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Cancels: WSC Policy #5
See Also: Member Service Agreement

POLICY

Approved by:
Mark Duncan

POL – 130

MANAGING MEMBER CONDUCT

This Policy applies to all Washington Service Corps (WSC), including Washington Reading Corps (WRC) AmeriCorps members.

WSC members are role models for people of all ages in the communities they serve. Satisfactory service of a member includes good attendance, a positive attitude, quality service and compliance with the rules of conduct.

1. Member Follows WSC, Sponsoring Organization, and Service Site Rules of Conduct

While serving as a WSC AmeriCorps member:

- Demonstrate mutual respect towards others
- Fulfill duties and responsibilities of the position
- Follow directions
- Direct concerns, problems, and suggestions to their project or service site supervisor

The following actions constitute a violation of the program's rules of conduct:

- Unauthorized tardiness
- Unauthorized absences
- Repeated use of inappropriate language (i.e. profanity) at a service site
- Failure to wear appropriate service gear to service assignments
- Stealing or lying

- Engaging in any activity that may physically or emotionally damage the other members of the program or people in the community
- Unlawful manufacture, distribution, dispensation, possession or use of any controlled substance or illegal drugs (including marijuana) during the term of service
- Consuming or being under the influence of alcoholic beverages, marijuana, or other intoxicants during the performance of service activities or training
- Failing to notify the program of any criminal arrest or conviction that occurs during the term of service
- Engaging in any activity that is illegal under local, county, state or federal law
- Engaging in activities that pose a significant safety risk to others
- Failure to comply with the code of conduct, including dress code requirements, of the sponsoring organization and the service site

Failure to comply with the rules listed above may result in disciplinary action up to and including termination of service.

2. Sponsoring Organization Ensures Member Understands Rules of Conduct

Orientate member on rules of conduct for WSC, Sponsoring Organization, and service site.

3. Sponsoring Organization Follows WSC Disciplinary Procedures

If member violates any of the rules of conduct, supervisor must follow progressive discipline procedures outlined in Member Service Agreement.

If there is any conflict between the Member Service Agreement and the laws, rules, or policies governing the Sponsoring Organization and/or service site, this must be disclosed immediately to WSC for review.

4. WSC Makes Final Decision On Member Conduct and Disciplinary Action

WSC staff will notify Sponsoring Organization via email upon making the final determination about disciplinary action based on member conduct.