



YOUR HEALTHY CHOICE AMBASSADOR

## CODE OF CONDUCT

Staff and volunteers are integral to our program. The purpose of this document is to help MJKO staff, volunteers and program participants understand and demonstrate healthy and safe relationships with kids and adults alike and to assist MJKO members in their interactions with minors in MJKO-sponsored and affiliated programs. They are not intended to address interactions within families.

For the purposes of this policy, the following are included in the definition of MJKO members: Executive Board Members, the Executive Director, MJKO employees or contractors and volunteers. A minor is defined as anyone under the age of 18.

### **General**

1. MJKO members will always conduct and present themselves appropriately-- with decorum, consideration and respect for others (e.g. dress appropriately, refrain from intimate displays of affection in public). They are to act as positive role models for minors and use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than inappropriate competition, comparison and criticism.
2. MJKO members must exercise caution and cultural sensitivity in their interactions with minors. MJKO members are cautioned against initiating or otherwise engaging in sexually oriented conversations with minors. Members in a mentoring or counselling relationship should avoid responding to sexually oriented questions or comments from minors. What is deemed as an innocent comment could invoke extreme punishment within a minor's home.
3. MJKO members are to report unmanageable or unusual behaviour of minors to parents or legal guardians as soon as possible.
4. Unsanctioned MJKO sponsored or affiliated activities must not take place at the private residence of any MJKO member. MJKO members shall be permitted to engage privately with minors but in public view of others or in case of emergency. (e.g. in a quiet corner of a room where they can be seen by others)
5. In no circumstance, shall any MJKO member:
  - use, possess, distribute, or be under the influence of alcohol, tobacco products, or any illegal drugs in the presence of minors (See Cannabis Discussion in attached Addendum A);
  - dispense any medication, including Tylenol, etc.;
  - engage in behaviour that can be perceived as coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating;
  - be sexually or romantically involved with a minor, or be in any type of relationship with a minor other than in his/her capacity as a MJKO member;
  - possess any sexually oriented materials (e.g. magazines, videos, etc.) during MJKO programs or engage in discussions of a sexual nature (including his/her own activities).

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### ***Special Circumstances***

1. In the event that MJKO members, who must be at least 21 years old and possess a valid Class G drivers' license, provides transportation to and from events for minors; the following guidelines must be strictly observed, subject to change as permitted in writing by the Executive Director:
  - obtain written permission (subject to extraordinary circumstances)
  - **NO** unauthorized stops are to be made
  - Avoid unnecessary physical contact
  - Whenever possible, two adults must be present
2. Some programs and activities require the provision of changing and showering facilities. Separate facilities must be provided for (i) adults and (ii) minors or in circumstances where facilities are shared shower schedules will be created.

### ***Physical Contact with Minors***

The following guidelines are intended to promote a positive, nurturing environment, while protecting minors and MJKO members from misunderstandings.

Appropriate displays of affection between MJKO program participants, members, and/or associates are important for healthy development.

### ***Behavior Management Procedures***

MJKO members are prohibited from using physical force as retaliation or correction for inappropriate behaviors by program participants. The following are examples of prohibited actions, and are not acceptable techniques for behavior management:

- isolation, except as needed for the child to gain self-control, and then only under the supervision of an adult, and for no longer than 30 minutes
- withholding food, water, medication, necessities for personal hygiene (e.g. showers, clean clothes)
- degrading punishment e.g. group punishment for one child's behavior, excessive exercise
- physical restraint including use of any rope, tape, etc., except in cases where the safety of other members or program participants is in question (i.e. to hold one back from fighting)

AT ALL TIMES, EXERCISE JUDGEMENT, CAUTION AND

BE SENSITIVE TO APPLICABLE CULTURAL NORMS.



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## **Addendum A**

### ***Cannabis***

While the use of medicinal drugs is clearly acceptable, no MJKO Board member, employee or volunteer may use, distribute, or be under the influence of alcohol or non-medicinal drugs in the workplace. The workplace is, including the surrounding areas, the gym, schools, outside park areas, malls, field trips or any place where MJKO is conducting an organized event or activity. The non-prescription use of marijuana is considered recreational use and is considered by MJKO as a non-medicinal Drug.

Anyone who is found to be under the influence of non-medicinal drugs or alcohol will be sent home immediately and may be subject to disciplinary action.

Please note: The use of medical marijuana requires a note from a doctor. This does not entitle the employee/volunteer to compromise the safety of themselves or others, smoke in the workplace or have unexpected absences or lateness. A plan of action will be discussed with the employee/volunteer and the Executive Director.