



STANDARD OF CONDUCT POLICY

If Members violate the Standards of Conduct, progressive discipline steps will be implemented. However, in some cases, depending on the severity of the violation, Site Supervisors may forgo verbal and written warnings and suspend or discharge the Member.

Site supervisors and the Program management staff are responsible for determining the severity of the violation and for determining the appropriate disciplinary action. In the case where Members are suspended, the Site Supervisor will determine the number of days of suspension.

The Member understands that the following Standards of Conduct are required and failure to follow them will result in disciplinary action:

Group A

- Be honest, act respectfully, and model integrity
- Act professionally and ethically
- Follow Site Supervisor's and Grant Manager's instructions and perform responsibilities to the best of your ability
- Comply with the rules and standards of the Host Site
- Adhere to dress codes and grooming standards of the Host Site
- Notify Site Supervisor of intent to be late or absent within 30 minutes of scheduled start time - must have reasonable cause
- Request permission from Site Supervisor before leaving Host Site
- Follow all AmeriCorps College Access Corps policies/procedures
- Wear AmeriCorps service gear while at the Host Site or in the community while performing responsibilities as an AmeriCorps Member
- Do not use inappropriate language (i.e. profanity)
- Do not participate in AmeriCorps Prohibited Activities (listed in this Contract)

Disciplinary Guidelines for Violations of Group A Standards of Conduct

1. First Offense: Verbal Warning
2. Second Offense: Written Warning or Suspension (depending on severity of offense)
3. Third Offense: Discharge

Group B

- Do not have sexual relations or be perceived to be having sexual relations with college student coaches, Site Supervisors, or other participants of the Program
- Do not falsify time logs or other program records
- Abide by Civil Rights and Non Harassment Policy
- Abide by Drug Free Work Place Act

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



- Do not have unexcused absence from service assignment for three consecutive days
- Do not engage in any activity that may physically or emotionally damage other Members, students, mentees, Site Supervisors, staff, or other people from the community
- Follow all local, state, and federal laws
- Notify Site Supervisor/program staff immediately of criminal arrest/conviction while serving as a Member

Disciplinary Guidelines for Violations of Group B Standards of Conduct

1. First Offense: Immediate Suspension or Discharge

Any behavior which affects Members' ability to perform in their service assignment, or that is not in the best interest of the Host Site or its project, will be subject to review by the Site Supervisor and Grant Manager and disciplinary action may be taken.