

YMCA of San Diego County
Volunteer Demographics Survey
(Please Print)

Name: _____ Date: _____

_____ Female

_____ Male

_____ American Indian

_____ Asian

_____ Black or African American

_____ Caucasian

_____ Hispanic or Latino

_____ Native Hawaiian or Other Pacific

_____ Two or More Races

Islander

The completion of this survey is voluntary however your cooperation is appreciated. Thank you.

The YMCA of San Diego County is dedicated to improving the quality of human life and to helping all people realize their fullest potential as children of God through the development of the spirit, mind and body.

CARING

HONESTY

RESPECT

RESPONSIBILITY

YMCA of San Diego County Program Volunteer Checklist

Volunteer Name: _____ **Title:** _____

Branch: _____ **Start Date:** _____

Forms to be signed:

- Screening One *
- Voluntary Disclosure Statement *
- Branch Release/Waiver Release Form (for branch file)

Additional Volunteer Documents:

- Volunteer Demographics Form *
- Volunteer Application *
- Candidate Reference Form *
- Armatus print out of completion *
- Staff Code of Conduct
- Child Abuse Reporting
- Drug Free Workplace Policy
- Emergency Procedures and Safety Practices
- Sexual Harassment Policy & Handout
- Volunteer Appointment & Volunteer Code of Ethics
- Picture (for branch file)

By signing below I acknowledge that I have received, read and understand the documents on the above list.

Volunteer Signature

Branch

Date

YMCA Representative

Branch

Date

***Submit this form to Corporate**

VOLUNTEER APPLICATION YMCA OF SAN DIEGO COUNTY

The YMCA of San Diego County is an Equal Employment Opportunity Employer dedicated to employing a diverse workforce.

Please answer all questions completely.

FIRST NAME		LAST NAME		INITIAL
POSITION DESIRED		BRANCH NAME		DATE
PERMANENT ADDRESS			CITY/STATE/ZIP	
HOW LONG AT THIS ADDRESS?	TELEPHONE	EMAIL ADDRESS	OTHER STATES LIVED IN DURING PAST 10 YEARS	
HAVE YOU EVER WORKED FOR A YMCA? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, YMCA NAME AND ADDRESS:		DO YOU HAVE ANY RELATIVES WORKING FOR THE YMCA? IF SO, PLEASE LIST NAME(S) <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU AT LEAST 18 YEARS OF AGE <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER NAME(S) UNDER WHICH YOU HAVE BEEN PREVIOUSLY EMPLOYED OR OBTAINED YOUR EDUCATION			
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? IF YES, STATE LOCATION, DATE AND DESCRIPTION, EXCEPT FOR OFFENSES PERTAINING TO MARIJUANA MORE THAN TWO YEARS AGO <input type="checkbox"/> YES <input type="checkbox"/> NO				
OTHER ORGANIZATIONS YOU HAVE VOLUNTEERED WITH		SUPERVISOR		CONTACT INFORMATION
1.		1.		1.
2.		2.		2.
WHAT DO YOU HOPE TO GAIN FROM VOLUNTEERING?				

REFERENCES

2 PROFESSIONAL AND 1 RELATIVE

NAME	ADDRESS	CITY/STATE/ZIP	TELEPHONE	OCCUPATION

EMPLOYMENT HISTORY

COMPLETE ALL SECTIONS

GIVE YOUR FULL EMPLOYMENT OR VOLUNTEER HISTORY RECORD FOR THE LAST 10 YEARS. SHOW UNEMPLOYED OR SELF-EMPLOYED PERIODS. YOU MAY USE EXTRA SHEETS FOR ADDITIONAL INFORMATION. A RESUME MAY BE USED TO SUPPLEMENT THIS INFORMATION. LIST CURRENT OR MOST RECENT EMPLOYER FIRST.

COMPANY NAME (CURRENT OR LAST)	TELEPHONE	POSITION TITLE	DATES EMPLOYED (MONTH/YEAR)	
			FROM:	TO:
ADDRESS	CITY/STATE/ZIP	TYPE OF BUSINESS		
SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIPTION OF DUTIES				

COMPANY NAME	TELEPHONE	POSITION TITLE	DATES EMPLOYED (MONTH/YEAR) FROM: TO:
ADDRESS	CITY/STATE/ZIP	TYPE OF BUSINESS	
SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIPTION OF DUTIES			

COMPANY NAME	TELEPHONE	POSITION TITLE	DATES EMPLOYED (MONTH/YEAR) FROM: TO:
ADDRESS	CITY/STATE/ZIP	TYPE OF BUSINESS	
SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIPTION OF DUTIES			

ACKNOWLEDGEMENT

1. I certify, under penalty of perjury, that all of the above information is true and complete and I understand that any misrepresentation, falsification or omission of information may result in the denial of appointment or, if hired, may result in termination.

2. I authorize the Association to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications. I further authorize the listed employers, schools, and personal references to give the Association (with or without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have. In addition I hereby release the YMCA, my former employer, and all other persons, corporations, partnerships and associations from any and all claims demands or liabilities arising on or any way related to such investigation or disclosure.

3. I expressly agree and understand that my appointment, having no specific term, is based upon mutual consent and may be terminated at will, with or without cause or notice, by either party (the Association or me).

I also understand that this aspect of my appointment which includes the Association's right to demote or otherwise discipline with or without cause or notice, may not be changed, modified, amended or rescinded except by an individual written agreement signed by both me and the President of the Association.

4. I acknowledge that I have read all the above statements and that I understand them. In addition, the statements above supersede and replace any prior understandings or discussions I have had with the Association and set forth the complete agreement between me and the Association regarding these matters.

5. The YMCA takes seriously the protection of the children involved in its programs. To help assure the safety of children the YMCA follows a comprehensive hiring protocol for volunteer and paid staff, including thorough interviews and reference checks, criminal background screening through the California Department of Justice and Federal Bureau of Investigation, and review and acceptance of the YMCA Code of Conduct.

As part of this protocol, questions about past abuse and/or abusive behavior will be asked of each applicant and reference. By signing this application, I agree that the information I give now and as part of the hiring process shall be true, complete, and accurate.

Signature

Date

YMCA OF SAN DIEGO COUNTY STAFF CODE OF CONDUCT

The Staff Code of Conduct clearly describes practices and behaviors that are appropriate and inappropriate in order to ensure the safety of YMCA participants and the protection of YMCA staff.

Staff is defined as all full or part-time YMCA employees and program volunteers.

1. At no time during a YMCA program may a staff person be alone with a single child.
2. Staff shall never leave a child unsupervised.
3. Staff shall make sure restrooms are not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff shall stand in the doorway while children are using the restroom. If staff are assisting younger children, doors to the facility must remain open.
4. Staff shall conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children. Abuse includes: physical injury—strike, spank, shake, slap; Verbal abuse—yell, humiliate, degrade, threaten; sexual abuse—inappropriate touch or verbal exchange; Unjustifiable punishment—shaming, cruelty; neglect—withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and will be cause for immediate dismissal.

6. Staff shall use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff shall have age appropriate expectations and set up guidelines and environments that minimize the need for adult intervention. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from injury), and is only administered in a prescribed manner and must be documented in writing.
7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments shall be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff shall respond to children with respect and consideration and treat all children equally, regardless of gender, race, ability, religion or culture.
9. Staff shall respect a child's right to not be touched in any way that is uncomfortable for the child. Other than diapering, children are not to be intentionally touched on areas of their bodies that would be covered by a bathing suit.
10. Staff shall refrain from intimate displays of affection towards others in the presence of children, parents and staff.
11. Staff shall appear clean, neat and appropriately attired as required by the current YMCA Dress and Appearance Standards.
12. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
13. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
14. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.

15. Staff shall not be with children who are involved or enrolled in YMCA programs outside of the YMCA. This includes: babysitting, sleep-overs, and inviting children to a private home. Any exceptions require a written Exemption Request with Executive Director approval.
16. Staff shall not transport children in personal vehicles.
17. Staff shall not date program participants under the age of 18 years.
18. In programs where children are signed into and out of the program, staff shall not release a child to anyone other than the child's parent or guardian, or other adult authorized in writing by the parent or guardian. Written parent authorization shall be kept on file at the YMCA site.
19. Staff shall not have interaction or contact with minor participants and/or minor members through any medium, electronic or other, that is not an official YMCA source or for official YMCA purposes.
20. Staff shall not bring, discuss, or view inappropriate or unauthorized material (i.e. pornographic) at work.
21. Staff are required to read, sign, and abide by all policies related to identifying, documenting and reporting child abuse and attend trainings on the subject as instructed.
22. All Staff shall wear YMCA staff identification badges during program operation. Program Staff shall wear YMCA staff t-shirts when working.
23. All YMCA staff are considered mandated reporters of suspected child abuse. Staff shall not disclose confidential information and shall not discuss matters pertaining to abuse or suspected abuse except with the Executive Director and/or a corporate officer.
24. YMCA staff will not give personal gifts of any kind to program participants.
25. Staff shall not participate in any sports activity while on duty or during a break from duty. Coaching, demonstrating or supervising a sports activity is allowed.
26. Staff shall not use their position with the YMCA for personal gain, including soliciting for personal financial support.
27. Staff are required to report violations of the Code of Conduct to a direct supervisor.
28. Staff are required to fully cooperate with any investigation of alleged abuse.
29. Staff shall portray a positive role model by behaving in accordance with the YMCA Core Values of Caring Honesty, Respect and Responsibility.

I understand that any violation of this Code of Conduct will result in corrective action up to and including termination.

Print staff name

Staff signature

Date

Print supervisor's name

Supervisor's signature

Date

Volunteer Code of Ethics

YMCA'S POSITION ON THE NATION-WIDE PROBLEM OF CHILD ABUSE

We make an active effort to prevent child abuse, which include but not limited to the following:
A background check, references from past employers and volunteer organizations.

Volunteers should not put themselves in a position where they are alone with a single child and cannot be observed by others. Periodic interviews/evaluations are conducted with children and parents regarding day to day experiences, encouraging reports of any out of the ordinary events. Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.

Outside of YMCA programs, Y staff are discouraged to be alone with children they meet in YMCA programs.

The YMCA goals for children are:

1. To help children develop to their fullest potential.
2. To deliver programs in a positive YMCA environment of safety, support and care.
3. To support and strengthen the family unit.

VOLUNTEER CODE OF ETHICS AND RULES

I have been informed of the YMCAs position regarding child abuse, and have read and understand that portion of my Volunteer Application and Agreement titled YMCAs Position on the Nation-Wide Problem of Child Abuse, and Code of Conduct. I understand that in addition to the mandates described in this Volunteer Code of Ethics and Rules, the YMCA will, among other things, conduct a through background check and conduct periodic interviews/evaluations with children and parents to encourage reports of anything out of the ordinary.

I understand that allegations or suspicions of child abuse are taken very seriously by the YMCA and will be reported to the State for investigation and that the YMCA will fully cooperate with any related investigations and will pursue the prosecution of child abusers to its full extend under the laws of this State.

I understand that any violation of this Code may be grounds for removal as a volunteer. Being fully aware of the matters contained in this Volunteer Code of Ethics and Rules, I still desire consideration as a volunteer for the YMCA.

I received a copy of the YMCAs Code of Conduct and Position on the Nation-Wide Problem of Child Abuse and have read and understand said position.

AFFIRMATION

I hereby waive any right to claim that any request of investigation is an invasion of my privacy, since they are made with my consent and it is in my best interest that I be considered for a volunteer position.

I hereby acknowledge that I have read and understand the above statements and that I voluntarily sign this document.

Signature

Date



TO BE COMPLETED WITH SUPERVISOR AFTER VOLUNTEER APPOINTMENT HAS BEEN APPROVED, OFFERED AND ACCEPTED

**YMCA OF SAN DIEGO COUNTY
VOLUNTEER APPOINTMENT
(Minimum Age 16)**

I _____, do hereby agree to volunteer

_____ services to _____ on _____
Name of YMCA Dates

Under the direct supervision of _____
Supervisor Name

I agree to the policies and practices of the YMCA and agree to perform duties set forth in my position description.

I understand that Volunteer Status is not covered by or under the provisions of IWC Order 5-80 or Labor Code Section 1183.4. I clearly understand that neither the receipt nor amount of a possible honorarium is expected in this volunteer position.

Unauthorized absence or unsatisfactory performance will result in cancellation of my volunteer appointment. I will clear time off with my supervisor.

I understand volunteers are not covered under Workers Compensation Insurance of the YMCA of San Diego County.

Benefits from this agreement are: self satisfaction, development of skills, and work experience.

Reimbursement of personal expense or auto use must be clearly agreed upon in advance, in writing, with supervisor.

**PLEASE SIGN BELOW TO INDICATE YOUR AGREEMENT TO THIS INFORMATION.
RETURN THIS FORM TO YOUR SUPERVISOR.
MINORS: PARENT SIGNATURE MUST BE RECEIVED**

PRINT NAME

SIGNATURE

DATE

PARENT/GUARDIAN NAME

SIGNATURE

DATE

SUPERVISOR NAME

SIGNATURE

DATE

YMCA Playground Partners

"It's How You Play the Game"

Volunteer Coach Agreement and Code of Conduct

Our Mission

To provide a customized outdoor program for Kindergarten-8th grade students that builds self-confidence, models effective communication and conflict resolution skills, and encourages positive behavior on the playground.

YMCA Playground Partners' primary objectives are to:

- Create an emotionally safe outdoor environment for all students
- Encourage character development through team building and skills development
- Increase the opportunity for students to engage in positive play
- Develop the student's sense of fair play (respecting rules, accepting decisions and maintaining dignity under all circumstances)

The following **code of conduct** is expected of all YMCA Playground Partners coach volunteers while participating on the school playground:

- Student participation in the YMCA Playground Partners program is **voluntary**.
- Participation in the YMCA Playground Partners program is **inclusive**. All children who are interested in participating are invited, encouraged and included.
- Please be respectful and mindful of individual "learning" styles on the school playground.
- All volunteer coaches are expected to stress teamwork, reinforce fair play, offer specific, honest praise or constructive feedback and keep the FUN in the game.
- Volunteer Coaches may ask a student to remove him/herself from a YMCA Playground Partners game for a "**cool down**" period when the student does not observe good sportsmanlike behavior in word and/or action. This may include acting in a disrespectful manner towards other players or coaches, acting out in a physically aggressive manner and/or refusing to listen or adhere to the rules of the game.
- The school playground supervisory staff is responsible for administering disciplinary action with students engaged in physically aggressive or inappropriate conflict or inappropriate use of language towards another student or volunteer coach. Students who display such behavior while involved in YMCA Playground Partners games should be taken to staff personnel.
- If a serious injury is suspected, **DO NOT** touch or move the student. Call the school supervisory staff immediately.
- **There should be NO PHYSICAL CONTACT WITH STUDENTS AT ANY TIME. This includes, but is not limited to grabbing, holding or restraining a student.**
- Please refrain from discussing any students outside of your assigned recess duty.
- Volunteer Coaches should not have or use their cell phones while engaged with children during recess.

Volunteer Coaches will commit to the following for YMCA Playground Partners:

- 1 training session
- Active, Volunteer Coach participation during the noontime recess
- In the case of absence, it is the responsibility of the Volunteer Coach to call YMCA Playground Partners 1-2 days prior of scheduled session.

I have read and understand the above stated code of conduct and commit to following this code as a Volunteer Coach with YMCA Playground Partners. I commit to being present for my assigned volunteer day(s) and adhering to the training principles. I recognize that failure to uphold this commitment may result in termination.

Signed _____ Date _____

Please Print Name _____

DISCLOSURE STATEMENT

The YMCA of San Diego County reserves the right to check the backgrounds on all Staff Members. This disclosure statement must be completed annually by all staff.

Please read this form carefully. Circle all Yes/No answers and provide explanation where applicable. If this form is not filled out completely, it will be sent back to you. We will be unable to process your paperwork and guarantee a staff position until we received completed. Please read both sides and fill out carefully.

Name:	Branch:	Date:
Employee #:	Birth Date: (Month & Day only)	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Home Address:	City:	State:
School or College(if applicable)		
Home Phone: - -	Business Phone: - -	
Drivers License #	State:	Exp.Date:

Previous residence(s) for the last 5 years (please include college and home residences)

City:	State:	Year:
City:	State:	Year:
City:	State:	Year:

Have you ever been convicted of any crime of violence against minors, including but not limited to those listed below? Yes No

- Yes No Assault with intent to commit rape
- Yes No Distribution and tracking of narcotics or other controlled substances
- Yes No Kidnapping of a child under sixteen with intent to commit rape
- Yes No Indecent assault and battery on a child under fourteen
- Yes No Indecent assault and battery on a mentally challenged person
- Yes No Indecent assault and battery on a person who is fourteen years or older
- Yes No Intent to commit any of the above referenced crimes
- Yes No Rape of a child under sixteen with force
- Yes No Rape

If yes to any of the aforementioned crimes, please explain (use a separate sheet if necessary)

DISCLOSURE STATEMENT

Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? Yes No

If yes, please explain (use a separate sheet if necessary)

Are you subject to any court order involving sexual or physical abuse of a minor including, not limited to a domestic order or protection? Yes No

If yes, please explain (use a separate sheet if necessary)

Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? Yes No

If yes, please explain (use a separate sheet if necessary)

I understand that:

1) The information I have furnished on this form is subject to verification, which may include criminal background checks and requests from any Central Registry of child abusers.

2) YMCA may terminate employment or volunteer service of any person or at any time and it's sole discretion for reasons including but not limited to the fact that an employee or volunteer is:

- a. Found to have a history of complaints of abuse of a minor and/or
- b. Found to have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor.

Printed Name: _____

Signature: _____ Date: _____

Background Screen
Release and Authorization

I _____ [Applicant] in connection with my application for employment or volunteering at YMCA of San Diego County, hereby authorize YMCA of San Diego County and Screening One, Inc. to perform a pre-employment or pre-volunteering background screening check (including future screenings for retention, reassignment or promotion, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of YMCA of San Diego County as a sound business practice, but also for the benefit of all employees and volunteers. It is no reflection on an applicant. I have read, understand and signed the separate Disclosure concerning my rights.
2. All reports are confidential, and provided to YMCA of San Diego County for employment or volunteering decisions only. Consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.
3. I may review or obtain a copy of my report as provided by law. Screening One may be contacted by writing to: Screening One, Inc., 2233 W. 190th Street, Torrance, CA 90504.
4. I authorize and release personal references provided by me, current and former employers, schools, credit bureaus, all government and municipal agencies that provide criminal records, civil litigation records, bankruptcy records, public safety records and motor vehicle records, to provide all information that is requested to YMCA of San Diego County or Screening One in relation to my potential or current employment/volunteering with the YMCA of San Diego County.
5. I further release all of the above, including YMCA of San Diego County and Screening One, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.

Your signature _____ Date _____

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.

Please Type or Print Legibly

Last Name	First Name	Middle Name	SSN#	
DOB mm/dd/yyyy	Former Names	Date of Name Change		
Name on Drivers License	Driver's License or I.D. Number	State of Issue		
Street Number	Street Name	City	State	Zip

Official Use Only:

Branch/Account Number: _____ Volunteer Driver Faxed to Corporate _____

Disclosure

For the benefit of YMCA of San Diego County and employees and volunteers, YMCA of San Diego County has a policy of performing pre-employment or pre-volunteering background screening on job applicants as a condition of employment or volunteering. This policy is a business practice that protects everyone by helping to promote a safe and profitable workplace. All pre-employment and pre-volunteering inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The screening will be conducted by Screening One, Inc., an outside agency. YMCA of San Diego County may obtain a consumer credit report and/or an investigative consumer report on you as an applicant or during the course of employment or volunteering.

1. The report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, worker's compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal references.
2. The report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to my character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact Company or Screening One, Inc. at (888) 327-6511, or at 2233 W. 190th Street, Torrance, CA 90504.
3. In using a report for employment or volunteering purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c)(3).
4. California Provisions: In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: You have the right to inspect Screening One's files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individuals shows proper identification and pays for any copying charges; the applicant may be accompanied by one other person who must show proper identification; and trained Screening One personnel will explain any of the information in the report and will provide written explanation for any coded information.

5. CALIFORNIA, MINNESOTA, AND OKLAHOMA APPLICANTS ONLY:

I request a free copy of any Consumer Report, Investigative Report or Credit Report on me that is requested.

YES _____ NO _____

I, _____, hereby consent and authorize YMCA of San Diego County and/or Screening One, Inc. on the employer's behalf, to prepare each report as defined above for employment or volunteer purposes before employment/volunteering or anytime after employment/volunteering.

SIGNATURE _____ DATE _____

PRINT NAME _____

CHILD ABUSE REPORTING

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the know or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licensed day care for children; administrators of a community care facilities licensed to care for children; head start teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including; but not limited to , foster parents, group home personnel, and personnel of residential care facilities; and social workers or probation officers.

DRUG FREE WORKPLACE POLICY

Understand that the YMCA of San Diego County prohibits the unlawful manufacture, distribution, possession or use of a controlled substance on Association premises or during working hours. Employees and volunteers of the YMCA must notify the Association of any criminal drug statute conviction for a violation occurring on Association property or during working hours no later than five (5) days after such conviction.

Any violation of this policy shall be subject to termination of employment.

OTHER ATTACHMENTS

In this volunteer packet you are also receiving the sexual harassment brochure, and the staff & volunteer code of conduct. They, along with this page, are for you to keep. There is also information and directions on the required child abuse prevention training. Please contact Human Resources with any questions.

YMCA of San Diego County

UNLAWFUL HARASSMENT POLICY

The YMCA of San Diego County is committed to providing a work environment free of unlawful harassment. The YMCA's policy prohibits sexual harassment (which includes harassment based on pregnancy, childbirth, or related medical conditions, the actual sex of the individual or the identity, appearance, or behavior of an individual, whether or not that identity, appearance or behavior is different from that traditionally associated with the individual's sex or birth), and harassment based on race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law. All such harassment is unlawful. The YMCA's anti-harassment policy applies to all persons involved in the operation of the YMCA and prohibits unlawful harassment by any employee of the YMCA. The YMCA will take all reasonable steps to prevent or eliminate harassment by non-employees, including members, vendors, and suppliers, who have workplace contact with employees.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race, or any other protected basis.
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment in good faith.

This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, reclassification, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

Any employee who believes they have been subjected to any form of unlawful harassment, should provide a complaint, preferably written, to their Supervisor or the Executive Director. If these individuals are not available, or in the event one of

these individuals has engaged in inappropriate behavior in violation of this policy, the complaint may be given to any other Supervisor. Complaints should be reported as soon as possible. Complaints should be specific and include the names of individuals involved and the names of any witnesses. In addition, Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, this policy to Human Resources or the Executive Director. The YMCA will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

If the YMCA determines that unlawful harassment has occurred, appropriate remedial action will be taken in accordance with the circumstances involved. Any employee determined by the YMCA to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. Appropriate action will also be taken to deter future harassment.

The YMCA encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. If an employee receives a complaint of harassment from a fellow employee, it must be reported immediately to the Supervisor, Human Resources or the Executive Director. If these individuals are not available, the report may be given to any other Supervisor. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

There will be no retaliation against any employee who brings a complaint in good faith under the Unlawful Harassment Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven.