



**BOYS & GIRLS CLUBS  
OF NORTH LOUISIANA**

# Policy Manual

THE BOYS & GIRLS CLUBS OF NORTH LOUISIANA

(318) 255-2242 | P.O. Box 1844, RUSTON, LA 71273

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## I. General Information



**BOYS & GIRLS CLUBS**  
**OF NORTH LOUISIANA**

**OUR MISSION**

To provide youth in North Louisiana a safe supervised environment where they can develop into positive productive members of society.

**VISION**

Boys & Girls Clubs of North Louisiana's envisioned future is to remain the premier community service organization focusing on youth in the state of Louisiana and in the southeastern United States and provide a model available for duplication in other communities.

**VALUES STATEMENT**

In recognition of our responsibility to empower youth, Boys & Girls Clubs of North Louisiana commits to the following values:

- **SAFETY** — Create an environment that protects individuals' physical, emotional and personal wellbeing.
- **EXCELLENCE** -- Ensure our programs, personnel and facilities are high quality to go above and beyond to get successful results.
- **ENERGY**-Project a positive image that reflects a commitment to our kids and community.
- **EFFICIENCY** – Practice good stewardship of the resources and responsibilities entrusted to the organization; efficiently to get the most out of each interaction, using time and resources wisely.

***Diversity and Inclusion Statement***

At Boys & Girls Clubs of North Louisiana, our mission is to provide youth in North Louisiana a safe, supervised environment where they can develop into positive productive members of society. We pride ourselves on being an organization that fosters an inclusive environment to both youth and staff. We believe that celebrating diversity and learning from our differences make each of us better. We will continue to aim high as we know that fighting ignorance and inequality is one of our greatest duties.

## **ORGANIZATION OVERVIEW**

Boys & Girls Clubs of North Louisiana (BGCNL) has been helping kids throughout the area stay out of trouble, stay in school, and succeed in life. Local units and summer sites provide programs that promote learning, build self-esteem, enhance leadership and teamwork. All for only \$ 10 annually per member. BGCNL offers children and youth, ages 6—18, a wide range of programs in three core program areas: (1) Character and Leadership Development; (2) Education and Career Development; (3) Health and Life Skills

## **WHAT MAKES THE BOYS & GIRLS CLUBS UNIQUE**

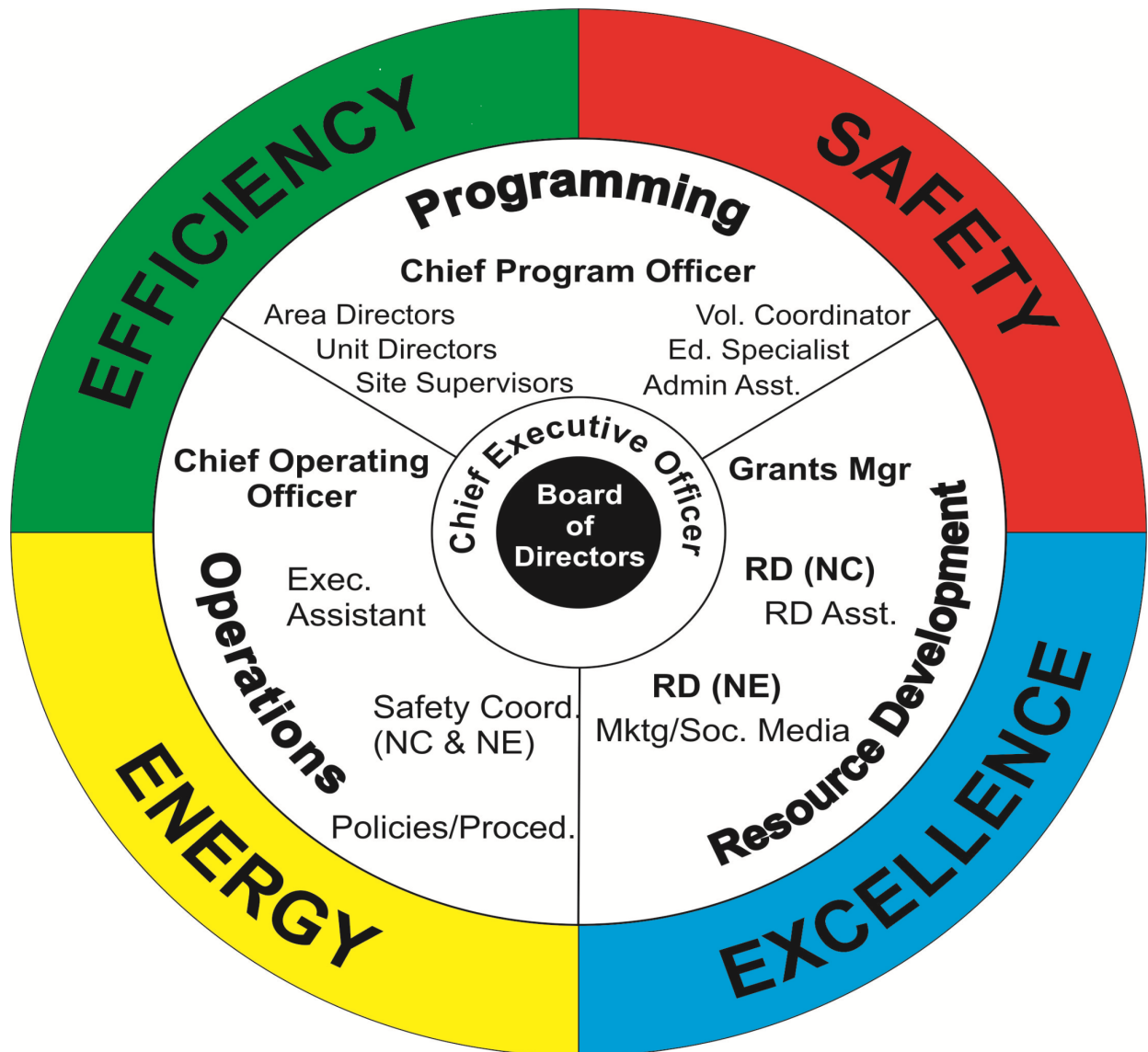
Boys & Girls Clubs are. . .

- Located in dedicated youth facilities: The Boys & Girls Club is a place—an actual neighborhood-based building—designed solely for youth programs and activities.
- Open when kids need them most: The Clubs are open after school and during the summer—when kids have free time and need positive productive outlets.
- Staffed by full and part-time paid professionals: Every Club is directed by trained youth development professionals who act as role models and mentors to members. Volunteers provide key supplementary support. Staff and volunteers enforce appropriate expectations, standards, rules, and consequences for members on a consistent basis.
- Open, accessible, and affordable to all: For only \$10 per year, any child between the ages of 6 and 18 can become a member. We do not discriminate based on gender, sexual preference, ethnicity, or income.

***"People don't care how much you know, until they know how much you care... about them"***

# Operational Structure

Unlike standard hierarchical operational structure systems, the BGCNL's organizational structure functions more from a team perspective resembling the standpoint of a wheel. Each department must fulfill its duties and responsibilities in order to keep the wheel rolling towards our goals. This design promotes a culture of cohesiveness and cooperation in order to achieve success.



# Organization History

Northeast | 500 Evergreen Street, W. Monroe, LA

The process of starting a Boys club in West Monroe began in 1961, when the idea was conceived by Judge John McCormick. The original facility was located at 128 North Violet Street. The West Monroe Chamber of Commerce also played a vital role in the original formation. The facility received its charter from Boys Clubs of America on March 15, 1962.

The next seven years saw a continued rise in interest from the general public and in 1969 the present property consisting of 8.2 acres was obtained for \$20,000.00. Plans were then undertaken to construct a permanent Boys Club on the 500 Evergreen Street site. We must not ever lose sight of the fact that this day was made possible by men and women who truly believed in our Boys Club and left no stone unturned to guarantee its existence. In summary, it is impossible to acknowledge everyone who has made the day possible. We can only hope that your efforts can be repaid by the smiles on the faces of 1400 boys.

North Central | 300 Memorial Drive, Ruston, LA

The Boys & Girls Clubs of North Central Louisiana (BGCNCL) was a 501 (c) 3 organization that served area youth for 21 years. The organization was chartered and incorporated in 1997 by a committed group of concerned citizens chaired by the legendary Eddie Robinson, Sr. They were seeking to provide young people in the community a safe place where they could develop into positive productive members of society. The City of Grambling opened its heart and doors to the club, and it operated its first two years serving the communities' youth. Facility concerns prompted the relocating of the club to a temporary site in Ruston.

After some debate and discussion, the City of Ruston allowed the "old" National Guard Armory to become the home of the club. Community volunteers gathered to assist with the massive clean-up and remodeling efforts in preparation of the arrival of the club and kids.

Now in a new home, the club began to put down roots that would foster growth and increase the effectiveness of programs. The next few years saw positive changes in leadership, participation, and support of the club. As daily attendance increased, collaborations with Louisiana Tech University, Grambling State University, and the local school board made it possible to provide services to meet those needs.



The club reached its program capacity, and a waiting list was formed; the academic performance of members improved; transportation from schools became available for members; summer food service program meals served increased annually; and the club adopted and has maintained a healthy snack and nutrition program. All of this resulted in the BGCNL being viewed as the premier Boys & Girls Club in the state of Louisiana.

#### Merger – April 1, 2019

What began as a management agreement evolved into a merger agreement between the two organizations. The realization of the benefits of shared leadership, back office expenses, program training and implementation, became more apparent during discussions. It was decided that this merger would allow us to serve more kids, more often, in a more meaningful way. After eighteen months of discussion and planning, the BGCNCL's name was changed to Boys & Girls Club of North Louisiana and it merged with the Boys & Girls Club of Northeast Louisiana. The surviving entity was the Boys & Girls Club of North Louisiana. The organizational territory includes ten (10) parishes in North Louisiana.

## II. Resource Development



**BOYS & GIRLS CLUBS**  
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## Donations Policy

The Boys & Girl Clubs of North Louisiana (BGCNL) solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities. BGCNL will not accept gifts that (a) would result in BGCNL violating its corporate charter, (b) are too difficult or too expensive to administer in relation to their value, (c) would result in any unacceptable consequences for BGCNL, or (d) are for purposes outside BGCNL's mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the administrative staff, in consultation with the Chief Executive Officer (CEO) and Resource Development(RD).

## Scholarship Programs and Policy

Boys & Girls Clubs of North Louisiana provides scholarships to outstanding youth. There are three types of scholarships that are available to club members.

### Program Scholarships

The most common scholarship is our program scholarship to provide assistance to families with financial hardships. The scholarships are awarded on the Club level at both the Senior and Junior age groups. Members will be selected on a case-by-case basis, and decisions will be made by the CEO and Unit Director (UD).

### Educational Scholarships

BGCNL awards Education Scholarships on a case-by-case basis where we have received sufficient documentation of application packet and all other required documents. In the event that BGCNL receives more applications than funds available, funding will be decided by a committee of individuals assembled by the Chief Executive Officer.

## Youth of the Year Scholarships

The highest recognition program at BGCNL is our Youth of the Year scholarship program (YOY). High School level recipients will receive funds in the amount designated available depending on yearly budget. A request may be submitted by the Youth of the Year for available funds (if any) to be utilized for programs that are considered postsecondary education by the CEO. The scholarships are awarded at the High School level only and members will be selected by a committee of individuals composed by the Chief Executive Officer. Any other decisions may be made by the CEO and UD in emergency cases.

A YOY scholarship winner has until one year after they turn 18 in order to use the available scholarship funds. If the scholarship funds aren't available by the time the one year is up, the YOY will not be awarded any scholarship funds by the BGCNL. If funds are available, YOY is asked to submit a new request for funds. The YOY Scholarships are granted for the explicit purpose of Tuition and Books at programs that are considered post-secondary education by the CEO. BGCNL considers fees, such as Registration or Technology fees, as part of the tuition if it is a required expense for all students.

## General Scholarship Policies

A student must request a disbursement of available scholarship funds within 18 months of the award "unless otherwise stated". To be eligible for a disbursement of the scholarship funds, a student must provide the following documentation to the CEO:

- Proof of enrollment in any program that is considered post-secondary education or a letter of admission for first-time college students. This must include the Student ID number to ensure that the disbursement will be posted in the correct account.
- Documentation of the expense, such as an account statement, that must include:
  - The name and address of the college.

- The amount to be disbursed.

If any of this documentation is not turned in to BGCNL, then the disbursement request will be considered incomplete and denied. Students are advised to allow up to four weeks for a disbursement request to be processed. Please email or contact the Director of Resource Development, who is the acting Scholarship Coordinator, in order to receive a disbursement request application packet.

### Eligible Expenses

A disbursement for tuition expenses must be requested prior to the start of the semester for which the tuition pays. BGCNL does not provide payment directly to the student. Therefore, because we mail the check to the school to post to the student account, we must have sufficient time to process and mail the check prior to the due date. If the student does not allow enough time to complete the disbursement process, it may become the student's responsibility to pay the expense if the college does not have alternative third-party options. Books are an eligible expense for the scholarship funds.

## Media Relations Policy

The Boys & Girls Clubs of North Louisiana (BGCNL) needs to be able to communicate accurately, effectively and consistently with a variety of diverse audiences, including the media. The Resource Development Team (RD) is the primary and official liaison to the news media. It is responsible for initiating, developing, and maintaining effective, productive, and beneficial relations with the news media in communicating Club news, responding to media requests, and handling all crisis communications. RD is responsible for coordinating official Club comments on all matters regarding the organization. This includes both proactive interaction and responses to requests. RD is responsible for disseminating and promoting news stories, responding to media inquiries, arranging interviews and visual productions, and handling requests for distribution of information on behalf of the BGCNL. All media inquiries seeking an official Club response or a statement on behalf of the BGCNL should be directed to the appropriate person within RD, as well as the Chief Executive Officer.

### III. Programming



**BOYS & GIRLS CLUBS**  
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## **Safety Policy**

The safety of young people at the Boys & Girls Clubs of North Louisiana is an absolute top priority. Youth who are mentally and physically safe are better able to learn, grow and thrive. The BGCNL Safety Team is composed of safety-minded, trained employees and board members who provide support to our clubs on a variety of issues, including physical and emotional safety, facilities management, emergency management, child sexual abuse prevention, disaster preparedness and other child safety-related matters. There is nothing more important to us than keeping children safe and protected. Some of our safety measures include:

- Detailed Emergency Policies and Procedures
- Criminal Background Checks for all Employees and Volunteers 18 and older.
- Required Immediate Incident Reporting
- Annual Safety Assessments
- Regular Training

## **Background Check Policy**

Mandatory criminal background checks are required upon hire and annually for every staff and board member at Boys & Girls Clubs of North Louisiana. In addition, criminal background checks are required for any volunteer who has direct, repetitive contact with club members. All potential employees and volunteers are run through the National Sex Offender Registry via Field Print or First Advantage.

## **Barrier Crime Policy**

All felonies and the barrier crimes will automatically disqualify an applicant from volunteer service or employment at the Club, regardless of the amount of time that has elapsed since the offense.

Barrier Crimes consist of the following convictions:

- o Abduction or human trafficking
- o Arson
- o Child abuse or other crime against a child, including child pornography
  - o Crime involving rape or sexual assault
- o Domestic violence
- o Drug-related conviction within the last five (5) years
- o Murder
- o Physical assault or battery
- o Weapons

## **Reference Check Policy**

Any employee interested in moving to another Boys & Girls Club is required to have a reference from their previous Club, even if the Clubs are within the same community. References can also be called at the discretion of BGCNL for all volunteers prior to beginning service.

## **Enrollment Policy**

The Boys & Girls Clubs of North Louisiana strives for safety, excellence, energy, and efficiency in all things we do. BGCNL availability is a first come first serve basis according to group opening. When setting the foundation in new sites membership below is a breakdown of how we select the first members of a club:



- **25% - Recommended by school officials based on educational, emotional and social needs**
- **35% - Recommended by community leaders based on socio-economic and other personal needs.**
- **40% - First come first served if they fit the age and grade requirements.**

## **Child/Member Supervision Policy**

The Boys & Girls Clubs of North Louisiana is committed to providing supervision appropriate to the individual age, needs, capabilities, activities, and location of the child.

Staff should be aware of how many children are in their care and where all children are, at all times. There should be at least one full-time staff or designated lead in the building at all times during normal operating hours. All program areas must be supervised by an adult, 18 or older, who has been trained on BGCNL standard operating and crisis procedures. In addition, Technology Labs must be supervised by adults who have been trained in BGCNL club safety procedures training.

All part-time staff must receive training on BGCNL standard operating and crisis procedures by the Unit Director. The organization will provide oversight of staff to verify supervision is being properly carried out, including additional training or disciplinary action.

## **One-on-One Contact Policy**

The Boys & Girls Clubs of North Louisiana 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 youth and staff and volunteers, including board members. Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, in an emergency situation. All exceptions shall be documented on accident reports and provided to Chief Operating Officers.

# Bullying Prevention Policy

The Boys & Girls Clubs of North Louisiana is committed to providing all members with a safe environment and will not tolerate any form of bullying at any Club activity on or off Club property. Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Staff and/or volunteers who observe an act of bullying shall take immediate, appropriate steps to intervene. If the staff member and/or volunteer believes his/her intervention has not resolved the matter, they shall report it to Club leadership and document the incident in writing.

Club leadership or appropriate staff member shall inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's behavior, up to, and including terminating membership.

# Workplace Bullying Policy

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that The Boys & Girls Clubs of North Louisiana will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination. BGCNL defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes, but not limited to:

- Threatening, Verbal abuse, humiliating or intimidating behaviors.
- Work interference that prevents work from getting done.

# Locker Room Policy

At the Boys & Girls Clubs of North Louisiana, the locker rooms are designated as male and female. Members shall have access to locker rooms that correspond to their gender identity asserted at the club. These facilities are to be used by youth members only during program hours. Members need permission from their group leader to leave the classroom and use the restroom. Members are to go to restrooms one at a time. Do not linger in the restrooms. Please follow these simple steps: Go, Flush, Wash, and Leave.

Locker rooms shall be regularly inspected and monitored by a designated same gender staff and/or volunteer at a schedule set by Club leadership.

Before youth members enter the locker room, staff should complete a sweep of the facility to ensure no unauthorized adults or youth are inside. Staff should position themselves outside the locker room changing area near the door in order to be visible and within listening range without infringing on a member's privacy. Exterior locker room doors should remain open when in use by youth, as long as this does not violate the privacy of those inside.

Monitoring must occur for all locker rooms and changing areas.

The photographic or recording capabilities of any device (cell phones, cameras, tablets) cannot be used by any participant in locker rooms or changing areas during In-Program activities. Consent can be withdrawn at any time.

# Restroom Policy

At the Boys & Girls Clubs of North Louisiana, the restrooms are designated as male and female. Clubs may maintain separate restroom facilities for male and female members. Members shall have access to restrooms that correspond to their gender identity. Members who identify as nonbinary should be granted access to the facility which they find best aligns with their gender identity. These facilities are to be used by youth members during program hours, and staff only when youth members are not present in the bathroom. Members need permission from their group leader to leave the classroom and use the restroom. Members are to go to restrooms one at a time. Do not linger in the restrooms. Please follow these simple steps: Go, Flush, Wash, and Leave.

# Violent Behavior Policy

BGCNL has an explicit anti-violence policy. Every member has a right to safe and inclusive club experience. Members exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury. The following behaviors are defined as violent and aggressive:

- Physical assault — the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
- Verbal abuse — includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.
- Intimidation — an act intended to frighten or coerce someone into submission or obedience.
- Extortion — the use of verbal or physical coercion in order to obtain financial or material gain from others.
- Bullying — Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.
- Gang activity — means any criminal activity that is conducted as part of an organized youth gang. It includes any criminal activity that is done in concert with other gang members, or done alone if it is to fulfill gang purposes.
- Sexual harassment — any unwanted sexual advances that are repetitive and draw uncomfortable feelings.
- Stalking — the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
- Defiance — a serious act or instance of defying or opposing legitimate authority.
- Discriminatory slurs — insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, color, ancestry,

creed, sex, sexual orientation, religion, national origin, disability or need for special education services.

- Vandalism — damaging or defacing property owned by or in the rightful possession of another.
- Terrorism — a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

## Children in the Workplace Policy

The Boys & Girls Clubs of North Louisiana (BGCNL) is committed to promoting a culture which is supportive of the needs and career aspirations of staff with family responsibilities. Family responsibilities are not confined to the private sphere, but impinge on all aspects of an individual's life, including employment. As an equal opportunity employer, the BGCNL has an interest in supporting its staff to balance the various demands they face as people with family responsibilities.

It is the policy of BGCNL not to allow children in the workplace on a regular basis. However, BGCNL understands that despite the range of childcare options available to staff, there may occasionally be the need for staff to bring their children into the workplace.

## Medications Policy

BGCNL does not permit club staff or volunteers to give medication (over-the-counter or prescription) to members. Club Staff/volunteers should not take responsibility for diagnosing medical problems, handing out medication, or giving out prescriptions, even if directed by parents. In any case, there will be a designated area that is simple, accessible, and clearly labeled that can hold any prescription medicines including but not restricted to; inhalers, EPI pens, snacks and eczema cream for youth. The parent/guardian is encouraged to discuss any medication dosing issues with the child's health care provider.

**Parents understand that BGCNL is not responsible for lost or missing medication. BGCNL is not to be held responsible for any medications issues.**

# Electronic Telecommunication Devices Policy (BGCNL Cell Phone Policy)

Use of Club phones by members must be limited to calling home for a ride or emergency situations. Phone time is limited so the Club phone is open to outside calls. Take messages for members, ask parents to call back or come in, tell members and parents that phone use is limited. It is a priority to keep phone lines open.

Cell phones are to be used hardly ever and should never interfere with daily functions, activities, meetings or training. Staff (part-time and volunteers included) should not have cellphones during work hours at the Club. In case of an emergency give a club number to appropriate individuals. Calls may be taken during work shifts in emergency situations only—staff and members with Unit Director's approval.

Members may use a telecommunication device on club grounds:

- BEFORE entering into the club.
- DURING instructor designated times within the classroom. Instructors will communicate any changes in their group's policy about devices, and members should always request permission before usage.
- AFTER leaving the club.

Restrictions

- Telecommunication devices must be set so that incoming calls, text messages, etc, shall not emit any audible sound.
- Usage in the restroom will not be allowed.
- During restricted usage times, all cell phones should not be visible.
- Members caught using cell phones to record, photograph, text, email, or post inappropriate activities, during restricted or unrestricted times, will be temporarily suspended from the club.

**The Boys & Girls Clubs of North Louisiana are not responsible for any personal electronic devices that may be lost, stolen or destroyed on club property. Club personnel may request members to cease usage at any time.**

## Staffing Policy

Clubs will be staffed with individuals suited for the position. When possible, staff will have previous experience working with children or will have suitable

experience to perform the duties required of the position. All staff will receive background check, orientation and ongoing training in the area of positive youth development. Training is a requirement for employment at BGCNL, we are not required to pay for training. Although, if training lasts longer than four hours we will then pay you for every hour afterwards up to four hours.

The Club provides name badges for all unit workers to help identify them and show staff presence in the Clubs. Staff name badges must be worn at all times during Club hours.

All staff will be made aware of the expectations of their position and will be held to the highest standards of quality in line with the values of BGCNL. Any staff member who fails to meet the expectations of their position, may be subject to disciplinary action or termination.

Creating or maintaining a positive relationship with families, schools, and businesses is critical to the success of the Club. Directors and staff should be deliberate in their attempts to build these ongoing relationships.

## **Club Stay Duration and Rule Enforcement Policy**

BGCNL policy is that children ages 6- 12 may not come and go at will. Club members ages 13 -18 with parental permission may come and go at will with up to two visits allowed each day. Members must remain in the Club when waiting for a ride home.

Special emphasis has been placed on orientating new members to Club rules and expectations for non-violent behavior. Assemblies are held to review those expectations regularly.

If documents are unavailable, BGCNL does not allow youth to visit the Club without a membership form signed by a parent or guardian on file at the Club.

## **Event Travel Policy**

Boys & Girls Clubs of America sponsored youth events are events that require youth from local Boys & Girls Clubs and their staff advisors to travel together, including overnight stays to events planned and/or hosted by BGCA. Examples

of these events include, but are not limited to, National Keystone Conference, Youth of the Year events, and national program events. All local organizations must follow this policy when attending any Boys & Girls Clubs of America sponsored youth event.

- No minor Club member should travel to a BGCA-sponsored event alone.
- Staff and advisors shall abide by the local Organization's policy regarding the prohibition of one-on-one contact at all times.
- One adult advisor and one youth shall not travel alone together.
- Members should be accompanied by at least one adult advisor and a current employee of a Boys & Girls Club. If a local organization's policy allows board members, part time staff or staff who are between the ages of 21-22 to chaperone events, written consent must be given by the youth's parents or guardians.
- Adult advisors must successfully pass a criminal background check that is no more than twelve (12) months old, and have been employed or affiliated with a Boys & Girls Club for at least one (1) year.
- During overnight travel, if youth share sleeping rooms with other youth, reasonable efforts should be made to ensure roommates are of the same gender and of similar age. Reasonable single accommodations should be made for youth should they request it.
- Adult advisors shall stay in separate rooms from members. Regardless of a local organization's policy, an adult advisor shall not share a hotel room or other sleeping arrangements with a youth alone. Adult advisors should make reasonable efforts to reserve rooms on the same floor and/or in close proximity for supervision purposes.
- All youth and advisors must review and sign appropriate codes of conduct. Youth codes should be reviewed and signed by the parent or legal guardian as well.

## **Volunteer Policy**

BGCNL offers three different types of volunteers: Repetitive, One-Time, and Youth. In order to work well with the staff and to present Boys & Girls Clubs of North Louisiana (BGCNL) in the best possible light, we ask that all volunteers adhere to the following policies.

### **QUALIFICATIONS**

- Volunteers must be at least 17 years of age to work without parental permission.



- They must show a genuine concern for the community and our members. They must also believe in the mission of BGCNL and have values that are not contrary to the organization.
- Volunteers must possess a willingness to work hard, follow directions, and assist wherever needed.
- The ideal volunteer is self-motivated, mature, sensitive, dependable, a team player and reliable.

## REQUIREMENTS

- All volunteers must complete an application.
- Repetitive volunteers must complete a background check.
- Orientation
  - Repetitive volunteers must complete all inclusive orientation
  - One-Time & Youth volunteers will complete abbreviated orientation.
- Additional training may also be required depending on the position.
- Volunteers must agree to represent the Boys & Girls Clubs of North Louisiana, perform in a professional manner whenever doing so and not to allow personal views and opinions from clouding (overshadowing) or conflicting with the BGCNL's mission.

# Minor Workplace Policy

Boys & Girls Clubs North Louisiana are committed and obligated to provide a safe, supportive and inclusive environment for all youth in every Club setting. When minors serve as employees, volunteers or work-based learning participants, ensuring youth safety becomes even more critical. It is therefore important to provide policies, procedures and training to protect them, other members and the local organization.

**The requirement stipulates that Member Organizations do two things:**

- **Ensure that minors complete mandatory training.** BGCNL will provide an instructor-led safety training curriculum tailored for each category of youth worker and designed to be facilitated locally as part of youth worker onboarding.

- **Ensure that supervisors of youth workers complete mandatory training.**  
BGCNL will provide on-demand training to help Club staff satisfy this part of the requirement.
- **All youth workers must be accompanied by a completed training supervisors worker.**

**Hour Restrictions:**

According to the Fair Labor Standards Act (FLSA), youth must be 14 years old or older to hold a nonagricultural position.

- Youth 18 years or older may perform any job, whether hazardous or not, for unlimited hours
- Youth 16 or 17 years old may perform any nonhazardous job for unlimited hours.
- Youth 14 or 15 years old may work outside school hours in various nonmanufacturing, non mining, non hazardous jobs. They can work only between the hours of 7 a.m. and 7 p.m., except from June 1 through Labor Day, when they are able to work between the hours of 7am and 9pm They may not work
  - more than 3 hours per day on school days, including Fridays;
  - more than 18 hours per week in school weeks;
  - more than 8 hours per day on non school days; or
  - more than 40 hours per week when school is not in session.

Under a special provision, youth 14 or 15 years old who are enrolled in an approved Work Experience and Career Exploration Program may be employed for up to 23 hours during school weeks and 3 hours on school days (including during school hours).

**Job restrictions**

Child Labor Rules restrict the jobs that youth may perform on the basis of the age of the youth and the type of employment.

- A youth 18 years or older may perform any job, whether hazardous or not.
- A youth 16 or 17 years old may perform any job not identified as hazardous by the Secretary of Labor.

- A youth 14 or 15 years old may not work in
  - hazardous jobs identified by the Secretary of Labor; o manufacturing, processing, and mining occupations;
  - communications or public utilities jobs;
  - One on one with youth members
  - Escorting of youth to the bathroom

## Credit Card Policy

At BGCNL credit cards are only available to authorized personnel. All purchases should be made within their budgeted allocations. Card holders have 48-72 hours to enter payment requests with receipts attached. At the end of each month all card holders will receive a copy of their credit card statement along with any outstanding receipts. Each card holder will have five days to get their receipts in and cleared before your card will be frozen. Also, if your card is frozen you will have to submit a payment request (PR) to your direct supervisor for any purchases while the card is frozen.

1. When credit card purchase are made the following steps are to be followed:
  - a. A payment request is to be filed out with the purchase information.
  - b. The one who makes the purchase order is to sign the payment request
  - c. The one placing the order passes the payment request to their supervisor for approval.
  - d. Once approved the payment request and receipts are scanned to the google drive within 48-72 hours.
  - e. Scans should be named (vendor name & amount).



# **BOYS & GIRLS CLUBS**

## **OF NORTH LOUISIANA**

### **IV. Operation**

## ***A Matter of Trust: Boys & Girls Clubs of North Louisiana Code of Ethics for Employees***

The purpose of “A Matter of Trust: Our Code of Ethics” is to help ensure that all employees of BGCNL adhere to proper ethical standards, abide by the law, and preserve the mission, purpose, integrity, reputation, and professional and business relationships of BGCNL.

Boys & Girls Clubs of North Louisiana expects all employees to conduct themselves in a manner that exemplifies the highest standards 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 BGCNL.

Recognizing that it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of BGCNL and its mission.

### **Pledge of Personal and Professional Conduct**

- **Integrity** -- I will demonstrate the highest standards of individual conduct, personal accountability, integrity, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **Excellence** -- I will strive to meet the highest standards of performance, quality, service and achievement.
- **Honesty** -- I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation.
- **Diversity** -- I will support and value diversity -- promoting a working environment that embraces the similarities and differences all people bring to the organization.
- **Respect** -- I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** -- I will take responsibility for my actions and decisions and remain a careful steward of the funds and resources entrusted to me.
- **Compliance** -- I will comply with BGCNL’s Code of Ethics, Employee Handbook, policies, procedures and all laws and regulations affecting BGCNL.

## **Professional Practices**

While the “Pledge” outlines general principles guiding our ethical conduct, the following points illustrate important applications that are relevant to our everyday work. The points below are not intended to be all-inclusive. Employees are expected to utilize good judgment in maintaining the highest standards of ethics.

## **Conflicts of Interest:**

- I will not place my personal interest in conflict with the mission, purpose, vision, or interests of BGCNL, and will avoid any conduct that may impair my judgment with respect to BGCNL.
- I will enter into business transactions on behalf of BGCNL and otherwise that are in the best interests of BGCNL and its mission, and that do not, in any way, conflict with, compromise, or detract from BGCNL’s mission, purpose, or interests.
- I will not, directly or indirectly, benefit improperly from my position or from any sale, purchase, or other activity of the organization.
- I will avoid situations involving conflict or the appearance of conflict between duty to the organization and personal interest.
- I will not accept from or give to any current or potential supplier, customer, competitor, or donor any payment, service, gratuity, gift, or favor of more than nominal value unless explicitly approved by the President.
- I will not ask for or receive cash, kickbacks, bribes, gifts or favors.
- I will avoid any outside business relationships with donors, other businesses or competitors if that relationship creates a conflict of interest by influencing decisions made by me in the performance of my regular duties for BGCNL.
- I will ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of BGCNL and not for personal gain or interests.
- I will reveal any perceived, potential or actual conflicts of interest.

## **Assets, Financial Reporting and Transactions:**

- I will do my part to ensure that BGCNL complies with prescribed accounting policies and procedures at all times.

- I will do my part to ensure that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization and documentation.
- I will not make false or misleading entries in any books, records or reports, invoices, timesheets, expense reports or aid others in doing so.
- I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unlawful, unethical, or inappropriate purpose.

**Fundraising:**

- I will enthusiastically promote genuine voluntary giving and prevent or inhibit any solicitations made under duress or coercion.
- I will be accurate and truthful in our fundraising activities.
- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will honor our promises by using donated resources in the manner in which they were intended or transparently informing donors of any important alterations in the planned use of the funds.

**Confidential Information:**

- I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my employment or affiliation with BGCNL for the purpose of advancing any private interest or otherwise for personal gain.
- I will refer all requests for information about present or former employees of the organization to the Human Resources department for handling.
- I will refer requests for confidential or sensitive information from the media to RD, COO, or CEO.

**Political Activities:**

- I will not make - or create the appearance of making - any contributions to any candidate for public office or political committee on behalf of BGCNL.
- I will not use – or create the appearance of using - any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office.

- I will clearly communicate that I am not acting on behalf of the organization, if identified as an official of BGCNL, while engaging in political activities in an individual capacity.
- I will engage in personal political activities on my own time and at my own expense.

### **Reporting and Investigation**

#### **Conditions of Employment:**

- Upon receipt of the Code of Ethics, each employee will agree in writing to comply with the Code of Ethics.
- Such agreements, as well as compliance with the Code of Ethics, are conditions of employment for each employee.

#### **Ethics Officers:**

- See Human Resources & Financial Services Representatives.

#### **Questions and Reporting:**

- Any questions regarding the Code of Ethics, its interpretation or application should be directed to the Human Relations Department, and CEO.
- If an employee knows of a violation of the Code of Ethics, he/she should immediately report it to his or her supervisor, department head or one of the Ethics Officers.
- If an employee is concerned that he/she may not be in compliance with the Code of Ethics, he/she should complete the appropriate Disclosure Statement, and the Ethics Officers will provide a written response.
- Any supervisor or department head receiving such a report must immediately advise one of the organization's Ethics Officers.
- There will be no retaliation or intimidation for reporting of actual or possible violations of the Code of Ethics. Such reporting may be anonymous. If not anonymous, the identity of the reporting employee will be kept confidential unless it must be revealed in order to fully enforce this Code of Ethics or comply with legal obligations.
- BGCNL's Ethics Officers will promptly investigate all alleged Code of Ethics violations of BGCNL employees and will take whatever corrective action is required. Employees are expected to cooperate in the investigation.



## Disciplinary Action for Violations:

Disciplinary action may be taken for the following violations, and may include dismissal, when appropriate.

- Authorizing or directly participating in actions that violate the Code of Ethics.
- Concealing a violation of the Code of Ethics.
- Failing to detect or report an employees' violation of the Code of Ethics, if such failure reflects inadequate supervision or lack of oversight.
- Refusing to cooperate in the investigation of a violation of the Code of Ethics;
- Retaliating, directly or indirectly, against an individual for reporting a violation of the Code of Ethics.

## Payroll Policy

Payroll is the process of paying a company's employees, which includes tracking hours worked, calculating employees' pay, and distributing payments to employee bank accounts or by check.

### Timesheets

At BGCNL, Weekly time records must be maintained by all part-time and /or grant funded employees. Employees must record all hours worked on their timesheets. Employees must sign off on their timesheets and verify that the hours are accurate; employees must also initial all changes or corrections to their timesheets. All timesheets must be completed on a daily basis. Each employee is responsible for correctly recording and properly submitting their hours of work on their timesheet. Time records must be submitted to your authorized supervisor. Employees should consult their unit director for additional information on timesheet completion.

### Pay Rate & Schedules

Several factors may influence your rate of pay. Some of the items Boys & Girls Clubs of North Louisiana considers are the nature and scope of your job, level of

education, what other employers pay their employees for comparable jobs, what BGCNL pays their employees in comparable positions, and individual as well as BGCNL performance. It is BGCNL's goal to have a current job description on hand, which outlines your job responsibilities. Normally payday is the 15th and end of the month. Changes will be made and announced in advance whenever BGCNL holidays or closings interfere with the normal pay schedule.

#### Paid Time Off (Full Time Employees)

##### Holidays

The Club normally observes the following holidays:

New Years' Day	Memorial Day
4th of July (weekdays only)	Labor Day
Christmas Eve	Christmas Day
New Year's Eve	Juneteenth

If one of the above holidays falls on Saturday, the holiday will be observed on the preceding Friday; if one falls on a Sunday, it will be observed on the following Monday. Regular full-time employees are eligible to take paid holidays as of their first day of work.

##### Overtime

Overtime pay depends on an employee's status as non-exempt or exempt. Non-Exempt Employees are compensated based upon the number of hours worked each work week. 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. All overtime must be accurately reported as worked, whether or not it was required or approved, and it will be paid accordingly. Exempt Employees do not receive overtime compensation. Employees are not permitted to work overtime unless they receive advance authorization from the CEO.

## Leave Policy

Vacation leave is granted after the required completion of the initial 90 days of employment. Thereafter, and during the initial year of employment, eligible employees may take a proportionate amount of vacation leave.

Employees are granted vacation leave on a yearly basis. Vacation leave is earned according to length of service as follows:

- 1-3 Years of Service will earn and may take up to 5 days of Vacation/ Leave per Year
- 4 - 5 Years of Service will earn and may take up to 10 days of Vacation/ Leave per Year
- 6 - 10 Years of Service will earn and may take up to 15 days of Vacation/ Leave per Year
- 10+ Years of Service will earn and may take up to 20 days of Vacation/ Leave per Year

Requests for vacation leave should be submitted at least two (2) weeks in advance to the employee's First Line Supervisor using the Request for Absence Form or electronically via Calendar invitation. These forms are available from the front desk area at each site. When possible, vacation leave 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 pay will not be granted in lieu of taking the actual time off. Vacation time is not accrued and shall not be carried into the following year and considered forfeited. In the event of In unusual circumstances where vacation was not taken during the year, requests shall be submitted via the First Line Supervisor and the COO to take any unused vacation within the first 30 days of the following year. It shall be at the discretion of the CEO to approve/disapprove any such requests and tracked by the COO. If said vacation leave is granted by the CEO but not utilized within the first 30 days of the following year, it will be forfeited, and the COO will notify the CEO. No vacation leave from the previous year can be taken in conjunction with leave earned during the current year.

#### Maternity leave

Maternity leave is the period of time during which a new mother leaves her job following the birth of a child. Maternity leave may also begin before the child is born upon the mother's request. Maternity leave can also be referred to as "parental leave," as parents of all genders may require time off to care for a newborn or recently adopted child. Depending on state laws and your business's own policy, maternity leave can be paid or unpaid. Employees are eligible for 8 to 12 weeks paid maternity leave.

#### Sick Leave

Regular full-time employees are eligible to take up to 5 days paid sick leave each year after completion of initial 90 days of employment.

#### Bereavement Leave Policy

Regular full-time employees may take up to 5 paid days off for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandparents, grandchildren, brothers-in-law, sisters-in-law, and parents-in-law.

#### Jury Duty Policy

Non-exempt regular full-time employees who are summoned for jury duty will be paid their normal rate of pay for a period of up to 8 hours. If an employee is released early from their Jury duty, they are to notify their First Line Supervisor immediately after release. Employees should plan 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 excused from jury duty during regular working hours.

#### Other Time Off:

##### Military Leave

Club employees who serve in any branch of the Armed Forces of the United States or the State of Louisiana 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 applicable state law. Work-related accidents and injuries, no matter how small, must be immediately reported to the First Line Supervisor. Following a work-related injury, an employee is required to return to work as soon as possible.

## **Procurement/Contracting Policy**

At Boy & Girls Clubs of North Louisiana any ongoing services provided over a period of six to twelve months or exceeded value of ten thousand dollars will then need a written contract. At BGCNL, the key three elements that make up the beginning stages of the contract are to ensure that there is an offer, acceptance, and consideration. First, an offer must be made by one party to another party. Next, the party receiving the offer must accept it. Then, there must be consideration exchanged between the parties. This could be a monetary amount or a simple promise to act under the contract. Parties draft them into a legal

contract, also called a legal agreement, in accordance with local, state, and federal contract laws. They set important boundaries that all contract principals must uphold. All legal reviews, approval processes are carried out by the CEO.

## Video Surveillance Policy

The Boys & Girls Clubs of BGCNL recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection. Video surveillance, without or without audio recording capabilities, may be utilized in and around the Club facility, on Club property, and on Club transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

- 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 at 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 Site 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, COO, CPO, and other club directors of BGCNL. 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 BGCNL 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 secured 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.

## Drug & Alcohol Policy

The Boys & Girls Clubs of North Louisiana 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, controlled substances or alcohol in the workplace presents a danger to everyone. Establishing a drug and alcohol testing policy and screening program is a vital component to ensure that your valued employees are free of any potential danger arising from injuries or accidents due to alcohol and drug misuse in the workplace.

As a federal grantee, The Boys & Girls Clubs of North Louisiana has a duty to comply with the requirement 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 using illegal or unauthorized drugs.
- 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 are prohibited from reporting to work or working when the employee uses any drugs, except 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 a legal drug which potentially affects job safety or performance is responsible for notifying their supervisor and/or Club leadership. If the organization and the employee's physician have determined that the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties or determined that a reasonable accommodation can be made, the employee may commence work. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.
- Employees must notify their supervisor and/or Club leadership, within five (5) days, of any criminal drug statute violation.
- Employment with the organization is conditioned upon full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.
- Any employee under the suspicion of any non doctor prescribed drug under BGCNL is subject to drug test. Employees refusing to take drug tests under BGCNL are subject to termination.

The Boys & Girls Clubs of North Louisiana 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 drug and alcohol free workplace policy.

## **Transportation Policy**

The Boys & Girls Clubs of North Louisiana is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. It is essential to have safe and responsible transportation for all activities. The Club only provides transportation to and from the Club and various approved off-site locations when necessary. All drivers must have a valid driver's license that has not been suspended, revoked, and approved by the insurance carrier. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

## **Reimbursement Policy**



All hotel, car, and other travel reservations should be made with the company credit card held in the COO's or club's name. A PO or check request is required before any reservations can be made. BGCNL reimburses meals on a per diem basis. The organization establishes per diem rates for travel.

### **Mileage Reimbursement**

Boys & Girls Clubs of North Louisiana reimbursement for travel to a conference or other allowable training event by automobile is dependent upon whether travel was in a privately owned or a Club-owned vehicle.

### **POV**

You are allowed reimbursement for mileage at the Federal mileage rate at that time. In order to obtain reimbursement, you must submit a mileage log showing the date, destination, purpose, and number of miles traveled.

### **Club-Owned Vehicle**

You may not receive reimbursement for mileage if you used a Club-owned vehicle. Instead, you are allowed reimbursement for gas purchased on a personal card or cash for the trip. You must submit invoices or receipts for the purchase which reflect the vendor's name, the date of purchase, a description of what was purchased, and the total. Most credit card receipts received at gas pumps provide all of the information necessary for reimbursement.

## **Sexual Abuse Prevention Policy**

The Boys & Girls Clubs of North Louisiana is committed to providing a safe and respectful environment for our members and will not tolerate any sexual abuse or sexual misconduct toward or by any member.

Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child. Specific acts may include, but are not limited to inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the Boys & Girls Clubs of North Louisiana Code of Conduct or Employee Handbook.

All persons are prohibited from the access, display, production, possession or distribution of pornography (or any material that could be viewed as pornographic or vulgar) on Club premises or with equipment.

Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written incident report within 24 hours. When applicable, the incident will be reported to the appropriate authorities. The Chief Executive Officer shall provide written directives to maintain the confidentiality of incident reports.

## **Child Abuse Reporting Policy**

By definition, child abuse is an injury or pattern of injuries to a child that is not accidental. Child abuse includes non-accidental physical injury, physical neglect, sexual abuse, and emotional abuse. Sexual abuse, a form of child abuse, is the exploitation of a child for the sexual gratification of an adult or older youth.

As an organization entrusted with the care and well-being of youth, the Boys & Girls Clubs of North Louisiana condemns child abuse/sexual abuse. BGCNL will report all allegations of child abuse to the appropriate authorities and will cooperate fully in the prosecution of any staff or volunteer abusing children.

**All employees are required by law to report any allegations of abuse and/or neglect.**

Child Protective Services:

24-hour child abuse reporting system

855-452-5437

## **Weapons policy**

Members or guests possessing a dangerous weapon will not be permitted in the Club or on club grounds. Dangerous weapon means any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury. In the cases that clearly involve a gun, or any other weapon used in a threatening manner, call the police and the

individual will be subject to immediate disciplinary procedures which may include permanent suspension from the Club.

Any staff, parent, or guest with Non-lethal Weapons, i.e. tasers or mace, for the purpose of security are advised to store these items in a locker, purse, or keep them in their vehicle until exiting the site. Club administrative personnel have the right to ask anyone on club property to secure away their items if it is deemed necessary for the protection of club members and staff.

Illegal weapons are prohibited on all BGCNL property. In all cases involving a weapon, the member's parent or guardian will be notified.

## **Gender Identity Policy**

### **Purpose**

The Boys & Girls Clubs of North Louisiana are committed to ensuring equity and inclusion for all young people. Our Clubs work to offer a safe, positive environment for youth, staff and families of all sexual orientations, gender identities and gender expressions. It's part of our broader mission to ensure every young person has access to quality out-of-school time opportunities where they are physically and emotionally safe, healthy and develop the leadership skills they need on their path to a Great Future.

We believe every kid has what it takes. The mission and core beliefs of Boys & Girls Clubs fuel our commitment to promoting safe, positive and inclusive environments for all. Boys & Girls Clubs of North Louisiana supports all youth and teens – of every race, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status, and religion – in reaching their full potential.

### **Definitions**

The definitions provided here are not intended to label members or employees but rather to assist in understanding this policy and the legal obligations of the Boys & Girls Clubs of North Louisiana. Members and employees may or may not use these terms to describe themselves.

- Gender identity: A person's internal, deeply-felt sense of being male, female, or something other or in-between, regardless of the sex they were assigned at birth. Everyone has a gender identity.

- Gender expression: An individual's characteristics and behaviors (such as appearance, dress, mannerisms, speech patterns, and social interactions) that may be perceived as masculine or feminine.
- Transgender: An umbrella term that can be used to describe people whose gender identity and/or expression is different from their sex assigned at birth.
- Gender non-conforming: This term describes people who have, or are perceived to have, gender characteristics and/or behaviors that do not conform to traditional or societal expectations. Keep in mind that these expectations can vary across cultures and have changed over time.
- Transition: The process of changing one's gender from the sex assigned at birth to one's gender identity. There are many different ways to transition. For some people, it is a complex process that takes place over a long period of time, while for others it is a one- or two-step process that happens more quickly. Transition may include "coming out" (telling family, friends, and coworkers); changing the name and/or sex on legal documents; and, for many transgender people, accessing medical treatment such as hormones and surgery.
- Sexual orientation: A person's physical or emotional attraction to people of the same and/or other gender. Straight, gay, and bisexual are some ways to describe sexual orientation. It is important to note that sexual orientation is distinct from gender identity and expression. Transgender people can be gay, lesbian, bisexual, or straight, just like non-transgender people.
- LGBTQ: A common abbreviation that refers to the lesbian, gay, bisexual, and transgender community.

## Privacy

All members and employees of The Boys & Girls Clubs of North Louisiana have the right to discuss their gender identity or expression openly, or to keep that information private. The member or employee gets to decide when, with whom, and how much to share their private information. Information about an employee's gender identity or status can constitute confidential medical information under privacy laws like HIPAA.

## Official Records

The Boys & Girls Clubs of North Louisiana will not change a member or employee's official record to reflect a change in name or gender identity upon request without proof of a legal name change.

## Restroom Accessibility

All club members and employees shall have access to a restroom corresponding to their gender identity. Any member or employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a single-stall restroom, when available. All members and employees have a right to safe and appropriate restroom facilities.

## Dress Codes

The Boys & Girls Clubs of North Louisiana does not have dress codes that restrict our members' or employees' clothing or appearance on the basis of gender. All members and employees have the right to comply with company dress codes in a manner consistent with their gender identity or gender expression.

## Discrimination/ Harassment

It is unlawful and violates The Boys & Girls Clubs of North Louisiana policy to discriminate in any way against a member or employee because of their actual or perceived gender identity.

## **Staff Computer/Internet Usage Policy**

Employees are required to be responsible users and maintain the highest level of professionalism when using the Internet and electronic mail. BGCNL considers Internet and electronic mail access to be a privilege and not a right.

Access to the Internet and electronic mail is provided for work-related and educational purposes. Accessing, communicating, displaying, downloading or sending messages, pictures or any other material that is offensive, objectionable, inappropriate, or unlawful is strictly prohibited. Use of another person's user ID and/or password without permission is prohibited. Personal use of the internet should be kept to a minimum.

To maintain system integrity and to ensure that all employees are using the Internet responsibly, electronic data or communications may be monitored without permission. Employees should expect that files and/or other information communicated or stored on the file servers, computers or networks will monitor as well.

Approved administrators have executive permission to access IDs and passwords to perform troubleshooting tasks. They also have the authority to take ownership of programs, files and individual workstations on the network.

Some employees may be issued a laptop computer to assist with job duties. If this occurs, the employee will be asked to sign a form stating that they understand that the laptop is to be used for the sole purpose of conducting Boys & Girl Clubs of North Louisiana business.

#### Use of USBs/CD ROMS

No outside (non-BGCNL) CD-ROMS, diskettes, hardware or software are permitted. This will help prevent the spread of viruses. The only exception is that employees will be allowed to bring and store work-related documents on their own disks or USB drives for storage and sharing with other employees.

## **Members Computer/Internet Usage Policy**

In an effort to provide our members the vast resources accessible through a computerized information resource system such as the Internet, The Boys & Girls Clubs of North Louisiana believes it is necessary for all persons to become aware of acceptable uses of computers. The academic and social benefits of having access to resources from all over the world must be weighed against objectionable materials found on the Internet.

Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

#### Accountability

Member use of club computers shall be reserved for academic purposes only. All members using a club computer, or a computer network located on club property, or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to: unauthorized use resulting in expenses to the club, equipment damage, use of unauthorized software, privacy and copyrights, tampering, accessing obscene and objectionable materials, sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language and any action that is deemed inappropriate by the supervisory personnel. Member or club files on the network will be treated as Boys & Girls Club property subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords shall be assigned by the Youth Development Professionals (YDP) if and/or when it is needed. The YDP shall

keep a record of these accounts in case an inspection is warranted. Use of the Internet is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. No member will be allowed to use the Internet and/or the club's computer network unless a signed consent form is on file.

## Use of the Internet

The Internet is a vast global computer network that provides access to major universities, governmental agencies, municipalities, commercial providers of data banks, and marketing services. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the Boys & Girls Clubs of North Louisiana. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The Boys & Girls Clubs of North Louisiana retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

- Appropriate language and manners which demonstrate honesty, ethics and respect for others shall be required.
- No personal addresses, personal phone numbers, or last names shall be permitted on the Internet. Photographs shall be posted provided that parental permission is obtained prior to posting the photograph. Only first names and last initials shall be used to identify members in photographs posted on the Internet.
- Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.
- Members shall not be allowed access to online instant messenger programs, chat rooms and/or other forms of online communication.
- The Internet shall not be used for commercial, political, financial, or illegal purposes. Violations shall be reported to a teacher or an administrator immediately.
- Threatening, profane, harassing, or abusive language shall be forbidden.
- Use of the network for any illegal activities is prohibited. Illegal activities include: tampering with computer hardware or software, unauthorized entry into computers and files, knowledgeable vandalism or destruction of equipment, and deletion of computer files. Such activity is considered a crime under state and federal law.

- No third party software shall be installed without the consent of the assigned administrator.
- Resources offered by the Internet and provided by The Boys & Girls Clubs of North Louisiana may not be willfully wasted.
- A member may not attempt to access any Internet resource without the prior consent of The Boys & Girls Clubs of North Louisiana.
- Invading the privacy of another member, using another member's account, posting another member's photo and/or personal messages without their consent, and sending or posting anonymous messages shall be forbidden.
- Accessing pornographic, obscene materials or sending profanity in messages shall be forbidden.
- Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
- Any subscription based services, bulletin boards, or other on-line services shall be approved by the Unit Director or his/her designee prior to any such usage.

### Installing Prank Software

Members should avoid the knowing or inadvertent spread of computer viruses. Computer viruses are programs that have been developed as pranks and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, members shall not import files or programs from home or from unknown or disreputable sources. If a member obtains software or files from remote sources, proper procedures should be followed to check for viruses before use. Deliberate attempts to degrade, disrupt the system, the performance of the network or any spreading of computer viruses shall be considered criminal activity under state and federal law. No software shall be loaded without the permission of the administration.

**Use of the Internet is a privilege. Any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. Disciplinary action may include but is not limited to loss of computer use, monetary reimbursement, suspension, or expulsion. This shall apply to all members.**

## Sexual Harassment Policy

The Boys & Girls Clubs of North Louisiana is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. BGCNL has a zero tolerance policy for any form of sexual harassment in the workplace, treat all



incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

#### Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

#### Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favors

#### Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

#### Non-verbal conduct

- Leering
- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling

If you believe you are a victim, taking the following steps:

- Writing down particulars of specific incidents. Particulars include dates and times of harassment, who might have witnessed it, and what offensive behavior was committed.
- Keep any documentation of the harassment.
- Report an incident of harassment to your direct supervisor, who then would meet with the Chief Operating Officer/ HR.
- All complaints of harassment are put in your personnel file.

The above items constitute the documents, forms, and evidence needed to file a harassment complaint. When you file a complaint, BGCNL will review the complaint, and conduct an investigation. This includes interviewing the alleged victim for a first hand account. The investigation may also consist of interviews of individuals whom you have named as witnesses as well as alleged harassers in your complaint.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. BGCNL recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

BGCNL also recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee. All sexual harassment is prohibited whether it takes place within Clubs premises or outside, including at social events, business trips, training sessions or conferences sponsored by BGCNL.

## **Privacy Policy**

Respecting the privacy of our clients, donors, members, staff, volunteers and of the Boys and Girls Clubs of North Louisiana is a basic value of the BGCNL. Personal and financial information is confidential and should not be disclosed or discussed with anyone without the appropriate permission or authorization. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential

information are not left in the open or inadvertently shared. Employees, volunteers and board members of the Boys & Girls Clubs of North Louisiana may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of the BGCNL that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

## **Unexpected or Extraordinary Closure Policy**

Should Boys & Girls Club facilities be temporarily closed or otherwise inoperable due to unexpected or extraordinary closure, and unable to offer standard programs and services, full time staff members may continue to be paid their normal compensation and benefits for the duration of the shutdown. Some examples of unexpected or extraordinary closure would be a national, state or local epidemics, natural disasters, or other state of emergency declared by government leaders. The salaries and benefits may be distributed across all funding sources (Restricted and Non-Restricted) proportional to how they are budgeted for the specified funding sources.