

Each Move United member is responsible for creating their own policies and procedures to ensure the safety of their participants, volunteers, and employees. Please feel free to use this reference sheet to help shape your policies/procedures.

## **General Considerations:**

- Informs internal and external stakeholders about what is valued by organization, its employees, and management
- Code language should be simple, concise, readily understood by all employees or participants
- May need a simpler code of conduct for young athletes to understand
- Written, reviewed, and edited by multiple team members
- Should be revised and updated based off appropriate reviews
- Have participant (legal guardian) read, acknowledge, sign, and date
- Should be posted in facility for all to view

## **Staff/Volunteer Code of Conduct**

### **Content:**

- Mandatory paperwork needed for participation
- Outline personal conduct guidelines
- How to communicate on behalf of company (in person & social media)
- Employment environment
- Policies on discrimination, harassment, bullying
- Employment Practices and Affirmative Action
- Protocol for staff participation in activities while on the job
- Protocol on relationships (staff and participant, between staff members, etc.)
- Protocol on use of substances while on the job
- Protocol for emergency procedures
- Protocol for grievances
- Outline any consequences for breaking the code of conduct and future participation

## **Participant Code of Conduct**

### **Content:**

- Mandatory paperwork needed for participation
- Outline acceptable behavior in and out of programming
- Policy on discrimination, harassment, bullying
- Protocol on use of substances while participating in activities
- Protocol for emergency procedures
- Outline any consequences for breaking the code of conduct and future participation