



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

VOLUNTEER CODE OF CONDUCT AGREEMENT

As a volunteer at a school or at an administrative office for the YMCA of San Joaquin County, I will agree to abide by the following code of conduct.

1. I know that as a volunteer I may witness or overhear information that is confidential with regard to a student or staff member. I agree not to divulge any information that pertains to student record information; this would include academic performance, grades, attendance, discipline, or health information. This would also include personal information for both students and staff which would include address or phone numbers as well as any information learned about home life or family. I also agree not to share any information that is speculated or could be damaging to the character or reputation of a staff or student.
2. I agree to follow all policies, procedures and protocols with regard to student safety, discipline, and school rules. This would include any specified dress code policy as referred to by the district or school administration.
3. I agree to attend any training required of volunteers.
4. I agree to abide by the school policies designated for volunteers. This would include signing in and signing out procedures, attendance, and adhering to any restrictions placed on volunteer personnel.
5. By signing this form, I agree to serve as a representative of the school in terms of attitude, demeanor, and actions. I understand that I will adhere to policy implemented by school administration. I also understand that my volunteer service is intended to assist the staff and students in their work toward academic achievement.

Volunteer Signature

Date

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CHILD ABUSE REPORTING PROCEDURES

The YMCA of San Joaquin County advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms or verbal or emotional abuse.

Affectionate touch and the warm feelings it bring is an important factor in helping a child grow into a loving and peaceful adult. However, the YMCA of San Joaquin County staff and volunteers need to be sensitive to each persons need for personal space (i.e., not everyone wants to be hugged). The YMCA of San Joaquin County prohibits inappropriate touch – touch that exploits a child or touch initiated by an adult for the adult’s gratifications or other means of sexually exploiting children.

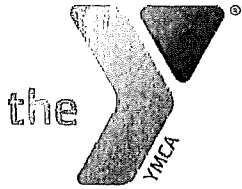
In the event that there is an accusation of child abuse, the YMCA of San Joaquin County will take prompt and immediate action as follows:

- 1) At the first report or probable cause to believe that child abuse has occurred, the employed staff person and/or volunteer it has been reported to will notify the Program Supervisor or Office Manager, who will then review the incident with the Executive Director. However, if the Executive Director is not immediately available, this review by the supervisor cannot in any way deter the reporting of child abuse by the mandated reporters. Most states mandate each child care provider to report information they have learned in their professional role regarding suspected child abuse. In most states, mandated reporters are granted immunity from prosecution.
- 2) The YMCA of San Joaquin County will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the laws with any legal authority involved.
- 3) In the event the reported incident(s) involve a program volunteer or employed staff, the Executive Director will, without exception, suspend the volunteer or staff person from the YMCA of San Joaquin County.
- 4) The parents or legal guardian of the child or children involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.
- 5) Whether the incident or alleged offense take place on or off YMCA of San Joaquin premises, it will be considered YMCA related (because of the youth-involved nature of the YMCA of San Joaquin County).
- 6) Reinstatement of the program volunteer or employed staff person will occur only after all allegations have been cleared to the satisfaction of the persons named in #1 above.
- 7) All YMCA of San Joaquin County staff and volunteers must be sensitive to the need for confidentiality in the handling of this information, and therefore, should only discuss the incident with the persons named in #1 above.
- 8) All full time and part time employees and program volunteers must read and sign this policy.

Print Name

Signature

Date



YMCA OF SAN JOAQUIN COUNTY
 2105 W. MARCH LANE, SUITE 1
 STOCKTON, CA. 95207
 (209) 472-9622
 WWW.YMCA5JC.ORG

PHOTO AND VIDEO/AUDIO RECORDING RELEASE

I am 18 years of age or older and, if not, my Mother/Father/Legal Guardian has also signed below.

For my participation in activities to be conducted by the YMCA of San Joaquin County (YSJC), I hereby give my permission and consent, now and for all time, to YSJC collaborating third parties to make, reproduce, edit, broadcast or rebroadcast any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience within said activities, for publication, display, sale or exhibition thereof in promotions, advertising, education and legitimate business uses without any compensation to, and/or claim, by me. I may, or may not be, identified in such reproductions; however, I shall not be stated by name to have endorsed any particular commercial products or commercial services.

I further agree to the following:

- Any video film, footage, sound track recordings, and photo reproductions of me and/or my narrative account of my experience during said activities, I authorize, according to this Release, shall belong to YSJC and collaborating third parties. Therefore, they will have full right of disposition of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience within said activities;
- Any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience within said activities will not be subject to any obligation of confidentiality and may be shared with and used by YSJC and collaborating third parties;
- YSJC and collaborating third parties collaborating shall not be liable for any use or disclosure to a third party of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience; and
- YSJC and collaborating third parties shall exclusively own all known or later existing rights to worldwide and shall be entitled to the unrestricted use any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience for any purpose without compensation to me.

I agree that my consent and this release are irrevocable. I hereby release and discharge YSJC and collaborating third parties from any and all claims in connection with the uses and reproductions, any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience as described herein.

Signature: _____ Date: _____

Printed Name: _____ Age (Optional): _____

Address (Optional): _____

I am the Mother/Father/Legal Guardian of (child's name). For the consideration contained herein, I hereby consent to the foregoing on behalf of my minor child.

Signature of Mother/Father/Legal Guardian:

YMCA of San Joaquin County

Social Media and Networks Policy

Social Media and Networks

Employees and volunteers of the YMCA of San Joaquin County are responsible to read and adhere to YMCA of San Joaquin County's social media and networking policies and procedures as they relate to all association approved sites and personal sites. Policies, procedures and guidelines will continue to evolve as technologies, online tools and practices change. Review this policy and related procedures, guidelines and best practices periodically to ensure you are aware of the most current information. Failure to adhere to YMCA of San Joaquin County's policies and procedures can result in disciplinary action, up to and including termination of employment or volunteer service, or legal action.

Social networks are online communities typically comprised of people with the same interests and/or activities. Social networks provide a means of communication through websites, email, instant messaging, video, and other online tools. Social network sites include, but are not limited to: Facebook, Twitter, YouTube, Flickr, Picasa, MySpace, LinkedIn, Wikipedia, and blogs.

The YMCA of San Joaquin County's Child Abuse Prevention Code of Conduct and all other association policies continue to apply to the online realm of social media and networking regardless of whether the social media activity relates to YMCA of San Joaquin County's business.

All social media and networking sites that represent YMCA of San Joaquin County or any of its branches or offsite operations must be approved by the Association Office Marketing department PRIOR to planning, implementation, and going live.

Before approval is granted, the branch Executive Director will be required to complete a Social Media Readiness Assessment to evaluate the branch's current online presence and visibility, and to determine if the appropriate resources are in place to devote to social media.

Safety – Our first priority is your safety and the safety of our members. If you become aware of any issue that may jeopardize your safety while you are working or volunteering at our YMCA or that may jeopardize the safety of a member, contact your supervisor or Executive Director immediately.

As an employee or volunteer of YMCA of San Joaquin County and its branches, you may not give out links to your personal social networking profiles, blogs or websites, nor initiate contact with YMCA members under the age of 18. If a member under the age of 18 finds your personal social networking profile and requests to be linked as a friend, you must politely decline the request. Under no circumstances should you initiate contact through any social media sites. Any exceptions, including prior relationships, require written documentation and prior approval by the branch Executive Director.

YMCA of San Joaquin County does not tolerate cyber bullying on YMCA social media sites, whether by members, staff or volunteers. Cyber bullying is defined as using the internet, cell phones or other communications devices to send or post text or images intended to hurt or embarrass another person. Examples include threatening or harassing emails, text messages, and comments on social networking sites. If you suspect cyber bullying that may be related to working at, or being a member of, the YMCA of San Joaquin County, report it to your supervisor or Executive Director immediately. Cyber bullying will be treated with the same seriousness as face-to-face bullying and may include being removed from a program or termination of employment or volunteer service.

Social Media and Networks (continued)

Do not, under any circumstances, post photos or videos of members, volunteers or guests enrolled in YMCA programs or participating in activities at the YMCA on your personal social networking sites.

Legal Parameters – Your non-disclosure obligations and legal responsibilities are listed below.

YMCA of San Joaquin County will not construe or apply this policy in a manner that interferes with employees' rights under the National Labor Relations Act.

Legal Liability – As an employee or volunteer, you can be held personally liable for posting any comments or media on personal or YMCA social media sites deemed to be defamatory, obscene, proprietary, copyrighted, or libelous (whether pertaining to the YMCA, individuals, or any other entity).

YMCA Privileged Information – Any confidential, proprietary, or trade secret information is off-limits for any social media site unless specifically authorized in writing by an association officer. Anything related to YMCA members, policy, programs, strategy, financials, products, etc. that has not been made public cannot be shared in social media sites under any circumstances.

The YMCA requires that staff, in the performance of their jobs, will abide by these standards of conduct. Failure to follow the code of conduct may be considered to be misconduct.

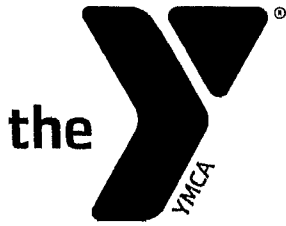
I understand that any violation of this Code of Conduct may result in disciplinary action up to and including termination.

Employee name (print) Employee signature Date

The above employee has received a copy of this Code of Conduct to keep in addition to this signed copy for their file.

Supervisor name (print) Supervisor signature Date

ss.HR-YMCASV



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Confidentiality Agreement

This is to certify that I, _____, an employee, student, volunteer or intern of YMCA of San Joaquin County, understand that any information (written, verbal or other form) obtained during the performance of my duties must remain confidential. This includes all information about members, students, employees, and other associate organizations, as well as any other information otherwise marked or known to be confidential.

I agree to preserve the confidentiality of all information and to not divulge this information in any form. Any breach on or off duty of this agreement will be taken seriously. Any violation can or may result in disciplinary action including dismissal.

I acknowledge that I have read the confidentiality agreement and understand my responsibility as they pertain to confidentiality of personal information and agree to the principles of this agreement.

Signature of Employee/Student/Volunteer/Intern

Date

Signature of Witness

Date