

## Lochearn Camp -- Code of Conduct

As an employee of Lochearn Camp for Girls, I recognize that my purpose is to provide an educational, recreational and enriching experience for each camper and, within that effort, to consistently demonstrate an attitude of support, commitment and good will toward the campers, their families, my fellow staff members, management and the organization of Lochearn Camp. In accordance with this purpose, I promise to honestly and consistently behave in the following manner:

- To always have my actions uphold Lochearn's traditions and policies
- To always help my fellow staff members uphold Lochearn's traditions and policies
- To set boundaries with campers, always serving as the authority figure, being friendly with campers while understanding that you are not their friend. You are their counselor and instructor.
- To set a good example by following the same expectations we have for campers. Proper personal hygiene, appropriateness of dress, bed-making, neat storage of my belongings, enough bed rest, kind treatment of friends and cabin mates, no profanity, no gossiping or pranks, no personal cell phones or Ipods in the community even if used only as an alarm, etc. all set the example. There can only be one standard for campers and staff alike if this program is to be effective.
- To uphold the trust and responsibility parents and the camp have placed in me for the care and well-being of children, **I agree to refrain from the use of alcohol, tobacco and drugs on or near camp property and to be free of their influence on and off camp property at any time when I am responsible for Lochearn campers.**
- To uphold my responsibility to supervise and to keep the campers physically and emotionally safe, I agree to be in Thistle only during my days off, periods off as assigned to me, or after 10:00pm at night. At all other times, I will be out and about in the community interacting with campers and staff and assuring their full participation and safety.** [Staff are allowed to be in Thistle to pick up mail or make a quick (5 minute) phone call directly before and after lunch, but should not gather in Thistle during these or any other times for extended periods when you are not on a day or period off.]
- Whether in camp, on a camp trip, or on my day off, always to keep in mind that I represent Lochearn Camp, to be considerate of my neighbors and courteous to those with whom I come into contact during all in and out-of-camp activities.
- To handle all my responsibilities in an honest and professional manner -- that is, to be on time for all events (flag, classes, rest hours, evening cabin times, evening programs, etc.), to be appropriately dressed for all my classes, to teach every class from the first one to the last one of the season prepared, with enthusiasm and in accordance with the schedule assigned to me, to attend to my campers with understanding, kindness and quality care, to actively participate in evening programs and special events, to responsibly handle evening patrols as assigned to me, to maintain evening curfews and all other policies as outlined in the staff manual.
- To use Lochearn's supplies for camp purposes only. I understand that personal use of camp supplies including office computers, office internet access and office telephones, camp food, camp business supplies, camp gasoline, etc.) is considered stealing unless usage has been otherwise authorized by the Directors.

