

CODE OF CONDUCT

The Meridian Senior Center in Okemos, MI is a community based organization dedicated to improving the lives of older adults in our community. It is important that members, volunteers, guests and staff avoid behavior that infringes on the rights, welfare and enjoyment of others. Participation in the organization's programs is dependent on the observance of the Center's rules and procedures.

The activities outlined below are strictly prohibited. Any participant, volunteer or guest who violates this code is subject to censure, up to and including removal from the program.

- Discourtesy, actual or threatened violence, harassment, abusive language or bullying.
- Unauthorized materials such as explosives, firearms, weapons or other similar items.
- Attending activities at the Senior Center while under the influence of drugs or alcohol.
- Conduct endangering the life, safety, health or well-being of others.
- Abuse of the Center or its contents, including littering, misuse, theft or abuse of the building, equipment or supplies.
- Violation of any federal, state, school, township or county laws and ordinances.
- Failure to follow School/Center emergency procedures and drills.
Failure to follow any agency or school policy or procedure.

The Advisory Board and designated volunteer members will assist the staff in enforcing this code of conduct.

****Okemos Public Schools has a Zero Tolerance policy for drugs, alcohol, and weapons.**

CORRECTION STEPS

1. First offense: a documented verbal warning
 - a. Meet with participant to discuss conduct policy.
 - b. Discuss inappropriate behavior and the violation that occurred.
 - c. Advise the participant that continued inappropriate behavior may result in suspension from programs.
 - d. Make a record of the incident, and provide a copy to the participant.
 - e. Record to be kept for one full calendar year

2. Second offense: a documented written warning
 - a. Meet with participant to discuss violation(s).
 - b. Make record of the incident, and provide a copy to the participant.
 - c. Issue suspension to participant for up to five days of program operations. (Not counting weekend, holidays or other days the center is closed).
 - d. Length of suspension to be determined by staff and advisory board members.
 - e. Record to be kept on file for one full calendar year.

3. Incidents of imminent danger
 - a. Handle imminent danger to persons or property as a police matter.
 - b. When appropriate call 911 (8-911) to protect the safety of participants and staff at the Center.
 - c. To be kept on file for 2 full calendar years