

# **Conduct & Discipline**

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#### ct & Discipline

e times when it becomes necessary to formally correct the work e or conduct of individuals and, in some cases, to terminate them. ployee may be disciplined or terminated for off-duty conduct in accordance with biblical moral principles, regardless of conduct affects the employee's job performance. The Navigators right to impose disciplinary action which, in its judgment, most akes care of the problem. The Navigators also reserves the right employment at any time without advance notice or disciplinary in its judgment termination is appropriate. If employment is no pay will be received for the remainder of the original t agreement.

## ectations:

- n time to all scheduled meals, meetings, and activities.
- mer staff members may not engage in dating relationships with nother during their summer employment.
- d sleeping on nights off—even for practical purposes—is not
- dness must never be used as a method of relational bonding!
- f tobacco (including e-cigarettes and vape pens), alcohol, uana or drugs is not permitted during summer employment iding time off). Consequences of use or possession is dismissal.
- everance pay will be given if a staff member leaves on his/her volition or is dismissed/fired.
- o not talk about sex or sexuality with campers. That is the role esponsibility of their parents or guardians.

n criminal and immoral behaviors including, but not limited to,

- form of physical, verbal, sexual or mental abuse of minors or
- form of harassment in words or conduct or any unwanted nces or gestures that are harmful towards an individual. ssment may be physical, verbal, or written;





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- Any criminal behavior deemed unlawful under local, state, or federal law:
- Lying, cheating, or stealing;
- Extra-marital sex, cohabitation, homosexuality, and any other acts of sexual intimacy outside the covenant of marriage; Any degree of sexual contact between staff and camper is grounds for immediate dismissal from staff and will involve legal action.

### **Staff Discipline Process:**

If a staff member violates camp policies or code of conduct, disciplinary action will be necessary. In general, disciplinary procedures include:

- 1. First offense Verbal Warning
- 2. Second offense Written Warning
- 3. Third offense Dismissal

Staff members will receive opportunities to improve/correct their behavior between each step, unless conduct is grounds for immediate dismissal. Decisions to dismiss a staff member should always be made in conjunction with HR.

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