

# Rules Governing Personal Conduct of West Michigan Archery Center.

## Policy

**Applies to:** West Michigan Archer Center: Board of Directors \ Volunteers \ Members.

The Rules of Personal Conduct for Employees, Members and Volunteers are intended to promote the orderly and efficient operation of West Michigan Archery Center, as well as to protect the rights of all Employees, Members and Volunteers. Violations, therefore, shall be regarded as cause for disciplinary action, up to and including loss of all West Michigan Archery Center's privileges and access.

Disciplinary action may result from an accumulation of minor infractions, or for a single serious infraction.

Disciplinary action under these rules does not preclude an Employee, Member or Volunteer from criminal liability or sanctions for violation of local, state or federal laws.

These rules do not preclude WMAC from establishing additional rules as necessary for effective WMAC management of operations. This is not a comprehensive list of rules, and the WMAC reserves the right to discipline Employees, Members and Volunteers for acts or omissions not stated below.

Each Employee, Member, Volunteer is required to conduct himself/herself in a professional manner at all times. The following are examples of prohibited conduct:

### **1. Sexual Harassment:**

Sexual harassment is a form of unlawful gender (sex) discrimination and is not tolerated at West Michigan Archery Center

### **2. Sexual Conduct:**

Behavior of a sexual nature that is not sexual harassment may, nonetheless, be unprofessional in the workplace, disruptive in the classroom or violate other WMAC policies; and, like other behavior that is unprofessional, disruptive, or violates a WMAC policy or ordinance, it could warrant removal from premises, and termination of Employment, Membership or Volunteer privileges.

Many types of behavior may constitute sexual harassment or sexual conduct including, but not limited to, the following:

- Sexual assault
- Threats or insinuations that lead the affected individual reasonably to believe that granting or denying sexual favors will affect his/her reputation.
- Sexual advances, sexual propositions, or sexual demands that are not agreeable to both parties
- Unwelcome and persistent sexually explicit statements or stories.
- Sexually explicit e-mails or text messages
- Sexual misconduct such as stalking, cyber stalking, voyeurism, or recording or transmitting sexual images
- Repeated use of sexually degrading language or sounds to describe a person
- Unwanted and unnecessary touching, patting, hugging, or other physical contact
- Comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior
- Dissemination of sexually explicit materials within the WMAC grounds
- Creation, dissemination, or display of offensive items or materials that disrupt the WMAC operations, including, but not limited to, photographs, graphics, symbols or video or audio recordings

### **3. Other Prohibited Harassment or Inappropriate Conduct:**

Other Unlawful Harassment may occur when a WMAC representative, customer or community member is subject to unwelcome conduct based on the following but not limited to: age, color, gender, gender identity, genetic information, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Unwelcome conduct that is objectively and subjectively severe, persistent or pervasive and creates an unreasonable interference with the WMAC volunteer staff, customer or visitor, personal experience is considered harassment.

### **4. Misconduct related to the use or possession of alcohol, illegal drugs, or controlled substances:**

- No consumption or possession of alcohol on WMAC premises
- Consuming, distributing or possessing illegal drugs, as determined by state or federal law, on WMAC premises
- Consuming, distributing, or possessing controlled substances on WMAC premises without a prescription
- Selling or conspiracy to possess illegal drugs or controlled substances
- Unlawfully manufacturing, distributing, dispensing or using illegal drugs or controlled substances
- Being under the influence of alcohol while within WMAC Facilities or events.
- Being under the influence of illegal drugs (as determined by state or federal law) while within WMAC Facilities or events.

- Being under the influence of controlled substances without a prescription while within WMAC Facilities or events

#### **5. Noncompliance with safety rules and regulations:**

- Failing to immediately report all accidents and/or injuries
- Failing to comply with safety rules and regulations established by WMAC management
- Failing to use safely all WMAC property, equipment not limited to archery equipment
- Failing to report unsafe conditions or practices
- Creating or contributing to disorderly, unclean, or unsafe facility conditions

#### **6. Negligent behavior relating to WMAC property or the property of others:**

- Malicious, negligent, or intentional destruction, damage, defacement or willful neglect of property operated by WMAC including facilities and grounds.
- Using/possessing WMAC or another's personal property without authorization, including but not limited to, non-business use of WMAC computers and peripheral equipment
- Unauthorized taking or attempting to take, misappropriate, conceal, or remove property of the WMAC or of volunteer, visitor, patron or guest of WMAC
- Unauthorized use of the WMAC telephones, computers, electronics, or other equipment during working or nonworking hours
- Knowingly admitting, or providing means of access to, an unauthorized person into any locked or restricted WMAC building and/or area of the archery center
- Knowingly providing means of access to WMAC information technology resources to an unauthorized person

#### **7. Inappropriate behavior or conduct related to the treatment of others:**

- Utterance or publication of any threat, threatening, intimidating, obstructing, and/or harassing other persons
- Fighting and/or instigating a fight
- Bullying (using verbal, physical, or psychological abuse) or otherwise mistreating a WMAC or of volunteer, visitor, patron or guest of WMAC
- Engaging in aggressive, hostile, or violent behavior, such as intimidation of others
- Attempting to instill fear in others
- Engaging in belligerent speech, excessive arguing or swearing
- Sabotage or threats of sabotage

#### **8. Other misconduct including but not limited to:**

- Using vulgar or obscene language
- Exhibiting immoral conduct
- Retaliating against an individual who makes a complaint of harassment
- Possessing weapons, firearms, hazardous materials or explosives on WMAC grounds or events (unless authorized or licensed to by Federal and or State or Local ordinances to do so).

- Engaging in horseplay or practical jokes that endanger or disrupt any individual at a WMAC facility or event
- Smoking in unauthorized areas or inappropriately disposing of smoking materials including the use or improper disposal of electronic cigarettes
- Misconduct outside of WMAC facilities, including committing illegal acts, that reflects adversely upon WMAC.

**9. West Michigan Archery Center Coaching Code of Conduct:**

- All West Michigan Archery Coaches shall abide by the guide lines set forth by the USA Archery Safe Sports Code of Conduct Policy.
- This applies to all Coaching activities without regard to location, time or sport activity.
- This applies to all Coaching activities both Sanctioned by West Michigan Archery Center or Private Coaching.
- Coaching defined: A person who teaches and or trains another in any particular sport or subject.

**Attestation:**

I, \_\_\_\_\_, have read the Rules Governing Personal Conduct of West Michigan Archery Center. I understand that violations of these rules may be cause for loss of some or all of my privileges at the West Michigan Archery Center.

\_\_\_\_\_

(signature)

\_\_\_\_\_

(date)