

Policies and Procedures : Code of Conduct - Housing

This page last changed on Jan 08, 2007 by tina.

OUR VISION

To empower emerging generations to change their world by living their lives with purpose.

OUR MISSION STATEMENT

Absolute exists to reach every possible high school student with the message of hope and that there is more than what they see in front of them. Through high school presentations, social justice opportunities and personal mentoring, we desire to instill the value and dignity of life in each individual we encounter.

OUR CORE OBJECTIVES

1. To reach every Canadian teenager with the message that they are capable of making healthy choices and living purposeful lives.
2. To offer every teen a sense of global perspective and an opportunity to develop a heart for social justice
3. To provide peer counseling and a listening ear through our chat line
4. To mentor young adults to be leaders in a changing world
5. To help enable educational, business, and social institutions to work together to address global poverty

INTRODUCTION

For the purpose of the code of conduct, the term *student* refers to any person enrolled in Absolute Leadership Development's 9-month training program; the term *volunteer* refers to any person currently part of Absolute's staff or road team in a volunteer capacity; the term *staff* refers to any person who is currently employed by Absolute; the term *team member* is inclusive of all three categories mentioned above and any band or technical team under contract with Absolute; the term *high school student* includes any and all students of any age or grade level in the audience at any and all Absolute performances (including night concerts).

INTERPERSONAL RELATIONSHIPS

- Conduct yourself in a respectful and civil manner at all times. Have respect for other team members, staff, property, and the rules of Absolute.
- Verbal abuse, insults, or any other behavior that demonstrates a lack of respect or civility will not be tolerated.

ALCOHOL

- Alcohol is not permitted on Absolute Leadership Development's housing or office properties for storage or consumption.
- Excessive use of alcohol by any team member, resulting in intoxication, will not be tolerated and may result in dismissal.

DRUGS AND MEDICATION

- Consumption or possession of illegal drugs, by any team member, is prohibited and can lead to dismissal from Absolute. For the purposes of this code of conduct, possession and/or consumption of marijuana (in any amount) is considered illegal and may result in dismissal.
- Any prescription medication you are required to take must be reported to the Housing Supervisor.

SMOKING

- Smoking, by any team member is prohibited on all Absolute property.

PORNOGRAPHY

- Possessing or viewing pornographic films or images is prohibited. Pornographic magazines (IE. Maxim, FFH, Stuff, Cosmo, etc.) are also unacceptable. These magazines are not only demeaning to women but go against the positive self worth message we are promoting in the High School assemblies.

FINANCES

- All purchases for Housing, excluding items listed on the supply list, must go through the Housing Supervisor in advance or they will not be compensated.

PROPERTY

- All personal items (IE. Desk, chairs, lamps, etc.) brought into the dorm is at each team member's own risk. Absolute will not be held responsible for the loss, damage or theft of any individually owned property.
- Any personal items needing storage must be approved by the Housing Supervisor and a Storage Agreement must be signed. A monthly fee is charged for storage of personal items. Absolute is not a storage facility and all personal items must leave with you when your term is complete.
- Incident and damage reports must be completed when any property damage (beyond normal wear) occurs. A thorough account of the occurrence must be recorded and witnessed. When appropriate, a signature from the Housing Supervisor and/or Office Manager may need to be obtained (IE. theft).
- All dorm rooms, facilities, road vehicles, and appliances are the property of Absolute, and need to be treated with care and respect.

GENERAL

- All Housing staff and/or volunteers must set an example for all persons living in Absolute housing by abiding by the Housing Regulations at all times.
- In response to unforeseen circumstances, new policies may need to be established by the Housing Supervisor at any time.
- Work in exchange for rent, measured by the hour, job, etc., should be clearly outlined with the Housing Supervisor.

PROFESSIONAL CONDUCT

- Please be respectful of others' personal choices regarding religion, politics, and other highly debatable topics. While Absolute is Christian values-based organization, we recognize that not everyone may share the same values as us, so we ask that each team member avoid undue conflict.
- At all times, please be mindful of who and what you are representing. This applies to public settings (IE. Presentations, high schools, churches, etc.) as well as in the office and in communication with email, phone, etc. Whether it seems fair or not, general impressions of our organization are formed from the moment people meet you, and we desire that this be a fair representation of Absolute and of our mission.
- In regards to language, please be mindful that there is a time and a place for everything, and think before you speak. Using common terms such as 'retarded,' 'gay,' 'fag,' or 'homo' in a derogatory manner is potentially very offensive and damaging. As well, please limit and try to eradicate vulgar terms and phrases from your vocabulary. This is unprofessional in all situations, and we prefer that all Absolute staff and students adhere to this standard.
- Sexual vulgarity and discriminatory talk will not be tolerated. Please note that this also applies to road team and public settings. We are a leadership organization, and therefore, we choose to live that out at all levels.
- While we understand camaraderie and relationship building, please be mindful of when and where you use your 'inside jokes' and special phrases.
- Gossip is not tolerated under any circumstance. If you have an issue with someone, please deal with it in a mature, adult-like manner - no one else needs to know. If necessary, talk to an RS/RA, but spreading of rumors, "prayer requests," etc., is childish and hurtful.

I, the undersigned, understand and agree to adhere to Absolute Leadership Development's Code of Conduct. I understand that failure to do so will result in disciplinary action which may include dismissal from the Absolute. Any and all ensuing living expenses will be at my own cost.

(Signature)

(Date)

(Witness)

(Date)