

 Policy #: HRM-4	Page #: 1 of 2
Ref #: 1302.90(c); Personnel Policies 403, pp. 48-51	Policy Council Approval Date: 07/25/2023

COMPONENT: PROGRAM DESIGN AND MANAGEMENT – HUMAN RESOURCE

SUBJECT: STANDARDS OF CONDUCT

PERFORMANCE OBJECTIVE: To ensure that all staff, consultants, and volunteers abide by the program’s standard of conduct.

POLICY AND PROCEDURE:

All staff, consultants, and volunteers will adhere to the program’s standards of conduct.

All staff, consultants, contractors, and volunteers implement positive strategies to support children’s well-being and prevent and address challenging behavior;

All staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:

- (A) Use corporal punishment;**
- (B) Use isolation to discipline a child;**
- (C) Bind or tie a child to restrict movement or tape a child’s mouth;**
- (D) Use or withhold food as a punishment or reward;**
- (E) Use toilet learning/training methods that punish, demean, or humiliate a child;**
- (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;**
- (G) Physically abuse a child;**
- (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child’s family; or,**

(I) Use physical activity or outdoor time as a punishment or reward;

(i) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;

(ii) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and,

(iii) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Failure to comply with this policy and the severity of the incident will result in staff counseling, suspension without pay, or immediate termination.