



2019 Staff Rules & Guidelines

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2019 Staff Rules & Guidelines

Please read carefully, and do not sign your Staff Contract if you are not willing to abide by these Staff Rules & Guidelines.

By signing your Staff Contract and below, you agree to abide by these Staff Rules & Guidelines. You also agree to uphold and support the philosophies, goals, and policies of FRESH AIR SOCIETY OF DETROIT, a Michigan nonprofit corporation and private/religious organization, having an assumed name of Tamarack Camps ("Tamarack Camps") whether discussed at pre-camp/staff orientation or otherwise and as updated from time to time.

Provisions of Employment

At Will: Staff members are employed on an at-will basis and may be terminated for any or no reason.

Termination of Employment / Notification: Violation of any Staff Rules and Guidelines or any other expressed Tamarack Camps policies, in addition to violation of any applicable federal, state and local jurisdiction laws, statutes, ordinances, rules and regulations during the course of employment with Tamarack Camps is grounds for termination of employment and dismissal. Such dismissal may result in Tamarack Camps reporting your violations to the appropriate authorities. You hereby authorize Tamarack Camps to report your violations as identified above. Notwithstanding anything to the contrary, nothing shall alter the At Will employment relationship.

Conditions of Employment

Purpose: The Conditions of Employment are designed to make sure that the staff members are able to meet the necessary requirements of employment at Tamarack Camps, which are designed to promote safety, comply with laws, and maximize the experience of staff members and visitors.

Staff Contract: You will receive and sign a Staff Contract indicating dates of employment, salary information, and basic employment information. One copy should be kept for personal records and the other copies must be signed and returned within seven (7) days of receipt. No Tamarack Camps employee will be permitted to begin employment without a signed staff contract on file with Tamarack Camps.

Employment Eligibility: You are required to provide proof of identity and employment eligibility by completing the Employment Eligibility Verification (I-9). If you are not a United States citizen, it is your responsibility to obtain the appropriate Visa required. All staff members are also required to fill out a W-4 form.

Under 18 Staff: If you are under 18 years of age, the signature of you and your parent/guardian are required on your Staff Contract, Staff Rules & Guidelines and any applicable documents.

Criminal Background Check: All employees are subject to a criminal background check.

Medical Information: Tamarack Camps is not responsible for staff medical bills or prescriptions, with the exception of on-the-job injuries. Staff members needing to see a doctor or medical professional for a work related incident are responsible for all medical service charges and must pay at the time of visit. Insurance claims may be submitted after such visit.

Payment Deductions: Tamarack Camps will make all necessary deductions from the contracted salary, including Social Security and any other appropriate taxes. There will be no salary advances.

Employment Dates: See Staff Contract

Certifications: Any relevant certifications must be photocopied and submitted to Tamarack Camps prior to the start of employment. This includes, but is not limited to: American Red Cross First Aid, CPR, AED, Life Guarding, WSI, Canoeing and/or Kayaking Fundamentals, Archery, Ropes Course and Climbing, Eagle Scout, and Wilderness First Aid.

Swim Test: All summer staff members, regardless of position at camp, are required to take a swim test during pre-camp/staff orientation.

Evaluations: Each staff member will receive verbal performance evaluations throughout the season from his or her immediate supervisor, and may receive a written evaluation at the middle and/or conclusion of the season. In addition, formal and informal supervision is provided on an on-going basis.

Compliance: All employees must comply with all staff rules and guidelines, in addition to all applicable federal, state, and local jurisdiction laws, statutes, ordinances, rules and regulations during the course of employment with Tamarack Camps at all times that employees are employed at Tamarack Camps, regardless if they are on working time.

Staff Code of Conduct

Purpose: The Staff Code of Conduct is designed to promote the goals of Tamarack Camps.

Confidentiality: Information regarding all visitors at Tamarack Camps and non-public information regarding Tamarack Camps is strictly confidential. As a staff member, you have access to personal information and insight regarding your visitors. Sharing any of this information with family or friends outside of Tamarack Camps is strictly forbidden. Likewise, any information discussed at staff meetings is not to be discussed with visitors unless expressly stated otherwise. Disclosing or improperly using any information regarding any visitor or Tamarack Camps, whether during or after the term of your employment with Tamarack Camps is prohibited.

Behavior: Any activity that does not promote the goals of Tamarack Camps is prohibited, including, without limitation, any activity that stimulates or causes the inappropriate behavior of others.

Substance Abuse:

- **Smoking:** Smoking is not permitted for staff under the age of 18. Smoking is only permitted for staff over 18 years of age in a designated area at designated times.
- **Drugs:** Tamarack Camps has a “zero tolerance policy” for illegal drugs and the illegal use of legal drugs, for any purpose, and at any time. Possession, consumption, or use of illegal drugs is strictly prohibited. If any staff member is found on camp property at any time (including returning from any time off) and appears to be under the influence of illegal drugs, to any extent, then the penalty is termination of employment and dismissal.
- **Alcohol:** Tamarack Camps has a “zero tolerance policy” for the presence or usage of alcohol, for any purpose, and at any time. Possession, consumption, or use of alcohol is strictly prohibited. If any staff member is found on camp property at any time (including returning from any time off) and appears to be under the influence of alcohol, then the penalty is termination of employment and dismissal.

Language/Content: Foul, offensive, defamatory, pornographic, or other inappropriate content or communication is prohibited, especially in the presence of, or directed at visitors. Written or graphic material which could be considered offensive to other visitors, employees or visitors is not permitted at Tamarack Camps.

No Disparagement: Each staff member shall be a role model to all visitors and other staff. Staff members shall not communicate, orally, or in writing, or by any other manner whatsoever, to any third party any claim, remark, allegation, statement, opinion, innuendo or information of any kind or nature whatsoever, the effect of or intention of which is to cause embarrassment, damage or injury to the reputation or standing in the community of Tamarack Camps, their officers, directors, employees, or visitors whether any such communication is or may be true or founded in facts.

Staff/Visitor Romantic Relationships: Boundaries cannot be crossed between staff and visitors. While social and professional relationships are encouraged, relationships of an intimate or sexual nature with visitors are prohibited in any setting.

No Overt Display of Sexual Activity: Tamarack Camps does not tolerate overt display or demonstration of sexual activity whatsoever

Weapons: Weapons of any kind, except for pocket knives, are not permitted at Tamarack Camps. Weapons will be immediately confiscated and shall be grounds for dismissal.

Raids: Raids are not permitted at Tamarack Camps.

Dress Code:

- As role models of Tamarack Camps, staff members are expected to use good judgment when dressing for work. This includes wearing appropriate staff shirt, footwear, and being prepared for the weather i.e. rain gear, sunblock etc.
- Employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.
- Likewise, employees are expected to maintain appropriate, proper and professional grooming and hygiene standards whereby hairstyles, piercings are consistent with appropriate standards, as determined in the sole and absolute discretion of Tamarack Camps.
- Piercings shall be removed, except on ears, if requested by Tamarack Camps.
- Tattoos shall be covered, and not otherwise displayed, if requested by Tamarack Camps.
- For the comfort of others, use of heavy fragrances is discouraged and may be prohibited.
- Failure of Tamarack Camps to enforce this provision, or other Staff Rules and Guidelines, shall not constitute a waiver of Tamarack Camps' right to enforce such provisions.

Boundaries:

- Staff members shall never be in one on one situations with visitors in private, secluded areas (i.e. cabins, lodges, tents, in the woods – just to name a few) to avoid friendliness from being misinterpreted as crossing a boundary.
- Tamarack Camps Staff members are not allowed in personal space being occupied by visitors. This includes village cabins, lodges, and teacher staff housing. The only exception is for programmatic purposes.

Cell Phones/Electronic Devices: Staff members are permitted to have their personal cell phones and electronic devices at Tamarack Camps, but are not allowed to use cell phones or other electronic devices during working hours and/or at any time in the presence of visitors, unless authorized for specific purposes. Cell phones may only be used in designated areas. Staff members may not provide visitors with any cell phone or other electronic device at any time.

Camp Areas/Property: Staff members shall maintain the inside and outside of the Tamarack Camps premises in a neat and clean appearance at all times. Staff members shall care for and not damage Tamarack Camps' property. In addition, staff members shall not damage the personal property or vehicles of other staff members or visitors.

Social Media Policy

Purpose: The purpose of this Social Media Policy is to provide guidance on the expectations of Tamarack Camps regarding the use of "Social Media".

Definition: "Social Media" refers to the sharing of words, pictures, videos, and/or audio (during either working or non-working hours) through the use of web-based and/or other mobile or electronic technologies such as FaceBook, Instagram, LinkedIn, Twitter, Flickr, YouTube and any other site where information can be posted, uploaded, written, copied, shared, published, displayed, and/or transmitted.

Acceptable Social Media: Social Media is acceptable if it:

1. Has been approved in writing by the Camp Director;
2. Contains information consistent with Tamarack Camps' website and published materials;
3. Clearly identifies that an employee is not acting on behalf of Tamarack Camps; or
4. Is permitted because of a protected legal right.

Unacceptable Social Media: Except for acceptable Social Media identified above, Social Media is unacceptable if it:

1. Contains any claim, remark, allegation, statement, opinion, comment, innuendo or information of any kind or nature whatsoever, the effect of or intention of which is to discriminate, harass, embarrass, disparage, damage, injure, or negatively impact the reputation, business, or standing in the community of Tamarack Camps, its products/services, officers, owners, employees, agents, contractors, clients or representatives, regardless of whether any such communication is or may be true or founded in facts;

2. Compromises or may compromise the confidentiality of proprietary, or other sensitive information of Tamarack Camps, its products/services, officers, owners, employees, agents, contractors, clients, or representatives including, without limitation, the disclosure of customer lists, customer information, customer account records, training and operations material, forms, memoranda, personnel records, pricing records, financial records, strategic planning documents, or any other records not available to the public;

3. Violates any policies of Tamarack Camps;

4. Violates copyright, trade secret, patent, or intellectual property law or similar laws or regulations;

5. Is false, misleading, or inaccurate;

6. Stimulates inappropriate behavior;

7. Appears to represent a statement or an opinion of Tamarack Camps unless approved in advance in writing by Tamarack Camps;

8. Is directed to any customer of Tamarack Camps unless approved in writing by Tamarack Camps;

9. Disrupts or may disrupt the workplace or operations of Tamarack Camps;

10. Violates the CAN-SPAM Act (a law that sets the rules for commercial email, establishes requirements for commercial messages, gives recipients the right to have you stop emailing them, and spells out penalties for violations.); or

11. Contains any malicious programs, viruses or other digital media that may impair computer systems or mobile technologies.

Media: Social Media may generate media coverage. All media related issues, questions, inquiries, events or circumstances involving Tamarack Camps, regardless of whether an employee is approached during working hours or outside of Tamarack Camps premises, must be referred immediately to Tamarack Camps unless the employee responds in accordance with acceptable social media identified above.

No Privacy: Postings on the Internet and on Social Media are fully searchable by the public, and thus no privacy rights exist. Tamarack Camps has the right, but not the duty, to access, monitor, and intercept all Social Media stored on or transmitted to or from any computer, laptop, telephone, cell phone, or other electronic device owned by Tamarack Camps.

Abuse and Harassment Policy

Purpose: The Abuse and Harassment Policy is designed to provide a work environment free from harassment or hostility. Engaging in any act which discriminates against another employee, volunteer, or visitor because of race, color, national origin, sex, religion, creed, age, the presence of a disability, sexual orientation, or any other basis prohibited by local, state, or federal laws will not be tolerated.

Sexual Abuse: Friendliness can be misinterpreted as a sexual advance – therefore use good judgment and avoid placing yourself in one-on-one situations with visitors or other staff members that can be taken out of context. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or

hostile nature constitute sexual harassment/abuse when: if unwelcome, has the purpose or effect of interfering unreasonably with an individual's work performance or of creating an intimidating, hostile, abusive or offensive working environment. Examples of such conduct may include (but are not limited to): sexual bantering, jokes and teasing; off-color language or jokes; sexual flirtations, advances or propositions; requests for sexual favors; verbal abuse of a sexual nature; verbal commentaries about an individual's body, appearance or sexuality; sexually-degrading words used to describe individuals; displays of sexually-explicit or sexually-suggestive objects, pictures, etc.; unwelcome physical contact, such as patting, pinching or brushing against another person's body; and using sexually-oriented or degrading gestures or other nonverbal communications such as leers, gawks and the like.

Physical Abuse/Workplace Violence: A staff member should never, under any circumstances, lay a hand on a visitor – either as a serious consequence or as a playful gesture. Even with the best intentions, such gestures can be subject to many interpretations. Violence or threats of violence in the workplace will never be tolerated, and include, but are not limited to, pushing, choking, hitting, fighting, threats or intimidating acts of violence against any visitor or employee.

Verbal Abuse: While staff members might find themselves stressed, tired, and/or frustrated, they are never permitted to yell, use profanity or other inappropriate language, or swear at visitors.

Psychological/Emotional Abuse: This common form of abuse can often leave deep scars, as fear and distrust replace the comfort and trust we try to build. Threats, jokes, inappropriate mail, withholding/taking away food or mail, punishing a group as a result of an individual's behavior, and sarcastic comments can all lead to this form of abuse and are deemed unacceptable.

Neglect: Physical neglect, including failure to provide adequate safety measures, care and supervision is not tolerated at Tamarack Camps.

Reporting Abuse or Harassment: Any staff member who feels they have been subjected to or witnessed harassment or abuse, as defined in our policies, shall immediately report the incident to the Camp Director

Safety and Emergency Procedures

Purpose: The Safety and Emergency Procedures are designed to protect staff members, visitors, and others.

Training: During pre-camp/staff orientation, staff members will learn procedures for all emergencies, including missing visitors, intruders, fires, and other hazards. Staff members will be responsible for familiarizing themselves with these procedures, and knowing their assigned role during these procedures.

Safety: Staff members are required to follow all camp safety measures at all times.

Fire Hazards: Except as supplied by Tamarack Camps, staff may not possess or use matches, lighters, or open flames (including fireworks, candles, or incense – just to name a few), for any purpose without approval from the Camp Director.

Security: Maintaining the security of Tamarack Camps is every employee's responsibility. Develop habits that ensure security as a matter of course. Be sure to know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise. Also, when you leave or enter the Tamarack Camps premises, make sure all entrances are properly locked and secured.

Searches:

- Tamarack Camps reserves the right to search the belongings of any visitor or staff member's personal belongings when investigating a theft, or upon reasonable suspicion of possession of alcohol or drugs, on a random basis, or for other appropriate reasons.
- The search need not be conducted with the individual present.
- Refusal to allow a search will lead to disciplinary action, with possible dismissal.

Video/Audio Surveillance:

- To promote the safety of employees and visitors, as well as the security of Tamarack Camps, Tamarack Camps and/or any third party authorized by Tamarack Camps may maintain 24/7 video and audio surveillance of any portion of its premises at any time, the only exception being private areas of restrooms and that video cameras and audio recording devices may be positioned in appropriate places within and around the Tamarack Camps premises and used in order to help promote the safety and security of people and property.
- Employees acknowledge, with the exception of private areas identified above, that there is no expectation of privacy in premises of Tamarack Camps and give their consent to such video and/or audio surveillance at any time Tamarack Camps may choose. Tamarack Camps may access, review, and disclose to third parties any and all recordings obtained from its video and audio surveillance without any liability whatsoever.

Schedules and Time Off

Daily Schedules: Seasonal salaried residential staff is required to have full availability for term of employment, this includes evenings and weekends. Standard work hours when not servicing a group directly are 9:00am – 5:00pm Monday through Friday. All other staff, including hourly staff, is expected to communicate their availability and any changes to their direct supervisor prior to the next schedule release date. Staff is expected to report to the office and check in with their supervisor(s) each weekday morning no matter what the assignment may be for the day. In the event that a group requires you to be on site either before or after these times, those days and hours will be in addition to standard work days and hours unless otherwise specified by your supervisor(s). When scheduled to work with a group you are expected to report to the office one hour prior to the program/arrival time, regardless of the day of the week and/or standard work hours.

Staff Assignments: During your employment you will be called upon to participate in all aspects of the Tamarack Adventure & Retreat Center program as required or assigned by your supervisor(s). Duties include, but are not limited to: group facilitation, group hosting duties, staff training and leadership, program development, program and program area maintenance, animal and animal habitat care, and light office duties.

Days Off: In the event of a family / personal emergency or illness, you are required to let your supervisor(s) know as soon as possible if you need to miss work. As with all Tamarack Camps staff you are required to notify your supervisor(s) before the “one hour prior to the group” cutoff time. Due to the nature of our program and industry you can expect to work six days a week during peak seasons, although this will be dictated by group needs and can be adjusted in either direction. Tamarack Camps will always do its best to distribute weekend and evening works hours amongst the staff so that no one person is overburdened. If you have a special event or need for time off during standard work hours, please inform your supervisor ASAP so we can make arrangements before the staff schedule is released.

Tardiness: Arriving after your assigned starting time will be considered tardy. Tardiness can result in disciplinary action including termination. A no call, no show on a scheduled work day is grounds for immediate dismissal.

Time off: Tamarack Camps reserves the right to not grant time off during peak seasons of the year.

Camp Operations

Mail: Mail can be sent to: Name
c/o Tamarack Camps
4361 Perryville Road
Ortonville, MI 48462

Access to Camp: Tamarack Camps Staff will be issued a gate card, keys, and combinations which enable you to access various facilities on camp. These remain camp property and must be returned to your supervisor(s) at the end of your employment period. These are not to be duplicated, lent, or distributed in any way to others without the express permission of your supervisor(s). Access given to any and all Tamarack Camps facilities are strictly for work purposes, therefore any recreational or non-work use or unauthorized presence on any portion of the facility is considered off-limits unless previously approved by your supervisor(s). Access given is solely to employees of Tamarack Camps.

Visitors: Any guests brought on to camp by a staff member must be pre-approved by the Director. If you bring a guest onto camp they must stay in your presence and you must ensure that they follow all camp rules and policies. Under no circumstances may your guest be anywhere on camp where you are not present.

Telephones: The camp office phones are for camp business and emergencies only. Located in the Staff Lodge, phones (which require calling cards) are available for personal use by staff members on their time off.

Laundry: A staff laundry facility is available for residential staff ONLY for use during non-working hours.

Food: All food provided to visitors and staff is kosher with rabbinic supervision. If a staff member receives permission to bring food into camp, it shall never be brought into the dining hall or into a village. Where brought to camp, food must be properly stored in authorized refrigerators and cabinets in staff housing or in a staff member's personal vehicle.

Camp Vehicles: Only persons designated by the Camp Director are authorized to use camp vehicles.

Personal Vehicles: In order to park a car at camp for the season, all staff members must register their vehicle at the office and park in designated areas only. Any unauthorized vehicles will be removed from camp property. Due to parking space constraints, Tamarack Camps reserves the right to limit the number of personal vehicles at camp.

Gratuities: Staff members are not permitted to accept tips in any form from visitors or their families for services rendered at Tamarack Camps. Contributions may be made in a staff member's honor to Tamarack Camps.

Valuables: Tamarack Camps is not responsible for any personal belongings lost, damaged, or stolen while at camp. This includes, but is not limited to: vehicles, stereos, CDs, cameras, electronic devices, and clothing. Staff members are encouraged to place valuables (money, credit cards, traveler's checks, passport, visa, etc.) in the camp safe located in the office.

Pets: Pets are not allowed at Tamarack Camps without written permission from the Camp Director.

I represent that I have read, asked any questions that I may have, understand, and agree to comply with the following rules and guidelines: [Initial after each section]

Provisions of Employment	1	[_____]
Conditions of Employment.....	1	[_____]
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Social Media Policy	3	[_____]
Abuse and Harassment	4	[_____]
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Camp Operations	6	[_____]

Employee's Signature: _____

_____ Date

Print Name: _____

Parent's or Guardian's Signature (if Applicant is under 18 years of age)

_____ Date