT US

Mission Statement:

To enable all young people, especially those who need us the most, to reach their full potential as productive, caring, and responsible citizens.

Core Beliefs:

Boys and Girls Club provide you with:

- A safe place to learn and grow,
- On-going relationships with caring adult professionals
- Life enhancing programs
- Character Development Experiences
- Hope and Opportunity Club History:

The Boys & Girls Club of Standing Rock is a 501 C 3 non-profit organization that has been in existence since 1999. It has been a safe and happy place for children and youth over the years. It has helped and the touched the lives of over 2,000 children and youth in the small community of McLaughlin, SD on the Standing Rock Indian Reservation. The majority of which are Native American. Many of the same children are club members.

Continued support and funding are needed for programs and services that the club provides to members. Programs such as youth leadership, tutoring, mentoring, diabetes prevention, and others.

According to recent studies, children who are unsupervised after school are not only in danger of becoming victims of crimes or accidents, but they are also at risk in other less dramatic but equally troubling ways. These children are at risk of falling behind academically, socially, and emotionally. They are at higher risk than other children and youth of substance abuse and gang involvement. Programs such as the Boys & Girls Club keep kids safe and inspire them to learn in a supportive environment.

ABOUT THIS HANDBOOK

This Employee handbook is expressly intended for the use of the employees of the Boys and Girls Club of Standing Rock area. (Hereafter referred to as the "Club"). This Employee Handbook sets forth basic policies and guidelines for employee conduct and contains important summary information regarding employee benefits.

Unless otherwise specified, the benefits described in this Handbook apply only to regular, full-time employees of the club. By contrast, the policies outline in this Handbook outlined in this Handbook apply to all employees- regular full-time, regular part-time and temporary.

In all cases of interpretation of this Handbook, Management decisions are final; The Club may modify any part of this Employee Handbook at its sole discretion, without prior notice. This handbook superseded and replaced all previously existing Club Handbooks or employee personnel policy manuals.

ALL CLUB EMPLOYEES ARE EXPECTED TO FOLLOW THE POLICIES AND PROCEDURES OUTLINE IN THIS HANDBOOK. ANY VIOLATION OF THESE OR ANY OTHER CLUB POLICY, PRACTICE OR PROCEDURE WILL SUBJECT AN EMPLOYEE TO DISCIPLINE, UP TO AND INCLUDING SEPERATION.

EMPLOYEMENT WITH THE CLUB IS AT WILL, AND THE REASON THE CLUB MAY DISCHARGE AND EMPLOYEE ANY TIME FOR ANY REASON WHATSOEVER, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT PRACTICES, OR PROCEDURES IS INTENDED TO CREATE AND CONTRAST FOR EMPLOYEMENT, EXPRESS OR IMPLIMENTED OR IMPLIED, OR GUARANTEE OF CONTINUED EMPLOYEMENT FOR A SPECIFIC DURATION.

If you have specific questions regarding the benefits plans described herein, please refer to the plan document or summary plan descriptions or contact Executive Director if you have specific questions regarding the contents of this Handbook, please contact Executive Director.

EMPLOYMENT POLICIES

Equal Employment Opportunity

Harassment

Drug and Alcohol-Free Workplace

Immigration and Employment Eligibility

Perceived Violations Policy

Family and Medical Leave Policy

Introductory Period

Background Checks

Categories of Employment Overtime

Timekeeping

Personnel Records

Pay Cycle and Payroll Deductions

Open Lines of Communication

Open Door Policy

Use of Club Computers/Electronic Devices

Performance Review

Job Postings

Absences

Search, Theft and Audit Policy Dress Code Policy

Disciplinary Policy and Standards of Employee Conduct

Conflicts of Interest

Employment of Relatives

Confidentiality Policy

Outside Employment

Separation

Exit Interview

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

The club is an equal opportunity employer. The club is committed to the spirit and letter of all federal, state, and local laws and regulations pertaining to equal opportunity. To this end, the Club does not discriminate against any individual with regard to race, color, religion, sex, national origin, disability, veteran status, or other protected status. This policy extends to all terms, conditions, and privileges of employment, as well as the use of all Club facilities.

No form of unlawful discrimination, including unlawful harassment, will be tolerated.

Supervision and Facilities Policy

SUPERVISION

Boys & Girls Club of Standing Rock is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 and over) is present when supervising members.
- Must always maintain proper supervision ratios.
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

RESTROOM USAGE

Boys & Girls Club of Standing Rock is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- Club will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

RESTROOM MONITORING

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.

- Positioning staff near restroom entries to maintain auditory supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify Club leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

ENTRANCE AND EXIT CONTROL

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility. All exit doors shall have an audible alarm to discourage unauthorized use to exit or enter the facility. Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

FACILITY CONDITION

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use.

Areas that are not in use shall remain locked and only accessible by adult staff.

All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours.

Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the health and safety of members, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

FOOD AND DRINK

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.

Harassment

It is the policy of the Club to provide, at all times, a work environment free of harassing conduct, better enabling us to focus on and fulfill the mission of the Club. The Club will not tolerate any form of harassing conduct that is based upon an individual's race, color, religion, sex or national origin, age, disability, marital status, veteran status or other protected status. For these purposes, the term "harassing conduct" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct also includes sexual advances, requests for sexual favors and other conduct of sexual nature. Any employee violating this policy will be subject to corrective action, up to and including discharge.

SO THAT YOU KNOW . . .

Harassment on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, or other protected status is defined as conduct which as the purpose or effect of unreasonably interfering with individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of behavior that could be constructed as harassment include, but are not limited to:

- Degrading any group or class of people:
- Assigning less desirable work or working conditions to members of a protected group based solely on their group membership; or
- Treating protected individuals in a demeaning fashion.

Sexual Harassment is defined as unwelcomed physical or verbal sexual conduct where;

- Submission to the conduct is either an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as a basis for employment or decisions affecting the person doing the submitting or rejecting or
- The conduct has the purpose of or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of behavior, which could be construed as sexual harassment includes, but are not, limited to:

- Explicit or implicit threats to withhold pay increase, benefits or working conditions in exchange for sexual favors or sexual activity.
- Promises to improve pay, benefits or working conditions in exchange for sexual favors or sexual activities.
- Demands for sexual favors or sexual activity.
- Subtle pressure for sexual favors or sexual activity
- Deliberate, repeated, or unsolicited verbal comments, gestures, or physical actions of sexual nature (i.e., vulgar, lewd, or lascivious remarks, had, facial, or body gestures or movements, or unnecessary touching, patting, or pinching); or,
- Comments, jokes, or slurs that are demeaning or demoralizing, and directed to one gender over the other.

WHAT TO DO ABOUT HARRASSING CONDUCT. . .

An employee who believes he or she or another Club employee has been subjected to harassing conduct should immediately contact the Executive Director. A prompt investigation will be conducted of each, and every complaint and appropriate action will be taken. Complaints will be handled confidentially, to the extent possible. The Executive Director or his/her designee has the responsibility for investigating and resolving complaints of harassment. In the event of a complaint involving the Executive Director, the Board of Directors or their designation will fulfill the investigatory role in this process.

Discrimination and harassment laws in South Dakota

In South Dakota, employees have the right to work in an environment free from discrimination and harassment. South Dakota's laws concerning discrimination and harassment largely mirror federal regulations. Namely, it's illegal to discriminate against employees based on certain protected characteristics, including:

- Race or Color
- National Origin
- Sex (including pregnancy, childbirth, or related medical conditions)
- Religion
- Age (although this isn't covered under South Dakota law, federal law prohibits this)
- Disability
- Genetic Information

Harassment is any unwelcome behavior or conduct based on the above protected characteristics. Examples include derogatory comments, unwanted advances, or exclusion from work-related activities. It's essential for employers to understand that not every unpleasant interaction qualifies as harassment. There needs to be a pattern or severity that creates a hostile work environment.

Under South Dakota law, if an employer violates discrimination laws, the employee may be entitled to relief, like getting lost wages paid back. The employer may also have to undergo specific training or implement changes in policy.

No Retaliation or Reprisals

Employees have a duty to report any harassing conduct they either experience or observe, regardless of whether the alleged harassment is being perpetrated by a Club employee or any other third party. Under no circumstance will a person be retaliated against because of a bonafide report of what he or she perceives to be harassing conduct.

Incident Management Policy

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit Clubhouses.

GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of abuse;

- Bullying behavior;
- Inappropriate electronic communications between adults (18 or over) and youth;
- Minor and major medical emergencies;
- Accidents, including slips and falls;
- Threats made by or against staff, volunteers and/or members;
- Physical assaults and injuries, including fights;
- Missing children;
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises and/or during a Club affiliated program or trip.

INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report, and submit the incident to Club leadership.

The following information shall be included on an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

EXTERNAL INCIDENT REPORTING

Boys & Girls Club of Standing Rock follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse;
- Any form of child pornography;
- Criminal activity, including assault, theft, and robbery; or
- Children missing from the premises.

Incident Management Policy

INCIDENT INVESTIGATION

Boys & Girls Club of Standing Rock takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

In the event that an incident involves an allegation against a staff member, volunteer or Club member, the Club shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

BGCA CRITICAL INCIDENT REPORTING

Each Member Organization shall immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, each Member Organization shall report the following critical incidents to BGCA within 24 hours:

1. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.
2. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
3. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity. d. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club sponsored activity leading to extended hospitalization, permanent injury, or death; or a mental health crisis with a child requiring outside care.
4. Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
5. Any failure to comply with requirements set forth by childcare licensing agencies or organizations. g. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
6. Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
7. Any criminal or civil legal action involving the organization, its employees, or volunteers, as well as any changes in the status of an open organization-related legal action.
8. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
9. Any other incident deemed critical by the Member Organization.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

Boys & Girls Club of Standing Rock is committed to providing a safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

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3. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity. d. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club sponsored activity leading to extended hospitalization, permanent injury, or death; or a mental health crisis with a child requiring outside care.
4. Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
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Emergency Operations Plan Policy

EMERGENCY OPERATIONS PLAN (EOP)

Boys & Girls Clubs shall create and maintain an Emergency Operations Plan (EOP). At minimum, the plan shall encompass the following elements:

- Mitigation, preparedness, response, and recovery for the following types of emergencies:
- Fire
- Weather (tornado, flooding, hurricane, etc.)
- Lockdown (for interior or exterior threat)
- Bomb threat
- Suspicious package
- Training/drill schedule and reporting procedures for staff, volunteers, and members. • Developed and shared with local first responders, such as fire department and law enforcement agencies. **EOP ANNUAL REVIEW**

Boys & Girls Club of East Providence leadership will maintain a board-led safety committee that regularly focuses on safety and will have oversight and responsibility for the emergency operations plan. The board-led safety committee will be responsible for reviewing and updating the emergency operations plan annually.

FIRST AID AND CPR TRAINING

Boys & Girls Club of East Providence always maintains a minimum of one CPR- or first-aid-trained staff on site during all operating hours when members are being served.

KEY DEFINITIONS

Emergency: An emergency is any event, natural or man-made, whether expected or unexpected, that places life or significant Club assets in danger or threatens the ability to conduct normal business operations and usually involves abnormal time constraints and resource responses.

Mitigation: Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters or emergencies. For mitigation to be effective, we need to take action now — before the next emergency occurs — to reduce human and financial consequences later.

Preparedness: Preparedness helps everyone act quickly and decisively in the face of a disaster or emergency and can minimize loss of property and prevent death and injury. An effective emergency plan should include steps to ensure that those with disabilities or special needs are provided with a proper evacuation strategy.

Drug and Alcohol-Free Workplace

The club is committed to protecting the safety, health and well-being of its employees and all individuals who come into contact with its workplace(s), and property, and/or its products and services. As part of this mission, the Club is also committed to maintaining a Drug

Free Workplace. This policy applies to all applicants for employment and all employees in all job classifications.

Substance abuse, which includes the possession, use or sale of illegal drugs or the unlawful use or misuse of lawful substances, including alcohol and prescription drugs, will not be tolerated. The Club also prohibits the illicit use, possession, sale or attempted sale, purchase, conveyance, distribution, cultivation or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. It is a condition of employment at the Club to refrain from using illegal drugs and the unlawful use of lawful substances, including alcohol and prescription medicines, and to abide by the guidelines of the Club's Drug-Free Workplace Policy.

1. POLICY

- 1) The Boys and Girls Club of Standing Rock (BGCoFSR) has a vital interest in maintaining a safe, healthy and efficient working environment. Being under the influence of alcohol or drugs on the job poses serious safety and health risks to the user. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession or being under the influence of alcohol poses unacceptable.
- 2) The BGCoFSR has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees, and to protect the organization's property, information, equipment, operations and reputation.
- 3) The BGCoFSR recognizes its obligations to its member companies for the provision of services that are free of the influence of illegal drugs and alcohol and will endeavor through this policy to provide drug- and alcohol-free services.
- 4) The BGCoFSR further expresses its intent through this policy to comply with federal and state rules, regulations, or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.
- 5) As a condition of employment, all employees are required to abide by the terms of this policy and to notify the BGCoFSR management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

2. PURPOSE

- 1) This policy outlines the goals and objectives of the BGCoFSR drug and alcohol testing program and provides guidance to supervisors and employees concerning their responsibilities for carrying out the program.

3. SCOPE

- 1) This policy applies to all departments, all employees, and all job applicants. The term employee includes contracted employees.

4. DEFINITIONS

- 1) **Alcohol** means any beverage that contains ethyl alcohol (ethanol), including, but not limited to, beer, wine and distilled spirits.
- 2) **Company premises or company facilities** means all property of the BGCoFSR including, but not limited to, the offices, facilities and surrounding areas on the BGCoFSRs -owned or -leased property, parking lots and storage areas. The term

also includes the BGCoFSRs -owned or -leased vehicles and equipment, wherever located.

- 3) **Contraband** as it relates to an alcohol and drug free workplace means any article, the possession of which, on the BGCoFSR premises or while on the BGCoFSR business, causes an employee to be in violation of the BGCoFSR work rule or law. Contraband includes illegal drugs and alcoholic beverages and/or drug paraphernalia.
- 4) **Illegal drug** means any drug which is not legally obtainable; any drug which is legally obtainable, but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP) and so-called designer drugs and look-alike drugs.
- 5) **Legal drug** means any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose for which prescribed or manufactured.
- 6) **Reasonable belief** means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his or her job duties due to drug or alcohol impairment. Such inability to perform may include, but not be limited to, decreases in the quality or quantity of the employee's productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices and erratic conduct indicative of impairment are examples of "reasonable belief" situations.
- 7) **Under the influence** means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms or influenced are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, such as urinalysis or blood analysis, and in some cases by the opinion of a layperson.

5. EDUCATION

- A. supervisors and other management personnel are to be trained in.
 - 1) detecting the signs and behavior of employees who may be using drugs or alcohol in violation of this policy.
 - 2) intervening in situations that may involve violations of this policy.
 - 3) recognizing the above activities as a direct job responsibility.
2. Employees are to be informed of:
 - 1) The health and safety dangers associated with drug and alcohol use;
 - 2) The provisions of the policy.

6. PROHIBITED ACTIVITIES

- 1) The undisclosed use of any legal drug by any employee while performing the BGCoFSR business or while on the BGCoFSR premises is prohibited. However, an employee may continue to work even though using a legal drug if the BGCoFSR management has determined, after consulting with the BGCoFSR health and/or human resources officials, that such use does not pose a threat to safety and that the using employee's job performance is not significantly affected. otherwise, the employee may be required to take a leave of absence or comply with other appropriate action as determined by the BGCoFSR management.
- 2) An employee whose medical therapy requires the use of a legal drug must report such use to his or her supervisor prior to the performance of the BGCoFSR business. The supervisor who is so informed will contact the BGCoFSR designated human resources official for guidance.
- 3) The BGCoFSR at all times reserves the right to judge the effect that a legal drug may have on job performance and to restrict the using employees' work activity or presence at the workplace accordingly.

3. Illegal Drugs and Alcohol

- 1) The use of, sale, purchase, transfer, or possession of an illegal drug or alcohol by any employee while on the BGCoFSR premises or while performing the BGCoFSR business is prohibited.

7. DISCIPLINE

- 1) Any employee who possesses, distributes, sells, attempts to sell, or transfers illegal drugs on the BGCoFSR premises or while on the BGCoFSR business, will be terminated.
- 2) Any employee who is found to be in possession of or under the influence of alcohol in violation of this policy will be subject to disciplinary action up to, and including, termination.
- 3) Any employee who is found to be in possession of contraband in violation of this policy will be subject to disciplinary action up to, and including, termination.
- 4) Any employee, who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of Alcohol, will be subject to disciplinary action, up to and including, termination. Except that, depending on the circumstances of the case and the employee involved, the employee may be offered a one-time opportunity to enter and successfully complete a rehabilitation program that has been approved by the BGCoFSR.

8. REHABILITATION AND EMPLOYEE ASSISTANCE

- 1) Rehabilitation assistance in lieu of termination may be offered:
- 2) To any employee who has requested rehabilitation assistance provided that the request is unrelated to an identification of the employee as a violator of this policy.

To any employee who has violated this policy provided that the violation does not involve selling or transferring illegal drugs, or serious misconduct. Recommendation of a licensed physician or recognized rehabilitation professional.

- 2) An employee whose rehabilitation therapy involves drug maintenance, hospitalization, or detoxification will not be considered for the exception from suspension described in VIII (B).
- 3) An employee who is in rehabilitation or who has completed rehabilitation will be allowed to return to work upon presentation of a written release signed by a licensed physician or recognized rehabilitation professional. The release must include a statement to effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, co-workers, or the children.
4. Rehabilitation assistance given by the BGCoFSR will be
 - 1) Limited to those medical benefits that may be available in the employee's medical benefits plan.
 - 2) Obtained through rehabilitation program that has been pre-approved by the BGCoFSR.
 - 3) Obtained by the employee during times that will not conflict with the employee's work time, except that the employee may use any available sick leave or annual leave to be absent from job with pay.
 - 4) The BGCoFSR will provide any employee, upon request and at no cost to the employee, information concerning local resources that are available for the treatment of drug and alcohol related problems.

5. INSPECTIONS AND SEARCHES

- A. The BGCoFSR may conduct unannounced general inspections and searches for drugs or alcohol on the BGCoFSR premises when there is reasonable belief to conclude that an employee is in violation of this policy.
- B. An employee's consent to a search is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, up to and including, termination, even for a first-time refusal. Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on the BGCoFSR properly will be turned over to the appropriate law enforcement agency and the full cooperation given to any subsequent investigation.
- C. An employee who is found to possess contraband on the BGCoFSR property or while on the BGCoFSR business will be subject to discipline up to and including termination.
- D. If an employee is the subject of a drug-related investigation by the BGCoFSR or by a law enforcement agency, the employee may be suspended pending completion of the investigation.

X. CONFIDENTIALITY

All information relating to the identification of persons as users of drugs and alcohol will be protected by the BGCoFSR as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.

I HAVE READ AND AGREE TO THE ABOVE-STATED ORGANIZATIONAL POLICIES AND PROCEDURES.

Employee Signature

Employee Printed Name

Employer Signature

Employer Printed Name

Date

Immigration and Employment Eligibility

In compliance with the Immigration, Reform, and Control Act of 1986, the Club will hire only those individuals who are authorized to work in the United States.

Perceived Violations Policy

It is the Club's policy to comply fully with the spirit and letter of all federal, state, tribal and local laws and regulations that apply to the Club and its businesses operations. If an employee believes that any employee of the Club maybe in acting in violation of any such law or regulation — or violation of a Club policy — the employee has a duty to report perceived violation by calling and writing to the Executive Director within 24 hours of the observation of such conduct. All inquiries pertaining to the perceived violations will be handled in the strictest confidence possible. All board members as well as employees of The Boys and Girls Club of Standing Rock need to sign a confidentiality statement, Code of Ethics policy and provide a conflict-of-interest disclosure if a conflict occurs. All employees will sign a code of ethics, code of conduct; and receive background checks on a yearly basis.

Examples of perceived violations of law include violations of child labor laws, wage-hour regulations and unlawful discrimination or harassment. Examples of violations of Club policy include employee theft and breach of the Club's Confidentiality or No Solicitation Policy.

Moreover, the Club also expects its employees to report any questionable accounting or auditing concerns to the Club's Executive Director in writing. Employees may confidentially and anonymously submit their concerns in writing to postal office box 229, McLaughlin SD 57642. Attention: Executive Director, when necessary, appropriate or when financial irregularities are involved, employee concerns will be forwarded to the Club's Executive Committee/Board of Directors.

Family and Medical Leave Act Policy

What is Family and Medical Leave Act Policy ?

The Family Medical Leave Act of 1993 gives you the right to take time off due to illness or to care for an ill dependent, without losing your job. This law:

FLMA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

FLMA applies to all public agencies, all public and elementary and secondary schools, companies with 50 or more employees. These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- For the birth and care of the newborn child of an employee.
- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee with unable to work because of a serious health condition.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within a 75 radius.

Employer:

The Family & Medical Leave Act (FMLA) applies to your company if you employ over 50 employees within 75 of the worksites, and at least 50 of your employees work 10 or more workweeks in the current or preceding calendar year. If your company is a public agency, you are to provide FMLA regardless of the number of employees employed. All schools, private or public, are considered public agencies.

The Club does not have over 50 employees within 75 miles of the worksite and is not a public agency; there for the Club is not subject to FMLA policies.

Employee:

An "eligible" employee who has been employed for at least 12 months and worked at least 1,250 hours. The 12 months do not need to be consecutive. You are "eligible" if your employer employees within 75 miles of the worksite.

Because FMLA is not applicable to the Club, no employee from the club is eligible.

Introductory Period

The first 90 (Months/Weeks/Or Days) of employment for new employees of the Club if considered an introductory period provides a new employee the new opportunity to become familiar and acquainted with the Club. During this time, an employee's work hours, skills and general work performance will be evaluated.

Successful completion of the introductory period does not give rise to or equate to an employment contract for any period of time or guarantee of continued employment. Employment at the club is at will.

Background Checks

All Club applicants must have a background check; all Club employees and volunteers who directly work with the Boys and Girls Club must have a background check every year. Background investigations may include, but are not limited to, checks of an employee's driver's license, National Sex Offender Search, State and Federal Criminal records. Tribal background and credit checks; any offenses or convictions may prevent on-going employment.

Categories of Employment

Introductory: An employee in his first 90 days of employments

Regular Full-Time: An employee whose regular work schedule averages 40 or more and who is not on introductory status.

Regular Part Time: An employee whose regular work schedule averages less than 32 hours and who is not on introductory status. A regular part-time employee is not eligible for benefits, unless specifically provided for in this HANDBOOK, or defined as being eligible in the specific employee benefit plan description.

Temporary: An employee hired to work on a specific basis, including during peak or seasonal periods, for specific projects or for a limited period of time. Temporary employees may work either full-time or part-time but are not considered "regular" employees. A temporary employee is not eligible for benefits, unless specifically provided for this Handbook.

Employees are also categorized as either EXEMPT OR NON-EXEMPT for purposes of the minimum wage, and overtime provisions of the Fair Labor Standards Act (FLSA.)

Non-Exempt: Employees are compensated based on the number of hours worked each work week.

Exempt: Employees (e.g., certain administrative, professional, and executive personnel whose position meets the FLSA definitions and criteria for exempt status.) are exempt from the minimum wage and overtime provisions of the FLSA and are paid on a salary basis.

FLSA Standards are as followed:

Executive Exemption

To qualify for the executive employee exemption, all the following tests must be met:

The employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than \$455 per week.

The employee's primary duty must be managing the enterprise or managing a customarily recognized department or subdivision of the enterprise.

The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and

The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to hiring, advancement, promotion, or any other change of status of other employees must be giving particular weight.

Primary Duty

"Primary duty" means the principal, main, major or most important duty that he employee performs. Determination of an employee's primary duty must be based on all the facts in a particular case, with the major emphasis on the character of the employee's job as a whole.

Management

Generally, "management" includes that is not limited to activities such as interviewing, selecting and training of employees; setting and adjusting their rates of pay and hours of work; directing the work of employees; maintaining production or sales records for use in the supervision or control; appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status; handling employee complaints and grievances; discipline employees; determine the type of materials, supplies, machinery, equipment or tools to be used for merchandise to be bought, stocked and sold; controlling the flow and distribution of materials or merchandise and supplies; providing for the safety and security of the employees

or the property; planning and controlling the budget the budget; and monitoring or implementing legal compliance measures.

The Club Executive Director and Management (program director, director of operations, education, education and director, or any director position) is considered Exempt and are on salary and not able to utilize flex time.

Other staff members will abide by the below Federal Standard Labor Act, at no time will an employee accrues "Comp time" as a federal law that comp time is not legal, however flex time is available during the pay period, see below:

Characteristics

An employer who requires or permits an employee to work overtime is generally required to pay the employee premium pay for such overtime work.

Requirements

Unless a specifically exempted, employees covered by the Act must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rates of pay. There is no limit in the Act on the number of hours employees aged 16 and older may work in any workweek. The Act does not require overtime pay for work on Saturdays, Sundays or holidays or regular days of rest as such.

The Act applies on a workweek basis. An employee's workweek is a fixed and regularly recurring period of 168 hours- seven consecutive 24-hour periods. It need not coincide with the calendar week but may begin on any day at any hour of the day. Different workweeks may be established for different employees or groups of employees. Averaging hours over two or more weeks is not permitted. Normally overtime, pay earned in a particular workweek must be paid on a regular payday for the pay period in which the wages were earned. The regular rate of pay cannot be less than the minimum wage.

The regular rate includes all remuneration for employment except certain payments excluded by the Act itself. Payments which are not part of the regular include pay for the expenses incurred on the employer's behalf; premium payments for overtime work or true premiums paid for work on Saturdays, Sundays and holidays, discretionary bonuses, gifts and payments in the nature of gifts on special occasions, and payments of occasional periods when no work is performed due to vacation, holiday or illness.

Earnings may be determined on a piece-rate, salary, commission, or some basis, but in all such cases, the overtime pay must be computed on the basis of average hourly rate derived from such

earnings. This is calculated by dividing the total pay for employment (except for statutory exclusions noted above) in any workweek by the total number of hours actually worked.

Where an employee in a single workweek works at two or more different types of work for which different straight-time rates have been established, the regular rate for that week is weighted average of such rates. That is, the earnings from all such rates are added together and this total is then divided by the total number of hours worked at all jobs. In addition, section 7(g)(2) of the FLSA allows, under specified conditions, the computation of overtime pay is based on one and one-half times the hourly rate in effect when the overtime work is performed. The requirements for computing overtime pay is pursuant to section 7(g)(2) prescribed in 29CFR778.415 through 778.421.

Work Hours, Compensation and Payroll Procedures

Time Keeping:

Employee sign-in sheets must be completed on a daily basis. Each employee is responsible for correctly recording and properly submitting their hours of work on the on-site staff sign-in sheet. It is the responsibility of the employee to keep accurate records of their own time. Employees are not permitted to record another employee's time or let another employee record their time.

Schedules/Work Hours

Upon employment, all employees into the executive director's scheduling decision. Schedules will be created one week in advance and will be sent through the front desk receptionist. Please be aware that schedule changes and other events, which may interfere with this schedule, will be announced in advance.

Work schedules are based on the operational needs of the Club and may change without notice. This includes days when school is not in session due to winter, spring, and summer break. During peak workload periods, it may be necessary for an employee to work longer, depending on operational requirements. Year-round work is not guaranteed for regular part-time, seasonal or temporary employees. Regular part-time employees may be necessary for an employee to work longer, depending on operational requirements. Year-round work is not guaranteed for regular part-time, seasonal, or temporary employees. Regular part-time employees may be terminated during the months of June August when school is no longer in session. Due to potential change in needs, placement at a particular Club site or consistent work hours are not guaranteed to any employee. Hours are given basis on performance and dependability. All regular part-time employees are expected to re-apply for each new school year. Employment is not guaranteed for all returning employees.

Breaks

All staff are required to take their scheduled lunches, and breaks. Employees who work 4 consecutive hours are entitled to a 10-minute break. This break shall be taken on-site and will include compensation. Employees who work over 5 hours are entitled to a half-hour lunch break (off the clock), unless otherwise agrees with your supervisor. Employees may request a working lunch in which they remain on the clock and are compensated. Employees who do not comply with the lunch and break schedules maybe subject to disciplinary action.

Flex-Time (Overtime)

Occasionally, employees may be asked or required to work overtime. Over time pay depends on a employee's status as Exempt or Non-Exempt, as follows:

Non-Exempt Employees: If a non-exempt employee works more than 40 hours in one work week, the employee will receive overtime compensation at the rate of one and one-half times the employee's regular rate of pay. Non-Exempt employees are not permitted to work overtime unless their supervisor specifically approves such overtime in advance. All overtime must be accurately reported as worked, whether or not it was required or approved, and it will be paid accordingly.

Bereavement Leave

Regular full-time are eligible to accrue paid sick leave each. Each employee will receive 7 days, depending due to death of an immediate family member and distance of the funeral services, (members of the immediate family includes spouses, parents, siblings' children, grandparents, grandchildren, brother-in-law, sister-in-law, aunts and uncles and parent-in-law)

Pay Cycle and Payroll Deductions

The workweek begins on Monday and ends on the second Sunday from Monday. Every second Friday is Payday. Any changes due to holidays or other events, which may interfere with this schedule, will be announced in advance. All times sheets must be submitted by Tuesday of Payday. All pay periods will be bimonthly and there will be 26 pay periods per fiscal year.

The Club is required by law to make mandatory deductions from earnings. Amounts withheld may vary according to how much is earned, marital status, government employment regulations, and other factors. Mandatory with holdings include federal income tax and social security, and other taxes or deductions required to be withheld by state and/or federal law.

In addition to mandatory payroll deductions, the Club is required by law to comply with certain court orders, liens, or wages assignments and to make payroll deductions pursuant to those orders.

Each employee must verify that his paycheck is correct every payday; any problems should be directed to the payroll office immediately for resolution. Employees should also periodically verify that the information on their payroll checks is correct. Any changes that need to be made must be communicated to the Executive Director so that the proper information can be forwarded to payroll

Administrative Policies

Background Checks

All Club applicants are subject to a background check and fingerprinting; All Club employees and volunteers are subject to a background check at least every year. Background investigations may include, but are not limited to, checks of an employee's driver's license; National Sex Offender search, state, and federal criminal records; any offenses or convictions may prevent on-going employment. These offenses /findings include, but are not limited to: Refusal to consent to a criminal background, check making a false statement in connection with such criminal background check, is registered or required on a state or national sex offender registry, murder, child abuse, a crime against children, including child pornography, domestic violence, abduction or human trafficking, crime involving rape or sexual assault, arson, weapons, physical assault of battery, or has convicted of a drug-related offense.

A complete check of an employee's DMV report may be requested. A negative report that results in a candidate's inability to qualify with the company's insurance coverage to drive a company vehicle may disqualify the candidates from employment consideration.

Any violations during an employee's tenure with the company, that immediately disqualified the employee from the company's insurance coverage, may result in that employee's immediate termination.

Background Checks (1.2.): Each Member Organization shall secure criminal background checks on all staff (including minors), board members and any individuals serving on a board standing committee. In addition, all volunteers and third-party professionals who have direct, repetitive interaction with you people must have background checks. Such background checks shall be secured prior to employment, volunteer engagement or other affiliation and at least once every 12 months thereafter.

Name or Fingerprint-based records searches maybe used in any combination but shall, at minimum:

1. Verify the person's identity and legal bases aliases through verification of social security number
2. Provide a national Sex Offender Registry search
3. Provide a comprehensive criminal search that includes a national search

4. Provide a comprehensive local criminal search that includes a statewide, or country-level criminal search, depending on jurisdiction.

This membership requirement must also be shared with each Member Organization's background check provider.

Applying Background Check Findings (1.3.): In accordance with state and federal laws, all background checks shall be considered by a Member Organization when making employment or volunteer decisions. Member Organization are prohibited from hiring or engaging potential staff, board members or volunteers – or continuing to employ or engage current staff, board members or volunteers – who have direct, repetitive interaction with youth if such individual:

1. Refuses to consent to criminal background check
2. Makes a false statement in connection with such criminal background check
3. Is registered or required to be registered on a state or national sex offender registry
4. Has been convicted of felony consisting of, but not limited to:
 - i. Murder
 - ii. Child Abuse
 - iii. Domestic Abuse
 - iv. Abduction or human trafficking
 - v. A crime involving rape or sexual assault
 - vi. Arson
 - vii. Physical Assault or battery
 - viii. Drug Possession, drug use or distribution or drugs in last five years; or

Has been convicted of any misdemeanor or felony against children, including child pornography.

CPR Certification/TB Testing

As stated in the employee job description, new employees are required to have in-person, CPR/First Aid certification and negative TB (tuberculosis) test results at the time of hire unless arrangements are made. Existing employees are required to maintain CPR/First Aid certifications and submit renewals when necessary. This also applies to TB testing.

As an employee, it is your responsibility to submit verification of these documents upon and throughout employment, prior to expiration dates. Failure to do so will result in suspension of employment until verification is received, or termination if necessary.

Personnel Records

It is very important for Employees to keep their personnel records up to date. BGCoFSR directs employees to notify Marcella Yellow Hammer, Executive Director, immediately if there is a change of status, including but not limited to the following:

- Name and Social Security Number
- Home Address
- Home Telephone Number
- Number of Dependents
- Beneficiary
- Emergency Contact
- Emergency Telephone Number
- Driver's License Status
- Additional Education

Employees are required to report any situation or incident that may affect their employment with BGCoFSR or may have an impact on BGCoFSR image, including but not limited to any criminal chargers, whether occurring on or off duty, to Marcella Yellow Hammer — Executive Director, within five (5) days of the event. All personnel records are the property of the Boys and Girls Club of Standing Rock.

Open Lines of Communication

Employees are encouraged to bring their comments, questions, or complaints to their supervisor's attention as soon as practicable. If the employee's supervisor does not resolve issues, the employee may request a meeting with the appropriate Department Head.

Employee Personal Property / Supplies

Employees are discouraged from bringing personal property to work. Your personal property is not covered by the club's insurance and the club accepts no responsibility for its loss, theft, or damage. Additionally, the club does not expect any employee to provide supplies in any form. Employees who choose to purchase or provide any activity, supplies, or "treats" must gain prior approval from their supervisor. Supply requests can be made in advance to your supervisor and approved as necessary. It is the intention of the club to provide our employees with all the necessary supplies and resources they need to conduct a seamless and high-quality program for the youth we serve.

Open Door Policy

The Club wants to assure its employees that ideas, suggestions, and complaints will be heard. It is also the Club's policy to attempt to resolve disputes that may arise between or among fellow employees or between employees and their supervisors.

Open communication between employees and immediate supervisors is encouraged. Employers should feel free to voice ideas, suggestions or complaints without fear or reprisal or retribution. If an employee wishes to remain completely anonymous, he or she can write the idea, suggestion, or complaint down on paper and give it a try to their immediate supervisor. Otherwise, if employees have ideas, suggestions, or complaints to share, they are directed to follow these simple steps:

One. The employee is directed to put the complaint in writing and discuss the complaint with his or her immediate supervisor within 3 hours days of the matter causing the complaint. An employee should provide details and offer possible solutions. Most matters can be resolved at Step one.

Two. If the employee is not satisfied with the results of a discussion with his/her immediate supervisor, the employee is directed to take the matter to the next higher supervisor (in other words, his or her immediate supervisor's supervisor) within 3 working days after meeting with their immediate supervisor.

Three. If the employee believes that the matter remains unresolved, he or she is directed to present the matter in writing to the Executive Director within 3 working days. The Executive Director shall consider all matters brought to his/her attention pursuant to this procedure and all decisions made by the Executive Director shall be final.

In the event of a complaint involving the Executive Director the employee will put the complaint in writing, discuss with the Executive Director if not satisfied with result may request the Board President from the Board of Directors in the presence of the Executive Director and follow the procedures, the Board President shall consider the decision and it will be made final.

Use of Electronics

BGCofSR may provide computers, cellphones, phones, printers and walkie-talkies and other electronic devices to perform their job function. These devices are all related materials including software, are BGCofSR property may be used for BGCofSR business only. Only software that is authorized by BGCofSR may be used, copied, installed on BGCofSR equipment. All data contained on BGCofSR electronic devices belong to BGCofSR and cannot be altered without specific written authorization. No data stored on BGCofSR's electronic devices is to be released to any person outside organization. Employees who use computers at home for BGCofSR business are to virus check any diskettes, thumb drives, emails, etc. before using them on BGCofSR computers.

Employees are not to use BGCofSR phone for personal use. Any employee making personal calls on the company phones or calls invariable before the hours of 1:00pm and after the hours of 7:00pm CDT Monday through Sunday.

In addition, employees are not to use personal cellphones when on Club time (includes text messaging (sending or receiving), checking voicemail, etc. Unless pre-approved or directed by their supervisor.)

Outside computer services such as the Internet, e-mail, instant messaging etc... may be accessed and used for BGCofSR business only with proper authorization. BGCofSR electronic devices and/or services may not be used to solicit or create any offensive or disruptive messages. BGCofSR devices and/or services may not be sent (upload) or receive (download) copyright materials, trade secrets, proprietary financial information, or similar materials. All

messages composed, sent, or received on BGCoFSR's electronic devices are and remain the property of BGCoFSR; they are not the private property of any employee. BGCoFSR's systems for any purpose without the permission of the employee; the confidentiality of any electronic message should not be assumed.

All computer-related passwords must be disclosed to BGCoFSR or they are invalid and cannot be used. Computer-related passwords and security codes assigned to employees may not be communicated to any other employee unless specifically authorized. Employees may not retrieve or read any electronic messages that are not sent to them. Employees who access electronic devices files from remote locations are governed by the terms of this Policy and must return all files and file copies to BGCoFSR at the conclusion of their employment. Any exception to this Policy must retrieve prior approval from the Executive Director.

In particular, I understand that:

The email and internet systems and all information transmitted by retrieved from, or stored in those systems are the property of the Boys and Girls Club of Standing Rock. I have no exception of privacy in connection with use of those systems or with the transmission, receipt, or storage of those systems.

I am aware that the Club reserves all and will exercise the right to review, audit, intercept access, and disclose all matters on the club's computer, e-mail, EDT, and internet systems at any one time, with or without notice to me and that such access may occur during, before, or after working hours. I am aware that the Club may purge files at any time without notice. I am not to use a password that has not been disclosed by the Club, and I am not to use a Club provided password or code does not restrict the Club's right to access any of the electronic communication systems.

I agree not to use a code, access file, or retrieve stored communication unless authorized. These systems are to be used for business purposes. While personal use is not prohibited, personal use is limited to break times or non-working hours.

I am aware that my personal e-mail use of the electronic communications systems including email, and the internet, is subject to the same review, audit, interception, access, and disclosure provisions described above.

I will presume that when I am on the line that every statement I make and every website or Internet location I visit will be attributed to the Club.

I am aware of the potential copyright violations for downloading and printing from the Internet and I will not violate the law by unauthorized use of such material.

I am aware that the use of electronic communication systems for the procurement of distribution, including printing and reading all messages, entering, and leaving, or stored in these systems. I am aware that the violations of this policy may subject me to Corrective Actions, up to and including separation of my employment.

I understand that my use of the Club electronic communication system constitutes my consent to all terms and conditions of the electronic system policy.

STAFF AND VOLUNTEER USAGE

Before a staff member can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices: Shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices: Shall include any and all staff-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club Purposes: Shall include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in that use.

Authorized use: Personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: Boys & Girls Club of Standing Rock the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may disciplinary action up to and including termination

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of the staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Inappropriate communication includes but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or sexual content or disrespectful language or images typed, posted, or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others. • Knowingly or recklessly posting false or defamatory information about a person or organization. • Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a staff member is told to stop sending communications, he/she must cease the activity immediately.

Staff must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club staff, Club members or community is subject to disciplinary action.

Examples of cyberbullying include but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media. • Rumors sent by email or posted on social networking sites.
- Use of embarrassing pictures, videos, websites, or fake profiles.

Communication with Club members: Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff and Club members must include an additional staff member and at least two Club members. This also includes overnight events such as Keystone Conferences and Youth of the Year events.

Monitoring and inspection: Boys & Girls Club of Standing Rock reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such

inspections. If so, the staff member may be subject to disciplinary action up to and including termination.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Club of East Providence reserves the right to monitor communication

and internet traffic and to manage, open or close access to specific online websites, portals, networks, or other services. Staff must follow Club procedures to access the Club's internet service.

Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of any staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Password and access: To prevent unauthorized access, devices must lock themselves and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other biometric technologies.

Signature of Employee _____ **Date** _____

Opening Mail

Please be advised to that under no circumstances should BGCoFSR mail be opened by any staff member. Please make sure that the regular mail is distributed to your supervisor. If you are located at the site, please give the mail to the Executive Director and/or Supervisor. Any violations of the policy.

"Non-profits are regulated by high government and accounting expectations, the simple task of mail distribution is included in audits and is something we must take seriously."

No Solicitation

BGCoFSR does not permit solicitation of any kind, including the collection of funds, pledges, circulation of petitions, distribution of non-Club literature and other similar types of activity during working time either employees or outsiders. This includes utilizing the professional or mentor relationships that maybe developed with Club members, parents, staff, etc. to recruit business outside of the club.

Non-Fraternization

In order to promote efficiency and to avoid misunderstandings, perceptions of favoritism, morale and possible complaints of harassment, all Club employees at the supervisory level and

higher are strictly prohibited from dating or pursuing romantic or sexual relationships with any other Club employee.

BGCofSR strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

During work times and working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.

During nonworking time, such as lunches, breaks and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.

Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not. Employees who allow personal relationships with co-workers that adversely affect the work environment will be subjected to BGCofSR's disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

Employee off-duty conduct is generally regarded as private, as long as conduct does not create problems within the workplace.

When a conflict-of-interest or potential risk is identified due to a company official's relationship with a co-worker, BGCofSR will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to another position or department. If one or both parties refuse to accept a reasonable solution, refusal will be deemed a voluntary resignation.

The provisions of this policy apply regardless of the sexual orientation of the parties involved. Any concerns about the administration of this policy should be addressed to the Executive Director.

In addition, all Club members are strictly prohibited from socializing with members while off duty or dating or pursuing romantic or sexual relationships with any Club members. Club employees are also discouraged from dating or pursuing romantic relationships with any Club volunteers or parents.

Job Performance

It is our every intention to have your employment with the BGCoFSR to be a "Win-win" situation. We will provide the best working environment possible. Supervisors, in addition to routinely observing employee and effectiveness and providing on-going performance and work behavior feedback, periodically conduct formal and informal performance reviews to evaluate an employee's work. Performance reviews provide employees with an opportunity to talk about their job, their performance on the job, and their goals, as well as to discuss any suggestions, questions, or complaints.

Performance reviews are an evaluation and planning tool for both supervisors and employees and do not necessarily result in pay increases or promotions.

Your performance review is designated to provide a basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the organization. Raises are given based on performance NOT time with the company. Raises are suggested by your Executive Director.

Wage and Salary adjustments

- The objectives of the club's wage and salary administration plans are as follows:
- To establish and maintain a wage and salary structure that will attract and retain highly qualified personnel.

To enable the club to adequately compensate employees and still control its payroll costs.

You will be paid within the salary range or wage rate structure that is established for your job classification. Such salary ranges or wage rates are based on your job duties, work performance, and economic conditions. With a classification range, compensation adjustments may be made based on:

- Quality performance as indicated by written merits and evaluation,
- and Availability of funds.

Employees will be formally reviewed near the completion of the introductory period and annually thereafter, setting the criteria for the year no later than April 15th of the present year.

A cost-of-living increase or merit increase may occur and will be based on annual performance evaluation after 1 year of employment.

Job Postings

Career advancement is rewarding for both the employee and the organization. Whenever appropriate, qualified employees are encouraged to apply for promotions to new or vacant positions. The Club also recruits externally when job openings occur.

Job openings are posted on the bulletin board or Facebook. An employee who has completed his or her introduction period who is interested in a particular opening should submit the appropriate timely application materials according to the posted process.

The Club's normal business hours 9:00am-9:00pm CDT — Monday through Friday attendance and punctuality are important factors for your success within the organization.

Employees are expected to work on time every day they are scheduled. This means arriving on-site, in the classroom, not in the parking lot. Please keep in mind that you are working as a part of a team and every minute counts. Excessive absenteeism and tardiness will not be tolerated.

Notice of Absences: All employees are required to provide a notice of absence for illness, tardiness, or other reasons to their supervisors, unless the absence is due to prescheduled leave, such as vacation leave. This includes requests or intentions of leaving the site prior to the end of shift.

If an employee is absent, the employee is required to contact his/her supervisor on a daily basis at least 3 hours prior to a scheduled work time. Employees are responsible for ensuring proper notice is provided. Only under exceptional circumstances will notice from a family member or friend satisfy the notice requirement. Please contact your supervisor by phone. (Do not text or email)

If an employee fails to provide a proper of absence for (2) consecutive workdays, BGCoFSR will presume that the employee has voluntarily abandoned his or her job. Immediate termination will result in no severance pay. Your check will be mailed within 72 hours of termination to the last known address on

Unexcused Absences: Failure to provide notice of an absence, as described above, will result in a unexcused absence regardless of the reason. Excessive unexcused absences may result in disciplinary action, up to and including termination.

Requests for days off- Availability

Time off is to be requested through the Executive Director as well as calling or emailing, in advance (14 days). Requested time maybe approved in part, in full, or denied on prior request submitted or availability of the days specified. The first 90 days of employment, previously noted as the "introduction ARY period" is considered exempt for time requests unless otherwise discussed and approved with your Executive Director.

Excessive requests for days off (or call outs) will not be tolerated. We expect our employees to work as a team, and to be available when needed (based on your previously submitted and agreed upon availability). Employees are expected to notify BGCoFSR two weeks in advance (14 days) if their availability is changing. Please keep in mind that BGCoFSR operates Monday-Friday afterschool. For the benefit of the program, it is important that BGCoFSR remain consistent with staffing. A decrease in availability or excessive callouts cannot guarantee that employees will be scheduled at the hours they have requested. Consistent hours are based on performance and dependability and are not guaranteed.

Search, Theft and Audit Policy

In order to ensure its ability to conduct business efficiently and effectively and to protect itself against the unauthorized use and removal of Club property, the Club from time to time conduct internal investigation including inspections, searches, and audits on Club premises.

The Club may conduct a routine inspection, search, or audit at any time for Club property or Club related information. The Club may inspect the following, including but not limited to: personal property brought onto or taken from the premises; any work, rest or storage areas; all Club vehicles, desks, cabinets, lockers, computers, satchels, etc., that are within the employee's possession or control.

A routine search or inspection may result in the discovery of personal possessions or those of others. Employees are discouraged from bringing into the workplace items of personal property they do not want revealed to Club management. The Club will generally attempt to obtain employee consent before conducting a search or inspection but may not always be able to do so.

If an employee becomes aware of any theft, misuse, or unauthorized removal of the club property, he or she is directed to notify the Executive Director immediately. The theft, misuse or unauthorized removal of Club property is a cause for immediate discipline, up to and including termination from employment.

Dress Code Policy — Club Representation

Personal appearance plays an important role in the public's perception of an employee as an individual as well as the club as an organization. Employees are expected to dress using good judgement in selecting apparel appropriate to their functional position, and avoiding extremes in make-up, hairstyles, and clothing, as well cover all visible tattoos, hickies, and/or body piercings while at work.

Employees who come to work dressed in a manner that is insistent with this Policy, will go home to change and any time missed will be considered an unexcused absence. Employees should consult their supervisors and/or Executive Director for counseling on proper business casual attire.

Disciplinary Policy and Standards of Employee Conduct

The Club expects all of its employees to conduct themselves in a manner, which is in the best interests of the organization and its employees. The Club has established policies and procedures for the convenience and protection of its employees. (Refer to Employee Code of Conduct) A violation of any and these policies and procedures is considered misconduct and appropriate disciplinary procedures will be following verbal warning, written warning, suspension without pay and separation. Disciplinary action may include, but it is not limited to, the following: oral warnings, written warning, suspension with or without pay, and termination. Disciplinary actions are noted in the employee's personnel file. Serious conduct may result in immediate suspension and/or immediate separation, without notice. If an employee needs treatment with alcohol/drugs or serious mental condition, this could be granted with job security as long as proper documentation shows attendance via a medical professional for the medical condition.

Management will determine the appropriate disciplinary action. There is no guarantee that one form of disciplinary action will necessarily precede another. Employees must remember that any conduct which violates any Club policy or which is not in the best interest of the organization will subject them to discipline, up to and including separation.

The following includes the following common examples of policy violations or misconduct but is not limited to these:

- Disclosure of confidentiality of the club or employee information to unauthorized parties.

- Behavior resulting in Club member, vendor, or employee complaints.
- Supplying false or misleading information or falsifying any Club record.
- Possession of weapons on or off premises while performing Club duties.
- Immoral or indecent conduct; soliciting persons for immoral purposes.
- Insubordination, including but not limited to, refusing to obey an order or Directive of a supervisor or club official.
- Disruptive conduct including but not limited to, refusing to obey an order or Directive of a supervisor or club official.
- Disruptive conduct includes gambling, fighting, horseplay coercion, intimidation, or threats against club employees, vulgarity, abusive treatment to the public or fellow employees.
- Theft or unauthorized possession or removal of property or money belonging to the club, employees, or a third party;
- Making or publishing false, vicious or removal of property or money belonging to the club, employees, or a third party.
- Excessive tardiness or absenteeism.
- Destruction or misuse of property; or,
- Any other conduct which violates any Club policy or which is not in the best interests of the organization.
- Rumors about employees' accusations must be submitted in writing.

Mutual respect is a core value for the Club, and when a violation occurs the employee discusses with the Executive Director first, and if not satisfied with the decision, can put an appeal in writing which will be brought to the Chief Volunteer Officer/President of the board with the Executive Director and employees.

Code of Ethics

At BCGofSR it is critical that all employees strive for excellence in the public service that they provide. As an employee of BCGofSR, you are expected to conduct yourself fairly, honestly and with the highest integrity. This means should discuss outside business or work activities with the co-workers, members, parents, and other customers with respect, and in a manner that is exactly the way you would want to be treated. This also means being respectful of BCGofSR's resources and property. Recognizing that each of us plays a critical role in members' successes, striving is not only a personal commitment, but a personal responsibility that Club employees share.

This code of ethics provides a general guideline for employees to follow in carrying out their BCGofSR expects all staff members and volunteers to conduct themselves in a manner that exemplifies the highest standard of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose integrity, reputation, and professional and business relationships of the organization.

Employee and Member Relations. BCGofSR are entrusted with the physical and mental well-being of every member. Therefore, employees, shall treat Members with respect and care and be aware of their proper roles as public servants, that could be detrimental to their health.

Actions and conduct of BCGofSR employees shall not be only aware that public service is a public trust, but also conduct themselves, both inside and outside of BCGofSR's services, in a manner that deserves the respect of the members, parents and communities BCGofSR serves.

Employees are expected to strictly adhere to the provisions of this code of ethics. This code of ethics is consistent with statues addressing conflict of interest and supplements those provisions of law.

BE A PERSON OF GOOD CHARACTER. Members Staff and Volunteers participating in youth service activities:

Trustworthiness. Trustworthiness is being honest, telling the truth, keeping promises, and being loyal so people can trust you. Trustworthy people don't lie, cheat or steal. They have integrity and the moral courage to do the right thing and stand up for their beliefs even when it is hard to do so.

Respect. is showing others that they are valued for who they are, for their character, not what they look like or what they have. It means treating others the way you want to be treated, never insulting, or making fun of others who are different in looks, ability, race or religion. A respectful person is polite, does not use bad language and never uses violence.

Responsibility is doing what you are supposed to do. Responsible people think ahead, set reasonable goals, control their tempers, and always do their best. They don't give up easily, especially when others are counting on them. They are accountable for the consequences of their choices; they don't blame others for their mistakes.

Fairness is playing by the rules, taking turns, sharing. Fair people do not take advantage of others, consider all sides before they decide and don't blame others unjustly.

Caring is being kind, helpful and generous to everyone. Caring people are not selfish; they are considerate and always think about how their conduct affects others. They are compassion and empathy; they care how others feel and they are charitable and forgiving. They don't good deeds without thought of reward.

Citizenship is doing your share to help your family and make your community a better place. Good citizens are good neighbors. They cooperate with others, obey laws and rules, respect the authority of parents, teachers, and others, and they protect the environment.

Employees are expected to strictly to the provisions of this code of ethics. This code of ethics is consistent with statutes addressing conflict of interest and supplements those provisions of law.

Conflict of Interest

The basic principle of conflict of interest is that employees should avoid any activity, investment or interest that might reflect unfavorably upon the integrity or good name of BGCoFSR or in any way damage BGCoFSR's business or reputation. Employees shall not make or influence a decision which will benefit the employees outside employment, business, or personal finances or benefit a family member or personal friend.

BGCoFSR employees will not accept any gifts, money, or favors which might reasonably be interpreted as an attempt to influence their actions with respect to BGCoFSR business. It will be presumed that gift(s) valued in excess of \$100 during a calendar year from any single person or organization constitutes an attempt to influence official Club business. Employees shall not offer gifts, money, or favors which might be interpreted as an attempt to influence the official actions of another employee or service provider with respect to BGCoFSR business.

Any employee who wishes to engage in outside professional, business or volunteer activities must be certain that the proposed activity does not:

- Interfere with the employee's effective performance of his or her Club duties.
- Make use of any BGCoFSR's proprietary or confidential information.

- Require the use of Club time, resources, facilities, or equipment.

Whenever there is possible conflict of interest, it should be discussed with the employee's supervisor.

Employment of Relatives

For purposes of this Policy, a relative is any person who is related by blood, marriage, or adoption. Under no circumstances will relatives be allowed to work in positions in which one relative directly or indirectly supervises another or has any decisional responsibility with respect to employment, performance reviews, work assignments, transfer, salary promotion or discharge of another relative. In most cases, relatives will not be permitted to work in the same [branch or department]. No relative shall be assigned to a position where a potential conflict of interest exists.

Confidentiality Policy

During their employment, Club employees have access to confidential information related to the club and, particularly, its members. Except with the express permission of the Executive Director employees may not at any time during or after their employment, use, duplicate or disclose by any means any such information to any unauthorized person or Club entity. Moreover, the very fact that an individual is served by the Club must be kept private and confidential; disclosure can be made only under specific conditions described below for reasons relating to law enforcement and fulfilling the Club's mission. As such, employees shall not disclose any information about a person fulfilling BGCoFSR's mission. As such, employees shall not disclose any information about a person, including the fact that he or she is, or not served by BGCoFSR outside of BGCoFSR unless authorized by the programs, departments, functions, and activities. Employees of BGCoFSR or use information for speculation or personal gain.

- No information requested by someone outside of BGCoFSR maybe given over the telephone.
- No information about individuals or records maybe released to state, federal or other agencies that enable the identification of any person by name, address, Social Security number or other coding procedures. If records are inspected by an outside agency, the individual(s) who inspects the records must be specifically authorized to do so by the Executive Director. The taking of notes or removal is specifically prohibited in such cases.
- Staff may not disclose confidential information about members.

- Staff may not discuss any individual's record with unauthorized individuals, whether on or off duty.

Outside Employment

All club employees, including part-time and introductory employees, must receive permission from the employee's appropriate supervisor and the Executive Director before accepting regular or part-time employment outside of the Club. Outside employment is considered performance of any service for an employer other than the Club, before during or after an employee's regular working hours while the employee is out on approved leave,

Continuing education is the responsibility of the employee should not conflict with employee schedule and expected time to be at work.

Verification of Employment

All inquiries about employees or requests for verification of employment should be referred to Executive Director or his or her designate. The Club will only verify the employee's date of employment and job title in response to any such request, unless otherwise required by law or regulation.

Separation

An employee terminating his or her employment with the Club should advise his or her supervisor at least two weeks prior to the date of departure so that an orderly transition can be made. The employment termination process includes turning in all Club property, completing required forms, obtaining appropriate clearances, and having an exit interview.

Exit Interview

Employees whose employment with the club will be asked to complete an exit interview prior to their last day of work.

EMPLOYEE BENEFITS

PAID TIME OFF

Holidays
Vacation Days
Sick Leave
Bereavement Leave
Jury Duty

OTHER TIME OFF

Military Leave
Worker's Compensation
Voting Leave
Flex Time

Group Benefits

The club provides certain benefits to all regular full-time employees, including:

- Medial
- Life Insurance
- Long-term Disability
- Short-term Disability
- Dental

The following summary description of the Club's employee benefits is included for illustration purposes only and is not meant to give the specific details of the benefit plans. In each case, specific provisions are set forth in the official policy or plan description. If there is any conflict between the description contained in this or any other language of the official policy or plan description controls. Employees are directed to read their policy and plan documents for detailed information.

The Club may modify or terminate any of its current insurance policies and/or contribution requirements at any time.

Medical Insurance

The Club offers a medical plan for all eligible employees. The insurance becomes effective following completion of the eligible employee's introductory period. At the present time, the club pays 50% of the employees' premium only. No family coverage is available.

Dependent medical insurance is also available and coverage information will be provided to each eligible employee at the time of enrollment. Eligible employees pay 100% of premiums relating to dependent coverage.

Life Insurance

The club offers life insurance for all eligible employees. The insurance coverage becomes effective following completion of the eligible employee's introductory period. At the present time, the club pays 100% of premiums relating to dependent coverage.

Additional information will be provided to the employee at the time of enrollment.

Long-Term Disability

The Club offers LTD for all eligible employees and pays 100% of the premium.

Short-Term Disability

The Club offers Short-term disability for all eligible employees and pays 100% of the premium.

Dental Coverage

The Club offers dental coverage for all eligible employees. The insurance coverage becomes effective following completion of the employee's introductory period. At the present time, the Club pays 50% of the employee's premium.

Dependent dental insurance is also available and coverage information will be provided to each employee at the time of enrollment.

Employees pay 100% of premiums relating to dependent coverage.

PAID TIME OFF

Holidays

The Club observes twelve (12) holidays, as follows:

- New Year's Day
- Martin Luther King's Day
- President's Day
- Good Friday • Easter Monday
- Memorial Day
- Juneteenth
- Independence Day (4th of July)
- Labor Day
- Native American Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

Employees get their birthday holiday with pay.

And floating holiday to be determined annually by the Executive Director

If one of the above holidays falls on Saturday, it will be observed on the preceding Friday; if one falls on Sunday, it will be observed on the following Monday.

Regular full-time employees are eligible for paid holidays immediately upon hire.

Eligible employees will receive a regular day's pay for each holiday. Employees must be at work or be on paid leave the day before and the day after the holiday in order to be paid for holiday.

Vacation

Vacation leave is calculated according to the calendar year (January-December). During the initial year of employment, eligible employees will earn a prorated amount of vacation leave. Regular full-time employees will accrue vacation on four hours per pay period basis not to exceed 10 days of a year. Employees are eligible to take vacation leave after 6 months of consecutive employment.

Part-time employees are not eligible to accrue paid vacation time off.

Any qualifying vacation leave will be charged against their accrued time off available.

Requests for vacation should be submitted at least two weeks in advance to the employee's supervisor using the Request for Leave Form. These forms are available through the Employee Handbook. When possible, vacation periods will be approved as requested based on work demands. Length of employment will be considered in scheduling vacation time where there are conflicting requests.

Vacation Leave must be taken in increments of at least half days of full days.

Eligible employees who have provided at least two weeks advance notice of resignation will be paid for unused vacation upon termination.

Vacation pay will not be granted in lieu of taking the actual time off. Accrued and unused vacation time may be carried over to the following year, up to a maximum of five days.

Sick Leave

Regular full-time employees are eligible to accrue paid sick leave each year. Each employee will receive 1 hour sick per hour weekly up to a maximum of 6 days per year.

Sick time may be used after successfully completing the employee's introductory period. Time expected by year-end may be used before it's accumulated; accumulated, will be deducted from the final paycheck.

If an employee is on suspension or has no call no show in any pay period paid leave is not accrued cannot be utilized.

At the end of the year, eligible employees will not be paid for any unused and accumulated sick leave. Sick leave may NOT be rolled over into the following year.

Full Time Employees:

During the initial year of employment, employees will receive a prorated amount of sick leave of up to 2 days, to be used as needed after the introductory period.

Thereafter, sick leave will accrue on a per pay period basis up to 2 hours per pay period for each calendar year.

Bereavement Leave Policy

Full-time and part-time employees (not on introductory status) will receive up to 3 working days or will allow those of 5 working days if long distance travel to the location of services for the death of an immediate family member, per Executive Director's discretion. Members of the immediate family include spouses, parents, brothers, sisters, children, grandparents, grandchildren, brother-in-law, aunts, uncles, and parents-in-law.

Jury Duty Policy

Non-exempt full-time and part-time employees who are summoned for jury duty will be paid their normal rate of pay for a period of up to one month. If an employee is required to serve more than 30 days on jury duty, the employee may take unpaid time off.

Employees should decide with their supervisors as soon as a summons is received. A copy of the summons and proof of jury service, including dates and times, should be provided to the employee's supervisor as soon as possible. Employees are expected to return to work if they are excused from jury duty during regular working hours.

Any employee regular full or part time will be allowed to assign to another employee their accrued vacation or sick leave. Only the following circumstances are allowable, death in family, sickness for employee or employee family members. The Executive Director must sign all assignments of leave.

Voluntary Employee Assignment of Leave

Any employee regular full or part time will be allowed to assign to another employee their accrued vacation or sick leave. Only the following circumstances are allowable, death in family, sickness for employee or employee family members. All assignments of leave must be signed by the Executive Director.

OTHER TIME OFF

Military Leave

Club employees who serve in any branch of the Armed Forces of United States or the States of South or North Dakota or are engaged in military reserve service shall receive those benefits and rights as provided by applicable federal and state laws.

Workers Compensation

Workers' Compensation is provided in accordance with South Dakota state law. Work-Related accidents and injuries, no matter how small, should be immediately reported to the Executive Director. Following a work-related injury, and employee is required to return to work as soon as possible.

Voting Leave Policy

The Club believes that each employee should exercise his/her right to vote in federal or state primary, general or special elections, and that each employee shall be granted one day paid time off to participate in such elections.

Transportation / Van Policy **BOYS AND GIRLS CLUB VEHICLE USE POLICY**

Vehicles are essential in accomplishing job duties, are expensive, and may be difficult to replace. When using BGC vehicle(s) employees/individuals are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. BGC vehicle(s) shall be permanently marked as BGC property unless otherwise provided for by the board.

Employees shall notify the Executive Director if BGC vehicle(s) appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

Accidents shall be reported immediately to the Executive Director for insurance purposes. Operator may be subject to an alcohol and drug test.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, will result in disciplinary action, up and including discharge.

In certain circumstances, a BGC-owned vehicle may be provided for certain employees in order to carry out their assigned duties. BGC vehicle(s) should be housed on determined property during non-working hours and used by employees only to carry out their job duties as needed. BCG requires that no personal items other than incidentals be stored in the vehicle. The vehicle is to be locked each night with work articles stored either in the lock box or trunk during times when the vehicle is not in use. There will be no personal use of BCG owned vehicle(s) unless otherwise noted.

In instances where BGC-owned vehicle is provided to an employee on a 24-hour basis, it is BCG policy that only personal use allowed would be commuting between an employee's home and his/her work. Under IRS regulations, this commuting is considered personal use and is required to be reported as compensation subject to Federal and State taxes FICA withholding. Individuals driving BCG vehicle(s) may have occasions where incidental stop is necessary between business stops. Such a use shall not be considered to be a violation of this policy. All personal BGC-owned vehicles(s) shall be valued in accordance with IRS regulations and be included on employee's W-2.

All personnel utilizing BGC owned vehicle(s) or utilizing their personal vehicle for BGC business shall file a copy of valid State of South or North Dakota Drives License and certificate of liability insurance with the Executive Director.

Transportation Policy

Boys & Girls Club of Standing is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. Boys & Girls Club of Standing only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

DRIVERS:

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

VEHICLE

- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by DMV by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements. • Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements. • Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.

- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.
-

Child Abuse Prevention Policy

The priority of Boys & Girls Club of Standing Rock is the physical and emotional safety of its members, staff, and volunteers. Boys & Girls Club of Standing Rock Providence maintains a zero-tolerance policy for child abuse. Boys & Girls Club of East Providence implements policies and procedures for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

DEFINITIONS

One-on-Contact Prohibition: Boys & Girls Club of Standing Rock prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means.

Exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines. All staff and volunteers, including minor staff (under age 18), are strictly prohibited from meeting Club participants outside of any Club-sponsored activities. The only exception to this rule is if the Club participant is a child or sibling of a staff member or volunteer.

Child abuse is when an adult or another child, whether through action or by failing to act, causes serious emotional or physical harm to a child. Sexual abuse or misconduct may include but is not limited to:

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Grooming behaviors may include but are not limited to:

- Targeting specific youth for special attention, activities, or gifts.
- Isolating youth from family members and friends physically or emotionally. This can include one-on-one interactions such as sleepovers, camping trips and day activities.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting or other "accidental" touches.

MANDATED REPORTING

Every staff member or volunteer of Boys & Girls Club of Standing Rock who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide

mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

REQUIRED TRAINING

Boys & Girls Club of Standing Rock conducts and reports through a BGCA-approved process the following training for all staff members and volunteers with direct repetitive contact with young people (at the intervals noted for each).

Before providing services to young people, and annually thereafter:

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention

Annually:

- All the policies, including all safety policies, for Boys & Girls Club of Standing Rock.

PHYSICAL INTERACTIONS

Every staff member and volunteer of Boys & Girls Club of Standing Rock is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none">• Side hugs• Handshakes• High-fives and hand slapping• Holding hands (with young children in escorting situations)	<ul style="list-style-type: none">• Full-frontal hugs or kisses• Showing affection in isolated area• Lap sitting• Wrestling or piggyback/shoulder rides• Tickling• Allowing youth to cling to an adult's leg

VERBAL INTERACTIONS

Every staff member and volunteer of Boys & Girls Club of East Providence is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
<ul style="list-style-type: none">• Positive reinforcement• Child-appropriate jokes (no adult content)• Encouragement• Praise	<ul style="list-style-type: none">• Name calling• Inappropriate jokes (adult-only content)• Discussing sexual encounters or personal issues• Profanity or derogatory remarks• Harsh language that may frighten, threaten, or humiliate youth

ABUSE AND SAFETY RESOURCES

Boys & Girls Club of Standing Rock prominently displays BGCA-approved collateral that shares ethics hotline, crisis text line and safety helpline information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving a youth membership application.

Prohibition of Private One-on-One Interaction Policy

Boys & Girls Club of Standing Rock is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or members are present. • Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional. All exceptions shall be documented and provided to Club leadership in advance.

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

ONE-ON-ONE INTERACTION POLICY GUIDANCE

The following guidance should be used when implementing related policies and procedures.

Definition of one-on-one interaction

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter members during regular programming and activities.

- **Private** contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include but are not limited to:

- o Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.

- o One staff member transporting one member in a vehicle.

- o Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.

- **Public contact/communication** is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members or variations of these combinations. Examples of public contact include but are not limited to:

- o Meeting in plain sight of others (e.g., in a quiet corner of an active games room).

- o Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.

- o Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).

- o Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.

Impact on mentoring programs

Mentorship is a key component of Boys & Girls Club programming and has tremendous positive impact on members. Prohibition of one-on-one interaction does not have to negatively affect mentor programs and/or relationship building. Mentors can adjust their practices to include:

Holding mentor and coaching sessions in areas where other staff and/or members are present or can see you – for example, in large rooms where meetings are visible but not heard.

Copying parents, staff, or other members (when appropriate) on written and/or electronic communications. • Scheduling meetings during Club hours and at the Club site.

Documenting interactions between mentors and youth.

Impact on partnerships with local mentoring organizations

All local mentors are required to abide by Club policies, including background check requirements and prohibition of one-on-one interaction.

External mentors are required to abide by all Club safety policies and procedures. • A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member; these procedures should be clearly communicated to parents or guardians.

Every interaction between mentor and youth will be documented and maintained

Impact on travelling to off-site events and activities

When travelling to external events such as Keystone, Youth of the Year or other off-site events, the one on-one policy shall continue to be followed.

Should the Club take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle. Accommodation shall be made to ensure at least three people (two staff and one member or one staff and two members) are together when traveling. As an alternative, public transportation may be used (e.g., taxi, Uber, public transport).

If this arrangement presents staffing or budget challenges, consider the following:

- o Inviting parents or guardians to attend and/or chaperone their child.

- o Including additional youth (e.g., Junior Youth of the Year) and/or staff in travel plans.

- o Coordinating with other Clubhouses or nearby organizations to travel together.

- o Travelling with additional staff or members.

Parents and guardians should also provide written consent in each instance in which a member travels to any off-site event. NOTE: Parents or guardians are never allowed to provide consent for one-on-one interaction.

Similar practices should be in place when coordinating field trips.

Impact on transportation to and from the Club

When transporting members to and/or from a Club-sponsored event or activity, single members should not be transported alone with one staff person.

Consider the following to accommodate single children:

- o Modify bus or van routes so single children are not picked up first or dropped off last.
- o Use a bus aide if available.

- o Pick up and drop off children in groups.

- o Modify staff schedules to ensure multiple staff are present.

Exceptions to policy

Exceptions to the one-on-one policy can be made under the following circumstances:

When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., counselors, social workers).

When the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by Club leadership.

In emergency situations that could create a safety risk, exceptions can be made (e.g., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk).

Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including but not limited to:

Disclosing the meeting to Club leadership and regularly checking in with the members and adults during conversations.

Placing time limits on conversations.

Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).

- Documenting the interaction.

In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.

BACKGROUND CHECKS

Boys & Girls Club of Standing conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search, depending on jurisdiction (*a current list of jurisdictions can be found at www.bgca.net/childsafety*).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months.

All background check findings shall be considered when making employment or volunteer decisions, and Boys & Girls Club of Standing will not employ potential staff or engage potential volunteers if such individual:

1. Refuses to consent to a criminal background check.
2. Makes a false statement in connection with such criminal background check.
3. Is registered, or is required to be registered, on a state or national sex offender registry. d. Has been convicted of a felony consisting of:
4. Murder
5. Child abuse
6. Domestic violence
7. Abduction or human trafficking
8. A crime involving rape or sexual assault
9. Arson
10. Weapons
11. Physical assault or battery
12. Drug possession, use or distribution in the last five years
13. Has been convicted of any misdemeanor or felony against children, including child pornography.

Screening and Onboarding Policy

Boys & Girls Club of Standing is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

INTERVIEWING

Boys & Girls Club of Standing conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service. BGCA will provide behavioral-based interview questions for local use.

REFERENCE CHECKS

Boys & Girls Club of Standing conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, Boys & Girls Club of Standing provides reference materials when asked by other Member Organizations.

STAFF AND VOLUNTEER ONBOARDING

Upon offer of a position, each new Club employee shall receive and confirm in writing receipt of an up-to-date employee policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment;
- Benefits;
- Rights and responsibilities of employees;
- Club safety policies; and
- Any other important employment-related information.

Before working with any Club members, all staff and volunteers at a minimum shall be given an orientation that includes an overview of the following:

- The organization's mission, goals, policies and procedures and schedule;
- Job descriptions and performance standards for their position;
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics;
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time;
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
- Completion of the required **Child Abuse Prevention Trainings** approved by BGCA.

Drug- and Alcohol-Free Workplace Policy

DRUG AND ALCOHOL POLICY

Boys & Girls Club of Standing Rock is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- Employees are prohibited from reporting to work or working when the employee is using any legal drugs; exceptions can be made in accordance with state law when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.
- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Employees must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.
- Employment with the organization is conditional upon full compliance with the foregoing drug- and alcohol free workplace policy. Any violation of this policy might result in disciplinary action, up to and including discharge.

Boys & Girls Club of Standing Rock further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this policy.

SMOKING POLICY

Boys & Girls Club of Standing Rock will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at all its facilities. Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers. Smoking is prohibited at all Boys & Girls Clubs properties except for external areas where it is specifically authorized. The smoking policy applies to employees, volunteers, and members while on Club premises or during Club activities (on or off site).

REASONABLE SUSPICION

Staff and or volunteers shall immediately notify Club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol. Club leadership will determine whether the employee should be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with the Club's drug-testing policies. Employees and volunteers believed to be under the influence of drugs or alcohol will be

required to leave the premises. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Examples of behavior suggesting that employees or volunteers are under the influence of drugs or alcohol include but are not limited to:

- Odors (smell of alcohol, body odor or urine);
- Movements (unsteady, fidgety, dizzy);
- Eyes (dilated, constricted or watery eyes or involuntary eye movements);
- Face (flushed, sweating, confused or blank look);
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
- Emotions (argumentative, agitated, irritable, drowsy);
- Actions (yawning, twitching); or
- Inactions (sleeping, unconscious, no reaction to questions).

Unusual patterns of behavior that may suggest drug or alcohol misuse include but are not limited to:

- Repeatedly calling in sick;

- Being absent directly before or after holidays and weekends;
- Repeatedly damaging inventory or failing to meet reasonable work schedules; and
- Being involved in frequent accidents that can be related to the use of drugs or other substances.

INSPECTION AND TESTING

Boys & Girls Club of Standing Rock reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug- and alcohol-free workplace policy (see "Reasonable Suspicion" above). Screening, testing and security measures may be used as methods of enforcement, as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing. Tests that are paid for by the organization are the property of the organization, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies and/or the employee's doctor.

PRESCRIPTION MEDICATION AND LEGAL DRUGS

Employees and volunteers are prohibited from reporting to work or working when using any legal drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee or volunteer that the substance does not adversely affect the employee's or volunteer's ability to safely perform his or her duties.

Employees and volunteers taking a legal drug, such as prescription medication or medical marijuana, that potentially affects job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

SHARED-USE RESTROOMS

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.

- Youth shall follow the “rule of three” in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising members’ use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.
- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

ACCIDENT OR EMERGENCY PROTOCOL

- Driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities.
- Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination.

Through the appropriate use of Club and community resources, Boys & Girls Clubs strive to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recovery from an emergency.

Boys and Girls Club Safety Assessment

Safety Compliance with Safety Laws (1.1.) Each Member Organization shall comply with each mandated reporting statutes and regulations , and all applicable tribal, federal, state, and local laws (including those pertaining to licensing, for licensed organizations) for the protection and safety of youth.

Every Member Organization shall adapt and implement the Boys and Girls Club of Organization Emergency response plan and protocol and annually train staff, volunteers, and members on how to react in an emergency situation.

Applying Reference Checks (1.4): Every Member Organization shall conduct reference checks on any candidate for employment or volunteer with direct, repetitive interaction with young people. Every Member Organization must require any potential candidate for employment or potential volunteer as to previous Boys & Girls Club experience. Should candidates for employment or a potential volunteer service in a role that has direct, repetitive interaction with young people have previous rehire/volunteering must be obtained from all Boys and Girls Club the candidate worked prior to extending an offer for employment or volunteer service.

Additionally, all Member Organization shall provide an accurate assessment of potential candidate's eligibility for rehire/volunteering when asked by other Member Organizations.

Policies for the Protection of Youth: Every Member Organization shall have in place and follow policies and standards to protect youth that incorporate policies approved by the National Council and include but are not limited to:

1. Child abuse prevention and response, including guidance on staff-to-child ratios and prohibition of private one-on-one interactions between youth and staff, volunteers, and board members.
2. Drug and Alcohol-free workplace.
3. Facilities, including guidance on restroom usage.
4. Screening and onboarding
5. Incident reporting and investigation
6. Emergency operations
7. Transportation; and
8. Technology acceptable use, including prohibition of inappropriate technology-based interactions between youth and staff, volunteers, board members and other youth during and after Club hours.

Reporting of Critical Incidents: Each Member Organization shall immediately report any allegation of abuse or any potential criminal matter to law enforcement or the appropriate authorities.

In addition, each Member Organization shall report the following critical incidents to BCGofSR within 24 hours:

1. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; or sexual misconduct or exploitation by youth (Club-related or not) against any child by current employee or volunteer; or any Club-related instance by former employee or volunteer.
2. Any instance or allegation of Child Abuse, including towards another youth at a Club site or during a Club-sponsored activity.
3. Any child who might have been abducted or reported missing from Club site or Club sponsored activity.
4. Any major medical emergency involving a child, staff member or volunteer at a Club site or during Club-sponsored activity leading to extended hospitalization, permanent injury or death, or mental health crisis with a child requiring outside care.
5. Any instance abuse, including physical, emotional, or sexual abuse; sexual misconduct; harassment or exploitation (Club related or not) alleged against any staff member; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse; sexual misconduct; harassment; or Club-related exploitation against volunteer or visitor.
6. Failure of an inspection by a childcare licensing agency or organization.
7. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
8. Any misappropriation of organizational funds in the amount of \$10,00 or greater; or any amount of federal funds.
9. Any Criminal or civil legal action involving the organization, its employees, or volunteers, as well as any changes in the status of an open organization-related legal action.
10. Negative media attention could compromise the reputation of the Member Organization or the Boys & Girls Club brand.
11. Any other incident deemed critical by the Member Organization.

Safety Committee (1.7): The governing body of each Member Organization must establish and maintain a Safety Committee that is chaired by an active board member and leads the organization's Safety agenda. The Committee shall:

- Meet at least three times each year
- Implement solutions to ensure the safety of all members, staff, volunteers, and visitors
- Verify the organization's submission of an annual online safety assessment
- Review the results of all safety assessments to identify areas for improvement
- Review the organization's safety policies
- Submit Committee chair name and contact information annually to BGCA

Compliance with Employment Laws (2.1): Every Member Organization shall comply all applicable regulations, tribal, federal, state, and local laws, including those around employment practices, benefits and licensing. Such compliance shall be reviewed by the local organization's governing body at least annually.

Employment of a Chief Executive Officer (CEO) (2.2.): Every Member Organization shall employ a paid full-time Chief Officer (CEO). The CEO Shall:

1. Be Responsible directly to the governing body of the Member Organization.
2. Be Responsible for executive and administrative control of the finances, operations, and personnel of the Member Organization, in accordance with policies and procedures established by said governing body.
3. Have the capability to effectively run the organization and the demonstrate positive organizational performance, as established by said governing body.

All newly hired CEOs must begin active participation in and adherence to a comprehensive CEO onboarding process within the first seven days after the state date. The overall onboarding process will include a mandatory BGCA-facilitated New Executive Orientation Program.

Staff-to-youth ratio for program operations (2.3.): Every Member Organization shall establish supervision levels to not exceed a trained staff or trained adult volunteer-to-youth ratio of 1:20 for program operations at each chartered site. Staff may include trained minor employees, who must be under the direct supervision of an adult in the same program space.

Site Supervision (2.4.): Each chartered site shall provide for a designated supervisory position separate from the CEO that is responsible for site-level operations. This supervisor must complete a BGCA-facilitated training within the first six months.

Written training and development plan for all employees (2.5.): Every Member Organization shall have a place a documented training plan for all employees that include orientation, onboarding and ongoing learning and development.

Orientation, onboarding & tracking volunteer participation (2.6): All volunteers who have direct repetitive interaction with youth must complete a documented orientation/onboarding process. All volunteer participation must be tracked by Member Organizations (e.g., by tracking sign-in, program participation, sign-out, etc.).

Safety Committee Annual Assessment and Review (1.8): The safety committee of each Members Organization's governing body shall conduct annual facility assessments, review safety policies, and review the results of all safety assessments to identify safety needs and areas of improvement.

Every Member Organization shall complete and submit an annual online safety assessment to its board, administered by Boys & Girls Club of America and available through www.bgca.net , that identifies safety needs and areas of improvement for every site within the organization.

External organizational and site safety assessment (1.9) Each Organization will underlap an Annual Organizational and site safety assessment , conducted by BGCA or its designee, with each Club site being assessed every 24 months against a defined set of child and Club safety standards.

This requirement will be reviewed in 2027 by national committee, appointed by the president & CEO of Boys & Girls Club of America. Recommendations for revisions will be made to the National Area Council Committee and the Chair of the National Council for their review and any proposed changes will be presented to the National Council for consideration in 2028. This taskforce will be composed of local Club professionals, the Membership Governance & Compliance Advisory Committee, board members and external safety experts and supported by BGCA staff.

Safety Training (1.10): Every Member Organization shall conduct and report through a BGCA approved process of the following training for all staff members and volunteers with direct, repetitive interactions with young people before providing services to young people, and annually thereafter:

- 1. BGCA-approved child abuse prevention,**
- 2. BGCA- approved mandated reporting**
- 3. BGCA-approved grooming prevention**
- 4. The Member Organization's policies, including all safety policies.**

CPR and First-Aid Training (1.1): Each Member Organization shall at least one staff member or volunteer present at each site during all operating hours when youth are being served or during any Club-sponsored offsite program activity/trip- who is either American Red Cross certified or fully trained through qualifying comprehensive adult and infant/child CPR with first-aid training.

Display of Safety Collateral (1.12): Each Club site must prominently display BGCA-approved collateral that shares ethics hotline, crisis text-line and safety helpline information with members, staff, volunteers, and families.

Sharing of Safety Policies with Parents/Guardians (1.13): Every Member Organization must make available its safety policies to parents and/or guardians upon receiving a minor youth membership application.

Club Members and Minors Serving as Club Employees or Volunteers (1.14): Each Member Organization shall have in place and follow policies and procedures clearly defining the scope of how minors can serve as employees, volunteers, or worked-based learning participants in the Club and shall ensure that any such minors complete mandatory training before they begin working with other young people. Additionally, all Club staff supervise minor employees, volunteers or work-based learning participants must complete mandatory training on such supervision.

Insurance (1.15): Every Member Organization shall maintain comprehensive, General Liability and Sexual Misconduct insurance from BGCA-reviewed carrier, each with minimum policy limit of \$1 million per occurrence/\$3 million aggregate. Member Organizations agree Boys & Girls Clubs of America must be named as additional insured with primary coverage under the general liability and sexual misconduct policy, and certificate of insurance and declarations page must be filled with Boys & Girls Clubs of America annually. Organizations will have a third-party review of the sufficiency of coverage amounts every two years to reflect their size, location and range of services.

Policies for Video Surveillance

PLACEMENT AND NOTIFICATION

Video surveillance equipment may be installed in and around Club facilities, property, and vehicles. The system provides constant monitoring 24/7 (is activated and records when motion is detected). Video surveillance equipment will not be used or installed in areas where Club Members, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms. Video

surveillance equipment may always be in operation, whether the Club is operational and whether the facilities or buildings are in use at all. The Club will determine the operation schedule of any video surveillance equipment in its discretion. Video monitors shall not be in an area that enables public viewing. The Club shall notify Club members, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

ACCESS TO VIDEO IMAGES

The use of video surveillance equipment on Club grounds shall be supervised and controlled by the CEO and Club Directors. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed. Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is strictly limited to the following authorized full-time Boys & Girls Club personnel: CEO, Director of Operations, Director of Safety, and Club Directors. These authorized personnel are trained on the video surveillance policy and how video data should be used during any official investigation. Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or Club rules. Video footage is subject to production by a valid subpoena or other court order.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Confidentiality and privacy concerns limit the general public, including parents and relatives of Club members, from viewing video recording footage and/or data involving Club members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any Club personnel who becomes aware of unauthorized disclosure of video recording data from the Club and/or a potential privacy breach must immediately inform the CEO. Club personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment. Video recording data will remain the property of the Boys & Girls Clubs of Boys & Girls Clubs of Annapolis & Anne Arundel County and may be reproduced only in accordance with applicable law and board policy.

RETENTION OF DIGITAL IMAGES

Video recording data shall be kept for approximately 30 days except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation by authorities. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secure computer. In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with Club personnel and appropriate officials.

CLUB MEMBER PRIVACY

Video recording data will not to be used directly or indirectly to identify the activities of individual Club members except as viewed in relation to a specific event or suspected criminal activity; suspected violation of Club policy or rules; incidents where there is reasonable basis to believe a claim may be made against the Club for civil liability; or if otherwise compelled by law. Authorized Club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on Club property. A copy of this policy will be shared with any Club member, parent/guardian, or staff member upon request.

Incident Response Guide

Incident Preparedness and Response

Overview

OVERVIEW The safety and protection of children and teens is the number one priority for the Boys & Girls Clubs Movement. Even one safety incident is too many. Any incident that impacts the well-being of the young people entrusted to our care should be taken seriously. With the goal of zero incidents, preventing accidents and incidents is critically important to the safety of our members. However, it is also imperative that local Boys & Girls Club organizations are prepared to respond should an incident occur.

The Incident Response Guide is designed to assist local Clubs to respond to incidents should they occur, with the goal to protect its members, staff, volunteers and the organization, and mitigate risk moving forward. There are several actions every Club should take to prepare to respond to reported incidents.

- If the incident involves an injury to a member, staff or volunteer, immediately take all necessary steps to ensure they are safe.
- Maintain and adhere to incident reporting protocols including reporting to authorities. • Establish a board-approved Crisis Communications Plan.
- Establish a board-approved Emergency Operations Plan.
- Identify legal counsel.
- Maintain proper insurance coverage.
- Identify and develop incident response partners.

INCIDENT REPORTING

Clubs are required to immediately report critical safety incidents to local law enforcement and to BGCA within 24 hours of becoming aware of an incident. Clubs are also required to adhere to their states' mandated reporting requirements, which can be found here: [mandated reporting requirements](#). Additionally, every local Boys & Girls Club organization should have an up to date policy on reporting and documenting incidents that happen at the Club and during Club sanctioned activities. Policies should clearly outline:

- Types of incidents, accidents, and activities that are considered reportable;
- Document collection procedures;
- Persons who are required to report and where;
- Timelines for reporting to management and law enforcement; and

- Actions that will be taken should policies not be followed. It's also important to remember to:
- Stay calm and strive to calm Club professionals and members during response process.
- Engage appropriate elements of the written Emergency Operations Plan, if necessary.
- Engage the written Crisis Communication Plan.
- Engage the appropriate elements of this written Critical Incident Response Guide.
- Submit a critical incident report to BGCA within 24hours

In addition to reporting potential criminal matters to law enforcement immediately, allegations that fall within the following categories must be reported to BGCA within 24 hours pursuant to Boys & Girls Club membership requirements:

1. An instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation against any child (Club-related or not) by a current employee or volunteer or any Club-related instance by a former employee or volunteer.
2. An instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation by a youth towards another youth at a Club site or Club sponsored activity.
3. A major medical emergency with a child, personnel or volunteer at a Club site or Club sponsored activity leading to extended hospitalization, permanent injury or death or a mental health crisis with a child requiring outside care.
4. A child who may be abducted or missing from a Club site or Club sponsored activity.
5. A known or suspected felony-level criminal act committed at a Club site or Club sponsored activity.
6. The misappropriation of organizational funds in the amount of \$25,000 or greater or any amount of federal funds.
7. A felony criminal action or civil legal action that would be reportable to an insurance carrier involving the organization, its employees or volunteers (for an open organization-related court case, report within 24 hours any change in the status of the case).
8. Negative media that could compromise the reputation of the organization or the Boys & Girls Club brand.
9. Any other incident deemed critical by the organization.
10. When in doubt, report or contact your DOD. The CEO, board chair or a designee selected by the CEO or board chair can submit the critical incident report on www.bgca.net by clicking the red icon on their homepage or on the Child Safety page. Should you need to assign a designee, contact childsafety@bgca.org.

LEGAL COUNSEL

It is recommended that Clubs identify legal counsel to help prevent incidents and understand your organization. Attorneys can assist in reviewing a Club's emergency response and reporting policies and processes to better prepare for an incident. When responding to an incident or allegation, it is important to engage legal counsel early in the process. Legal counsel can review holding statements or other communications before distribution and provide general guidance in responding to the incident.

Inviting an attorney to serve on your board of directors is also beneficial. While the local Club receives the benefit of ready access to legal counsel if needed, attorneys can support a cause they are likely passionate about, further connecting them to the local community. This opportunity is not lost on new attorneys who are encouraged by their firms to invest time volunteering in the community.

If attorneys serving on a Club's board are unable to provide legal counsel directly, they can typically assist in identifying another attorney to engage. Should your Club organization receive a letter from an attorney threatening legal action, be served with a lawsuit or otherwise receive notice of future or pending legal action, legal counsel should be immediately notified. Clubs should also notify **BGCA General Counsel Kristine Morain** by sending an email to **KMorain@bgca.org** or calling **404-487-5970**.

INSURANCE COVERAGE

Maintaining adequate insurance coverage is critical to the protection of the members and the operations of a Club. Every Club is unique and may carry a wide variety of insurance based on need, size, and services offered. **Per BGCA membership requirements, organizations are required to maintain the following types of coverage:**

- General Liability Insurance
- Sexual Misconduct Liability Insurance
- Employment Practices Liability Insurance (EPLI)
- Directors & Officers Insurance (D&O)

It is also critical that Clubs locate and permanently retain records of every general liability insurance policy they have ever purchased. Many states have significantly expanded or removed the statutes of limitations for child sexual abuse claims. As such, claims could be made against an organization since its inception and Clubs want to be able to support all potential victims. For questions or support in identifying older records please contact BGCA Legal Services at **KMorain@bgca.org** or calling **404-487-5970**.

Additional information can also be found here.

RESPONSE PARTNERS

There is power in partnership. Clubs are encouraged to develop relationships with local first responders, emergency management groups, mental health providers, and others to help facilitate incident response.

Examples include, but are not limited to:

- Agency: Possible Incident Support:
- Police, Sheriff, Fire, EMS First responders, training, official investigations
- Child Protective Services Mandatory reporting, training, official investigations
- City or County Mental Health Counseling, training, family support
- School Counselors or Social Workers Counseling, bereavement services, family support
- Private Counseling Services Counseling, bereavement services, family support
- Hospice Counseling, bereavement services, family support, training
- Family or Child Shelters Referral services, family support, training
- Child Advocacy Centers Child abuse services, family support, training

Developing new relationships with another agency can sometimes be challenging and can be developed beyond just incident or emergency preparedness. Listed below are a few ideas to get the process started.

- Develop and implement Club member community service projects to support the agency.
- Engage training opportunities the agency can provide Club professionals and or Club members.
- Recognize the important work of the agency through “Our Hero’s Day” or other special events.
- Club member “friend” visits to agency (handmade gifts, caroling, cookies, job shadowing, etc.).
- Club members cook and share a planned meal with agency staff or during shift change.
- Send handmade holiday or thank you cards to individuals in the agency.
- Engage Torch or Keystone Clubs to support an event or initiative of the partner agency.
- Recruit individuals in agency as program volunteers or members of Club advisory groups.
- Recruit key individuals in agency as ad hoc members of the board-led Safety Committee.

DOCUMENT RETENTION

A document retention policy establishes and describes how a Club and its employees are expected to manage electronic and physical documents from creation through destruction. Many document retention periods are mandated by law and are important for the protection of Clubs.

COMMUNICATION TOOLS

CRISIS COMMUNICATIONS PLAN

A crisis can strike at any time, without notice. A child may suffer a serious injury, a Club professional could

be arrested, or the organization could be named in a lawsuit. In each of these instances, it would not be uncommon for the media to contact the Club for a quote or for additional information.

Every organization should have a board approved Crisis Communications Plan in place to help manage these situations, no matter how minor. When developing a Crisis Communications Plan, organizations should consider the following actions:

- Identify a spokesperson for parents or media inquiries (i.e., Board Chair, CEO, VP of Operations, etc.).
- Identify protocols for responding to parents, donors, and relevant stakeholders.
- Identify protocols for drafting statements for the public.
- Implement protocols to ensure personnel, volunteers, and board members do not speak to media or anyone outside of the organization and refer all inquiries to the designated spokesperson.
- Review your website, social media, and any additional online presence to assess if there are any photos or content that should be removed considering the crisis.
- Coordinate the tracking of related media, including social media.

HOLDING STATEMENT PRINCIPLES

A holding statement is designed to help control the message the public receives immediately following an

incident. The media may look for additional details regarding the incident, and the holding statement can help position your organization as their primary source. It is the one opportunity Clubs have to shape the message - don't miss it by not being prepared. Holding statements also allow your Club time to investigate

the incident and gather additional information before the next communication.

Holding statements are best used in response to a media inquiry, rather than proactively sent to the media.

It is recommended that Clubs have a holding statement available, however, Clubs should not share unless asked.

Tips for drafting a holding statement:

- First, reassure the public that child and Club safety is your top priority.
- Keep your statement short and simple; non-emotional and fact-based statements are generally more effective.
- Confirm that an incident has been reported, but do not offer details.
- Explain your priorities and the action you are taking at that point in time.
- Explain that the appropriate authorities are involved, and you are working with them.

- Assure the media you will continue to keep them updated as more information becomes available and

identify when and where the next briefing will occur.

Below is a sample generic holding statement for a local Boys & Girls Club:

Paragraph One -- **Lead with the priority of safety, then briefly state the allegation or issue.** *“The safety and protection of the children we serve is always our number one priority, and we take any (allegation/situation) that impacts the well-being of the young people entrusted to our care very seriously. The Boys & Girls Clubs of Any Town is aware of the alleged inappropriate conduct between two Club members. The organization is deeply concerned about these allegations and is cooperating fully with local authorities in the investigation of this serious matter.”* IF THERE IS A KNOWN VICTIM, SHOW EMPATHY, i.e., Our hearts go out to the victim and their family.

Paragraph Two -- **State any relevant action the Club has taken.** *“Upon learning of this allegation, the Club took immediate action by suspending the Club member and notifying the local authorities and the member’s parents or guardian.”*

Paragraph Three -- **State the Club’s strong position of care and concern for children.** *“Our organization is committed to the highest standards of ethical behavior and integrity and does not tolerate inappropriate or illegal activity on the part of any Club staff, volunteer or youth member. All and employees and volunteers must undergo a thorough criminal background check. All supervisory policies are designed to ensure the maximum safety and protection of Club members and staff.”*

Paragraph Four -- **Summarize next steps.** *“The organization will continue its full cooperation with the authorities and withhold further comment on this incident pending the completion of the investigation.”*

TIPS FOR WORKING WITH MEDIA

Designate a single spokesperson to deal with the media. This is the best way to ensure continuity and control your message.

- Prepare a holding statement that can be shared with the media upon request. It is recommended that
- Clubs do not proactively share statements with media, which could invite a story and potentially pave
- the wave for additional questions.
- Refrain from saying “no comment.” Lack of a response may drive the reporter to seek information
- from other sources that might not be reliable. Here are some alternatives:
- “I don’t have an answer for you at the moment but let me look into that and get back to you.”
- “I would like to give you that answer, but we have not been able to confirm facts in that area. We
- will issue a statement once the details are available.”
- “This situation is still under investigation. We are fully cooperating with the authorities and will
- wait until all the facts are gathered and verified before releasing information.”
- It is recommended that you do not attempt to talk “off the record.” Always assume that everything you
- say will be documented.
- Try not to repeat negative questions or misleading words. They may end up in print as part of your
- quote.
- Avoid arguing with a reporter, even when provoked. Any of your statements may end up imprinted.
- Refrain from ad lib or impromptu statements. Stick to the prepared statements.
- Don’t expect an opportunity to review for approval. It’s not likely that the reporter will clear his/her
- story with you before it runs.
- Always listen very carefully to what the reporter says. Respond ONLY to what is specifically asked,
- unless it’s a point you have thought out very carefully in advance. Don’t expand.

INCIDENT RESPONSE CHECKLISTS

OVERVIEW

The safety of our members is our number one priority. In the event of an incident, Club staff should take steps to first ensure the immediate safety of members.

The following pages include guidance to assist with response to allegations and reported incidents. These resources are samples and can be modified as organizations see fit. Used in conjunction with already existing response procedures, this guidance can help ensure consistent response and follow-up.

Allegation of Child Abuse

RESPONSE ACTIONS

1 INITIAL ACTIONS

- ☐ Secure the immediate safety of members
- ☐ State mandatory child abuse report
- ☐ Call 911 (or emergency line)
- ☐ Initiate Crisis Communication Plan

2 NOTIFICATIONS

- ☐ Police, Fire, EMS
- ☐ Child Protective Services
- ☐ CEO
- ☐ Board Chair
- ☐ Attorney for Club organization
- ☐ Parent or Guardian(s)
- ☐ Liability Insurance Provider
- ☐ Property Owners (shared-use facilities)
- ☐ BGCA Critical Incident Report System

3 PUBLIC RELATIONS

- ☐ Develop holding statement
- ☐ Develop letter to constituents, if necessary
- ☐ Provide media holding statement
(if asked for comment by media)

4 POSSIBLE REFERRALS

- ☐ Child Safety Hotline (866-607-7233)
- ☐ 501C HR Services Hotline (800-358-2163)
- ☐ Local Trauma Counseling Services
- ☐ ChildHelp National Child Abuse Hotline
- ☐ National Child Traumatic Stress Network

HOLDING STATEMENT SAMPLE

The safety and protection of the children we serve is our number one priority, and we take any allegation that impacts the well-being of the young people entrusted to our care very seriously. Boys & Girls Club of Standing Rock is aware of the alleged inappropriate conduct of a (staff member or volunteer or between Club members). The organization is deeply concerned about these allegations and is cooperating fully with local authorities in the investigation of this serious matter.

IF CONFIRMED VICTIM ADD: Our hearts go out to the victim and their family. Upon learning of this allegation, the Club took immediate action by notifying the local authorities, as well as the member's parents or guardian, and suspending the (staff member or volunteer).

Our organization is committed to the highest standards of ethical behavior and integrity and does not tolerate inappropriate or illegal activity on the part of any Club staff, volunteer or youth member. All employees and volunteers must undergo a thorough criminal background check. All supervisory policies are designed to ensure the maximum safety and protection of Club members and staff. To protect the safety and privacy of those involved, Boys & Girls Club of Standing Rock will continue its full cooperation with the authorities and withhold further comment on this incident pending the completion of the investigation.

ADDITIONAL RESOURCES

Child Help (800-422-4453)	https://www.childhelp.org/
National Child Traumatic Stress Network	http://www.nctsn.org/
Child Welfare Information Gateway	https://www.childwelfare.gov/
National Children's Advocacy Network	http://www.nationalcac.org/
National Children's Alliance	http://www.nationalchildrensalliance.org/
Prevent Child Abuse	http://preventchildabuse.org/resources/

RESPONSE ACTIONS

1 INITIAL ACTIONS**N**

- ☐ Provide Basic First Aid
- ☐ Call 911 (or emergency line)

- ☐ Initiate Emergency Operations Plan
- ☐ Initiate Crisis Communication Plan

2 NOTIFICATIONS

- ☐ Police, Fire, EMS
- ☐ CEO
- ☐ Board Chair
- ☐ Attorney for Club organization

- ☐ Parent or Guardian(s)
- ☐ Liability Insurance Provider
- ☐ Property Owners (shared-use facilities)
- ☐ BGCA Critical Incident Report

3 PUBLIC RELATIONS

- ☐ Develop holding statement
- ☐ Develop letter to constituents, if necessary

- ☐ Provide holding statement to media
(if asked for comment by media)

4 POSSIBLE REFERRALS

- ☐ Local Hospital or Treatment Program
- ☐ 501C HR Services Hotline (800-358-2163)

- ☐ Local Trauma Counseling Services
 - ☐ National Child Traumatic Stress Network
-

HOLDING STATEMENT SAMPLE

The safety and protection of the children we serve is always our number one priority, and we take any situation that impacts the well-being of the young people entrusted to our care very seriously. Boys & Girls Club of Standing Rock is aware of a recent medical emergency at one of our locations involving a Club member. Our hearts are with the child and their family.

Upon learning of this incident, the Club took immediate action by providing basic first aid and calling 911, as well as contacting the member's parent or guardian(s). EMS transported the Club member to a local hospital. Our organization is committed to the highest standards of ethical behavior and integrity and does not tolerate inappropriate or illegal activity on the part of any Club staff, volunteer or youth member.

All and employees and volunteers must undergo a thorough criminal background check. All supervisory policies are designed to ensure the maximum safety and protection of Club members and staff.

To protect the safety and privacy of those involved, Boys & Girls Club of Standing Rock will continue its full cooperation with the authorities and withhold further comment on this incident pending the completion of the investigation.

ADDITIONAL RESOURCES

"Be There" Toolkit

<https://www.bgca.net/BeThere>

Children's Bereavement Center

<http://childbereavement.org/resources/helpful-links.html>

National Alliance for Grieving Children

<https://childrengrieve.org/>

Children and Youth Grief Network

<https://www.childrenandyouthgriefnetwork.com>

Abduction or Missing Child

Possible Abduction or Missing Child

RESPONSE ACTIONS

1 INITIAL ACTIONS

- ☐ Call 911 (or emergency line)
- ☐ Search the facility (inside and out)
- ☐ Initiate Crisis Communication Plan
- ☐ Initiate Emergency Operations Plan

2 NOTIFICATIONS

- ☐ Police, Fire, EMS
- ☐ CEO
- ☐ Board Chair
- ☐ Attorney for Club organization
- ☐ Parent or Guardian(s)
- ☐ Liability Insurance Provider
- ☐ Property Owners (shared-use facilities)
- ☐ BGCA Critical Incident Report

3 PUBLIC RELATIONS

- ☐ Develop holding statement
- ☐ Develop letter to constituents, if necessary
- ☐ Provide holding statement to media
(if asked for comment by media)

4 POSSIBLE REFERRALS

- ☐ Child Safety Hotline (866-607-7233)
- ☐ Local Trauma Counseling Services
- ☐ National Center for Missing & Exploited Children

HOLDING STATEMENT SAMPLE

The safety and protection of the children we serve is always our number one priority, and we take any situation that impacts the well-being of the young people entrusted to our care very seriously. Boys & Girls Club of Standing Rock is aware of the recent report of a missing child.

We are cooperating fully with local authorities in the investigation of this serious matter and the search for the child. *(Or: we cooperated fully with local authorities in the investigation of this matter and are thankful he/she was found safe.)* Our hearts are with the child and their family. Upon learning of this situation, the Club took immediate action to alert the police, as well as the members' parents or guardian(s). The organization is working with the police to fully support the search process.

Our organization is committed to the highest standards of ethical behavior and integrity and does not tolerate inappropriate or illegal activity on the part of any Club staff, volunteer or youth member.

All and employees and volunteers must undergo a thorough criminal background check. All supervisory policies are designed to ensure the maximum safety and protection of Club members and staff. Boys & Girls Club of Standing Rock will continue its full cooperation with the authorities and share further information as the search proceeds and when the investigation is complete.

ADDITIONAL RESOURCES

National Center for Missing & Exploited Children
FBI Resources for Parents

<http://www.missingkids.com/> (800-843-5678)
<https://www.fbi.gov/resources/parents/>

Felony Criminal Act

Felony Criminal Act Related to the Club

RESPONSE ACTIONS

1 INITIAL ACTIONS

☐ Call 911 (or emergency line)

☐ Initiate Crisis Communication Plan

2 NOTIFICATIONS

☐ Police, Fire, EMS

☐ CEO

☐ Board Chair

☐ Attorney for Club organization

☐ Parent or Guardian(s)

☐ Liability Insurance Provider

☐ Property Owners (shared-use facilities)

☐ BGCA Critical Incident Report

3 PUBLIC RELATIONS

☐ Develop holding statement

☐ Develop letter to constituents, if necessary

☐ Provide holding statement to media
(if asked for comment by media)

4 POSSIBLE REFERRALS

☐ Child Safety Hotline (866-607-7233)

☐ 501C HR Services Hotline (800-358-2163)

☐ Local Victim Support Services

HOLDING STATEMENT SAMPLE

The safety and protection of the children we serve is always our number one priority, and we take any situation that impacts the well-being of the young people entrusted to our care very seriously. Boys & Girls Club of Standing Rock has learned that a shooting occurred near the Boys & Girls Club of Standing Rock.

Thankfully, the incident did not involve Club staff or members, however, we are cooperating fully with law enforcement in the investigation of this disturbing incident. Our thoughts are with the victim and their family during this difficult time. Upon learning of this incident, the Club took immediate action by placing the Club on lockdown until the police arrived to ensure the safety of all members and staff.

Our organization is committed to the highest standards of ethical behavior and integrity and does not tolerate inappropriate or illegal activity on the part of any Club staff, volunteer or youth member. All employees and volunteers must undergo a thorough criminal background check.

ADDITIONAL RESOURCES

Victim Connect
Directory of Crime Victim Services

<https://victimconnect.org/>
<https://ovc.ncjrs.gov/findvictimservices/>

RESPONSE ACTIONS

1 INITIAL ACTIONS☐ Contact Police☐ Initiate Crisis Communication Plan**2 NOTIFICATIONS**☐ Police, Fire, EMS☐ Liability Insurance Provider☐ CEO☐ Property Owners (shared-use facilities)☐ Board Chair☐ BGCA Critical Incident Report☐ Attorney for Club organization**3 PUBLIC RELATIONS**☐ Develop holding statement☐ Provide holding statement to media☐ Develop letter to constituents, if necessary*(if asked for comment by media)***4 POSSIBLE REFERRALS**☐ 501C HR Services Hotline (800-358-2163)☐ Local Auditor or CPA Support**HOLDING STATEMENT SAMPLE**

During the XX years that the organization has served the community, the most important priorities of the Boys & Girls Club of Standing Rock have been the safety and protection of the children we serve and the responsible stewardship of the resources entrusted to us by donors. The Board of Directors of Boys & Girls Club of Standing Rock recently learned of allegations of potential financial impropriety within the organization, in direct violation of Club policies and procedures.

The board has initiated an investigation into these allegations in conjunction with local law enforcement authorities. The Board is committed to the highest standards of ethical behavior and integrity and does not tolerate inappropriate or illegal activity on the part of any Club staff, volunteer or youth member.

All employees and volunteers must undergo a thorough criminal background check. All policies and practices are designed to ensure the maximum safety and protection of Club members and staff and full accountability and transparency in all financial matters. As part of this investigation, the Board of Directors has initiated an immediate and rigorous evaluation of all management policies and procedures to further strengthen and safeguard the organization's finances and operations.

ADDITIONAL RESOURCES

Financial Crime Resources

<http://victimsofcrime.org/our-programs/financial-crime-resource-center/fraud-resources>

Felony Criminal/Civil action Reportable to Insurance Carrier

RESPONSE ACTIONS

1 INITIAL ACTIONS

☐ Contact Police

☐ Initiate Crisis Communication Plan

2 NOTIFICATIONS

☐ Police, Fire, EMS

☐ Parent or Guardian(s)

☐ CEO

☐ Liability Insurance Provider

☐ Board Chair

☐ Property Owners (shared-use facilities)

☐ Attorney for Club organization

☐ BGCA Critical Incident Report

3 PUBLIC RELATIONS

☐ Develop holding statement

☐ Provide holding statement to media
(if asked for comment by media)

☐ Develop letter to constituents, if necessary

4 POSSIBLE REFERRALS

☐ 501C HR Services Hotline (800-358-2163)

☐ Local Victim Support Services

HOLDING STATEMENT SAMPLE

The safety and protection of the children we serve is always our number one priority, and we take any allegation that might affect the well-being of the young people entrusted to our care very seriously. Boys & Girls Club of Standing Rock has learned that an employee of the organization has been arrested for (crime). We are deeply concerned and alarmed by this allegation and are cooperating fully with law enforcement in the investigation of this serious matter.

IF NOT RELATED TO THE CLUB ADD: The alleged victim is not associated with the organization, and the alleged incident did not occur at the Club or a Club-sponsored event. Upon learning of this incident, the Club suspended/terminated this employee and barred them from all access to Club facilities and property. Our organization is committed to the highest standards of ethical behavior and integrity and does not tolerate inappropriate or illegal activity on the part of any Club staff, volunteer or youth member. All employees and volunteers must undergo a thorough criminal background check. All supervisory policies are designed to ensure the maximum safety and protection of Club members and staff. Boys & Girls Club of Standing Rock will continue its full cooperation with the authorities and withhold further comment on this incident pending the completion of the investigation and judicial process.

ADDITIONAL RESOURCES

Victim Connect
Directory of Crime Victim Services

<https://victimconnect.org/>
<https://ovc.ncjrs.gov/findvictimservices/>

Negative Media Affecting Club

RESPONSE ACTIONS

1 INITIAL ACTIONS

- ☐ Initiate Crisis Communication Plan

2 NOTIFICATIONS

- | | |
|---|--|
| <input type="checkbox"/> CEO | <input type="checkbox"/> Liability Insurance Provider |
| <input type="checkbox"/> Board Chair | <input type="checkbox"/> Property Owners (shared-use facilities) |
| <input type="checkbox"/> Parent or Guardian(s) | <input type="checkbox"/> BGCA Critical Incident Report System |
| <input type="checkbox"/> Attorney for Club organization | |

3 PUBLIC RELATIONS

- | | |
|---|---|
| <input type="checkbox"/> Develop holding statement | <input type="checkbox"/> Provide holding statement to media |
| <input type="checkbox"/> Develop letter to constituents, if necessary | <i>(if asked for comment by media)</i> |

4 POSSIBLE REFERRALS

- | | |
|--|---|
| <input type="checkbox"/> 501C HR Services Hotline (800-358-2163) | <input type="checkbox"/> Local Media Coaching Support |
|--|---|

HOLDING STATEMENT SAMPLE

For (x number) of years, Boys & Girls Clubs of (Name) has served the youth of the (name) community, and the safety and protection of the children we serve is always our number one priority. Recently, we learned of the (incident).

IF NOT CLUB RELATED ADD: While these allegations do not involve the Club or any of our youth members, we are deeply concerned by these allegations. GIVE DETAILS ON PERSON INVOLVED SUCH AS: This individual has not been associated with Boys & Girls Club of Standing Rock since (year).

Our organization is committed to the highest standards of ethical behavior and integrity and does not tolerate inappropriate or illegal activity on the part of any Club staff, volunteer or youth member. All employees and volunteers, including board members, must undergo a thorough criminal background check.

ADDITIONAL RESOURCES

Crisis Plan Fundamentals: <http://www.resource-media.org/wp-content/uploads/2016/03/CrisisComms.pdf>

Other Incident Club Deems Critical

RESPONSE ACTIONS

1 INITIAL ACTIONS

- ☐ Call 911 (or emergency line)
- ☐ Secure the facility
- ☐ Initiate Crisis Communication Plan
- ☐ Initiate Emergency Operations Plan

2 NOTIFICATIONS

- ☐ Police, Fire, EMS
- ☐ CEO
- ☐ Board Chair
- ☐ Attorney for Club organization
- ☐ Parent or Guardian(s)
- ☐ Liability Insurance Provider
- ☐ Property Owners (shared-use facilities)
- ☐ BGCA Critical Incident Report

3 PUBLIC RELATIONS

- ☐ Develop holding statement
- ☐ Develop letter to constituents, if necessary
- ☐ Provide holding statement to media
(if asked for comment by media)

4 POSSIBLE REFERRALS

- ☐ 501C HR Services Hotline (800-358-2163)
- ☐ Local Media Coaching Support

HOLDING STATEMENT SAMPLE

The safety and protection of the children we serve is always our number one priority, and we take any (situation/allegation) that impacts the well-being of young people entrusted to our care very seriously. Boys & Girls Club of Standing Rock is aware of the incident that occurred at one of our locations involving (brief description). We are deeply alarmed and concerned by this incident and are cooperating fully with law enforcement in the investigation of this serious matter. Upon learning of the incident, the Club acted immediately by (list any actions taken).

Our organization is committed to the highest standards of ethical behavior and integrity and does not tolerate inappropriate or illegal activity on the part of any Club staff, volunteer or youth member. All policies are designed to ensure the maximum safety and protection of Club members and staff. To protect the safety and privacy of those involved, Boys & Girls Club of Standing Rock will continue its full cooperation with the authorities and withhold further comment on this incident pending the completion of the investigation.

Historical Allegation of Child Abuse Child

sexual abuse is a health crisis across the country. Approximately 1 in 10 children will be sexually abused before they turn 18, and less than one-third of survivors disclose the abuse during their childhood. Society is rightfully intolerant of child sexual abuse and other forms of sexual assault. This intolerance is manifesting itself in changes to survivors' ability to pursue legal action. Many states are expanding criminal and civil statutes of limitations to allow lawsuits relating to child sexual abuse to be brought many years after the abuse occurred. As part of our unwavering commitment to safety, we have zero tolerance for any safety violation or abuse and support any updates to legislation that promote abuse survivors' rights and access to justice. No child should ever experience this type of trauma, and our hearts go out to any survivors and their families. As the largest youth-serving organization with a more than 150-year legacy, it's imperative that we prepare for these changes and potential claims. Please use these response actions and resources to ensure your organization is fully equipped to address the concerns of a potential victim, communicate regarding the situation and effectively address any issues that may arise.

RESPONSE ACTIONS

1 INITIAL ACTIONS

- | | |
|--|---|
| <input type="checkbox"/> Listen to the victim empathetically | <input type="checkbox"/> Report to law enforcement |
| <input type="checkbox"/> State mandatory child abuse reporting | <input type="checkbox"/> Initiate Crisis Communication Plan |
| <input type="checkbox"/> Document conversation, noting important dates and names | |

2 NOTIFICATIONS

- | | |
|---|--|
| <input type="checkbox"/> Police, Fire, EMS | <input type="checkbox"/> Parent or Guardian(s) (if applicable) |
| <input type="checkbox"/> Child Protective Services | <input type="checkbox"/> Liability Insurance Provider |
| <input type="checkbox"/> CEO | <input type="checkbox"/> Board Executive Committee |
| <input type="checkbox"/> Board Chair | <input type="checkbox"/> BGCA Critical Incident Report System |
| <input type="checkbox"/> Attorney for Club organization | <input type="checkbox"/> Safety Committee |

3 PUBLIC RELATIONS

- | | |
|---|--|
| <input type="checkbox"/> Develop holding statement | <input type="checkbox"/> Provide media holding statement |
| <input type="checkbox"/> Develop letter to constituents, if necessary | <input type="checkbox"/> Engage External Public Relations Firm |

4 POSSIBLE REFERRALS

- | | |
|--|--|
| <input type="checkbox"/> Child Safety Hotline (866-607-7233) | <input type="checkbox"/> ChildHelp National Child Abuse Hotline |
| <input type="checkbox"/> 501C HR Services Hotline (800-358-2163) | <input type="checkbox"/> National Child Traumatic Stress Network |
| <input type="checkbox"/> Local Trauma Counseling Services | |

HOLDING STATEMENT SAMPLE

The safety and protection of young people is the number one priority of Boys & Girls Club of Standing Rock and we take any allegation that impacts their well-being very seriously. We are aware of the allegations from a former Club member of inappropriate conduct by a (staff/volunteer) in (year). While the alleged incidents took place a long time ago, we understand that time does not take away any pain inflicted on victim(s) and their family(ies) and our hearts go out to them. We respect those who have brought forward these extremely serious concerns.

IF THERE IS A LAWSUIT ADD: It is our aim to have the lawsuit resolved in a manner that provides support and comfort to the victim(s) and their family(ies). Our organization will continue to be transparent and do everything in our power to protect the safety of young people entrusted to our care. To learn more about our safety practices and policies, go to (org safety site).

ADDITIONAL RESOURCES

Child Help (800-422-4453)	https://www.childhelp.org/
National Child Traumatic Stress Network	http://www.nctsn.org/
Child Welfare Information Gateway	https://www.childwelfare.gov/
National Children's Advocacy Network	http://www.nationalcac.org/
National Children's Alliance	http://www.nationalchildrensalliance.org/
Prevent Child Abuse	http://preventchildabuse.org/resources/

SAMPLE PARENT OR CONSTITUENT LETTER

For some incidents, your Club may wish to communicate directly to the parents of members, donors or other supporters. Below is a template of a parent letter. The wording will vary depending upon the incident and/or the severity of the allegation.

Overall, it is recommended that the tone of a parent letter be more conversational and personal than the holding statement, as the purpose is to make the parents aware of the incident and reassured that it is being addressed.

Dear (Parent, Supporter, etc.),

As you may have heard, (Club name) recently learned of allegations of (incident) involving (staff/Club/volunteer). (Club action taken). We are deeply concerned about these allegations and are cooperating fully with law enforcement in their investigation. I wanted to take this opportunity, however, to update you on the situation and address any concerns you may have. (INSERT RELEVANT DETAILS).

First and foremost, the safety and protection of your children is our top priority, and I remain confident that (Club name) is the safest place for youth in our community.

Our organization is committed to the highest standards of ethical behavior and integrity and does not tolerate inappropriate or illegal activity on the part of any Club staff, volunteer or youth member. All employees and volunteers must undergo a thorough criminal background check. All policies are designed to ensure the maximum safety and protection of Club members and staff.

(Club name) will continue our full cooperation with authorities and share any further information when the investigation and judicial process are complete. Again, I assure you that our Club remains the safest place for young people in our community. Please feel free to contact me at any time with questions, concerns or suggestions that you or your child may have about this situation, as we are always here for you and your children.

Sincerely,

INCIDENT RECOVERY

Recovering from an incident is a key consideration in the incident response process. This is a time to determine if trauma support should and can be engaged for victims, Club members, Club professionals, volunteers and/or families. It is also a time to debrief the incident to determine if the organization's safety can be strengthened through additional policies, procedures, training, or technology.

TRAUMA What Is a Traumatic Event?

Almost everyone has been through a stressful event in his or her life. When the event, or series of events, causes a lot of stress, it is called a traumatic event. Traumatic events are marked by a sense of horror, helplessness, serious injury, or the threat of serious injury or death. Traumatic events affect survivors, rescue workers, and the friends and relatives of victims who have been involved. They may also have an impact on people who have seen or been involved with the event either firsthand or as a witness.

What Are Some Common Responses? *A person's response to a traumatic event may vary. Responses include feelings of fear, grief, and depression. Physical and behavioral responses include nausea, dizziness, and changes in appetite and sleep pattern as well as withdrawal from daily activities. Responses to trauma can last for weeks to months before people start to feel normal again. Most people report feeling better within three months after a traumatic event. If the problems become worse or last longer than one month after the event, the person may be suffering from post-traumatic stress disorder (PTSD).*

What Is PTSD? *Post-traumatic stress disorder (PTSD) is an intense physical and emotional response to thoughts and reminders of the event that last for many weeks or months after the traumatic event. The symptoms of PTSD fall into three broad types: re-living, avoidance, and increased arousal.*

- Symptoms of re-living include flashbacks, nightmares, and extreme emotional and physical reactions to reminders of the event. Emotional reactions can include feeling guilty, extreme fear of harm, and numbing of emotions. Physical reactions can include uncontrollable shaking, chills, or heart palpitations, and tension headaches.
- Symptoms of avoidance include staying away from activities, places, thoughts, or feelings related to the trauma or feeling detached or estranged from others.
- Symptoms of increased arousal include being overly alert or easily startled, difficulty sleeping, irritability or outbursts of anger, and lack of concentration.

Other symptoms linked with PTSD include panic attacks, depression, suicidal thoughts and feelings, drug abuse, feelings of being estranged and isolated, and inability to complete daily tasks.

Trauma Resources The key for your Club organization is to understand that trauma or secondary trauma can impact victims, Club members, Club professionals, volunteers, and families. This is a time to engage the appropriate local "response partners" to assist.

The online resources below may also be helpful for guidance and materials.

ADDITIONAL RESOURCES

Coping with a Traumatic Event – CDC
National Child Traumatic Stress Network

<https://emergency.cdc.gov/coping/index.asp>
<http://www.nctsn.org/>

DEBRIEFING

Debriefing is usually carried out within three to seven days of the incident when all those involved have had enough time to process the experience, however, these discussions should not impede the investigative process. Debriefing is a structured discussion aimed at evaluating the response process, seeking safety improvements, and putting an abnormal event into perspective.

Discussion items to consider:

- Review sequence of events, possible causes, and each person's experience during the response.
- Determine if all policies and procedures were effectively implemented during the response.
- Consider if there were any deviations from the standard operating procedures or practices.
- Determine if there were any unusual situations, positive or negative, and how were they handled.
- Consider what revised policies, procedures, or training could possibly improve response outcomes.
- Consider what revised policies, procedures, or training could possibly prevent incident reoccurrence.

Finally, if the debrief does result in recommendations to revise or develop additional policies, procedures and or training, then CEO should immediately begin working with the board-led Safety Committee for consideration of those recommendations and eventual board approval of the safety enhancements.

ADDITIONAL RESOURCES BGCA RESOURCES

- **"Be There" Bereavement Toolkit** <https://www.bgca.net/BeThere>
- **Native Services "Be There" Toolkit** <https://www.bgca.net/NativePrograms> Positive Club Climate
- <https://www.bgca.net/ClubClimate>
- **Serving LGBTQ Youth** <https://www.bgca.net/LGBTQ>
- **Bullying Prevention Program** <https://www.bgca.net/BeAStar> Cyber Safety
- <https://www.bgca.net/Cybersafety>
- **Disaster Relief** <https://www.bgca.net/DisasterRelief>

SEXUAL ASSAULT AND DOMESTIC VIOLENCE

- **National Dating Abuse Hotline** (866-331-9474) <http://www.loveisrespect.org>
- **National Sexual Assault Hotline** (800-656-4673) <https://www.rainn.org/>
- **National Sexual Violence Resource Center** <https://www.nsvrc.org/> National Domestic Violence Hotline <http://www.thehotline.org/>
- **SUICIDE PREVENTION Suicide Prevention Lifeline** (800-273-8255)
<https://suicidepreventionlifeline.org/help-yourself/youth/> Youth.Gov Suicide Prevention
<https://youth.gov/youth-topics/youth-suicide-prevention>
- **Society for Prevention of Teen Suicide** <http://www.sptsusa.org/> Crisis Text Line
<https://www.crisistextline.org/> or Text "CLUB" to 741741

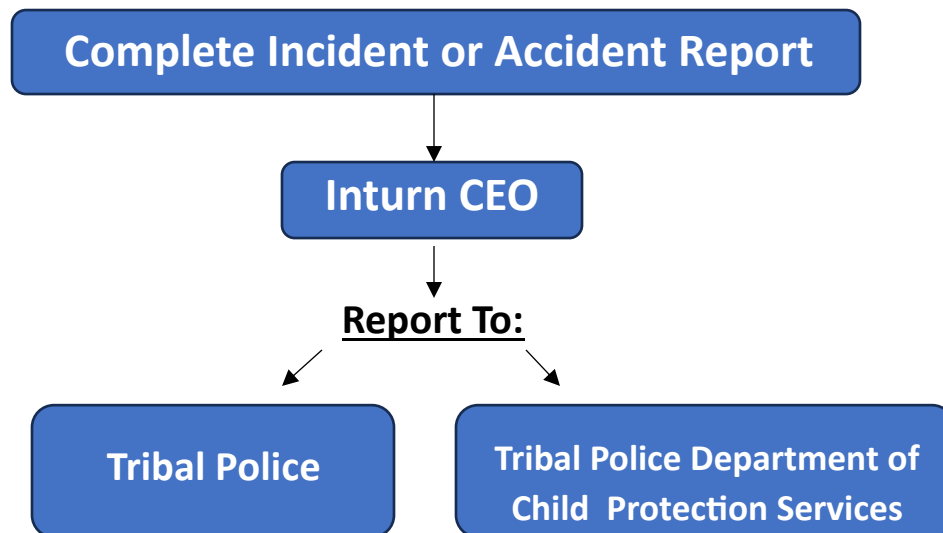
- **RUNAWAY OR HOMELESS YOUTH National Runaway** Safeline (800-786-2929)
<https://www.1800runaway.org/> HHS Family and Youth Services
<https://www.acf.hhs.gov/fysb/help>
- **National Center for Missing & Exploited Children** <http://www.missingkids.org/> or 800-843-5678

HATE CRIMES

- **National Coalition of Anti-Violence Programs** <https://avp.org/ncavp> Page 20 of 20 SUBSTANCE ABUSE SAMHSA (800-662-4357) <https://www.samhsa.gov/find-help/national-helpline>
- **Partnership for Drug Free Kids** <https://drugfree.org/> Alcoholic Anonymous <https://www.aa.org/> Al-Anon <https://al-anon.org/>
- **National Institute on Drug Abuse for Teens** <https://teens.drugabuse.gov/> CRIME VICTIMIZATION Victim Connect Hotline (855-484-2846) <https://victimconnect.org/>
- **Office of Victims of Crime** <https://ovc.gov/> FBI Victim Assistance <https://www.fbi.gov/resources/victim-assistance>

GENERAL SAFETY AND PLANNING

- **Nonprofit Risk Management Center** <https://www.nonprofitrisk.org/resource-library/>
- **Site Assess** <https://rems.ed.gov/SITEASSESS.aspx> Safety Smart <http://www.ulsafetysmart.com/>



If Critical Report to Boys and Girls Club of America within 24

To report a critical incident or safety concern to the Boys & Girls Clubs of America, you can call the **24-hour toll-free Child Safety Hotline** at **(866) 607-SAFE (7233)**. You can also email **SafeClub@Praesidiuminc.com**

HR Department: 501 (c) HR Services
Phone: (800)258-2163

South Dakota Department of Labor and Regulation
Phone: 605.773.3681

Division of Labor and Management
123 W. Missouri Ave.
Pierre, SD 57501

CONFIDENTIAL HELP

National Child Abuse Hotline

(Call or Text): 800-422-4453

- *Provides free 24/7 access for adults and youth to a professional child abuse crisis counselors who offer crisis intervention and confidential referrals.*

Child Safety Helpline

866-607-SAFE (7233)

Praesidium provides employees, volunteers, parents, and youth with confidential or anonymous guidance and support for addressing suspicious or inappropriate behaviors regarding children.

IHS Child/Sexual Abuse Hotline

855-SAFE-HIS (855-723-3447)

Provides the opportunity to report a child abuse and sexual abuse to Indian Health Service.

Ethics Point Hotline

866-295-3701 | ethicspoint.com

Provides employees, volunteers and parents anonymous reporting of any unethical or illegal workplace activities.

Crisis Text Line

Text CLUB to 741741

Provides free 24/7 access for adults and youth to confidential support with trained crisis counselors.

Report to Child Protection Services

Standing Rock Sioux Tribe Child Protection Services

(605)823-2311

Provides access for adults and youth local anonymous reporting of child abuse and/or neglect.

ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK AND POLICIES

Name of Employee: _____

Department: _____

I hereby acknowledge that I have been made aware that the Boys and Girls Club of Standing Rock has an Employee Handbook and that a copy of the Handbook, in electronic and/or paper form, has been made available to me for review. I hereby acknowledge that I understand that it is my responsibility to read the Handbook and familiarize myself with the policies contained therein. I agree to comply with all of the policies and procedures applicable to my position. Questions about the Handbook may be directed to my Department Head, Human Resource Supervisor, the Law Department, and/or Union representative as appropriate.

I further understand that this Employee Handbook is not an employment contract and that changes may occur to the Handbook. I agree to comply with the policies contained in the Handbook as well as any updates or changes to the policies and procedures contained in the Handbook.

Signature of Employee

Date

Signature of Employee

Date

**THIS FORM MUST BE COMPLETED AND SIGNED AT THE TIME OF
INNUANCE/ACCESSABILITY OF THE EMPLOYEE HANDBOOK. A COPY OF
THIS ACKNOWLEDGEMENT IS TO BE PLACED IN EACH EMPLOYEE'S
PERSONNEL FILE.**