

*Rite of Passage
Policy and Procedure*

Policy Number:	100.410	
Policy Name:	Employee Standards of Conduct and Performance	
Creation Date:	November 1, 2010	Author: RHW
Revision Date:	Revision #:3/12/12	Initials:DW

Policy:

Every Rite of Passage employee shall conduct him/herself in a manner to further Rite of Passage's mission of providing high quality, professional, courteous and efficient services to the students in our care, the clients who place those students and the communities, cities and states we operate in and serve.

Employees of Rite of Passage are expected to discharge the duties and responsibilities of their positions in a manner that upholds an environment of trust and professionalism that reflects the highest ethical standards.

- A. Each employee of Rite of Passage will be expected to adhere to the following guidelines during their term of employment. The Code of Conduct for ROP employees is as follows:
1. Perform work with diligence, honesty, and impartiality. Every employee shall fulfill to the best of his/her ability the duties of his/her position. In performing official duties and activities, the employee shall pursue the common good, and not only be impartial, but so act neither to endanger nor give occasion for distrust of his/her impartiality.
 2. Engage in conduct that affords respect and courtesy to, and preserves the dignity of others.
 3. Refrain from conduct which is corrupt or illegal or serves to degrade, demean, or disregard the welfare of others.
 4. Promote and model exemplary, law abiding behavior.
 5. Avoid any conduct, interest, or relationship which is in conflict with, or detrimental to, the proper and effective discharge of official duties.
 6. Conduct work in a manner which contributes to, and supports, a safe and healthful work environment.
 7. Promptly and truthfully report any improper actions that violate Company policies, procedures and directives.
- B. Any employee whose actions violate the Company's code of conduct or other policies and procedures may be subject to disciplinary action up to and including termination of employment.
- C. The Duties and Responsibilities of each employee of Rite of Passage are critical to the successful operations of ROP. Every employee of ROP is required to adhere to the following:

1. Employees will comply with all laws, rules, and regulations which apply to any aspect of their job duties.
2. Employees will comply with all company, facility, department and program policies or procedures contained in policy and procedure statements, administrative memoranda, and other written or verbal directives including the lawful orders or directives of supervisors and/or managers.
3. Carry out the lawful orders or directives of supervisors/managers, or any conduct towards a supervisor/manager which degrades or is disrespectful of the authority or office of the supervisor/manager, will be considered insubordination.
4. Employees will fulfill the duties of their position and devote full time, attention and effort to the duties and responsibilities of their positions during assigned hours of duty.
5. Employees will not willfully fail to carry out their assigned duties, nor willfully misrepresent actual work performed, hours worked, or whereabouts while on duty. Employees will not perform any work or activities not directly related to their assigned duties while on work time.
6. Report to work on time and ready to work.
7. Any employee who feigns an illness, injury or physical disability for the purpose of obtaining Paid Time Off, benefits, preferential duty assignment and/or to avoid a duty assignment is malingering and in violation of this policy.
8. Any employee who fails to immediately render all practical assistance to another employee who is in danger of physical harm or who is attempting to subdue an unruly student has violated this policy.
9. Any employee found to be incapacitated while on duty is a violation of this policy. For the purpose of this policy, it is immaterial whether the incapacitation is due to the consumption of liquor or drugs. Any incapacitation that is sufficient to impair the full exercise, no matter how slight, of the mental or physical faculties of an employee is considered incapacitated within the meaning of this policy. ROP HR Policy 100.602 Drug and Alcohol Policy will be followed in all situations regarding incapacitation due to alcohol and/or drug use.
10. Employees are responsible for the safeguard and proper use of all company and Client property. Any employee who, willfully or through carelessness or negligence, causes or permits the loss, damage destruction, theft, or wrongful disposition of property is in violation of this policy.
11. Employees will not permit a student run away through neglect or design. Any employee who performs their duty in such a lax manner to permit a run away or who willfully or through neglect fails to take all necessary steps at run away prevention has failed in his/her duties and responsibility.
12. Employees who observe or have knowledge of a violation of any rule specified in this policy and who willfully or through negligence fails to report the incident to the appropriate authority will have violated this policy.

13. Employees will refrain from demeaning and belittling talk, horseplay, boisterous conduct and profane or indecent language in dealing with students, employees and any other person he or she has contact with while in an official role.
14. Employees are forbidden from using excessive physical force or verbal abuse of students. Employee will not use physical/verbal force beyond that necessary to control the situation as required by the program training and Safe Physical Management Techniques.
15. Gambling is not allowed on any ROP or ROP-operated premises or while on duty. Illegal gambling is prohibited at all times.
16. Uniforms or identifiable portions thereof, are not to be worn outside of ROP operations such as secondary employment or in any business serving alcohol as a main source of income. Employees will not be intoxicated while wearing any ROP uniform.
17. Employees shall not bear false witness against other employees or students. Furthermore, employees shall neither falsify any document nor willfully depart from the truth, either in giving testimony or in connection with any official duties or investigations.
18. Employees may not display, read, publicize, or bring any material of a sexual nature into the workplace or any other facility or premises, such as pictures, posters, calendars, graffiti, objects, reading material, or other material that is sexually revealing, suggestive, demeaning, or sexually explicit.
19. Employees will immediately report to their supervisor and appropriate authority any knowledge or information they witness and/or are informed of concerning sexual misconduct, sexually abusive behavior, physically abusive behavior or fraternization regarding employee, students, volunteers, contractors or any other person allowed access to a ROP Facility.
20. Any employee who assaults or strikes a student, subjects them to improper punishment/sanctions (Corporal Punishment), or deprives them of required/lawful benefits will be in violation of this policy and subject to disciplinary and possible criminal action.
21. Employees are prohibited from operating Company Vehicles without a valid driver's license and completion of ROP procedures for eligible driver authorizations. Employees must notify their supervisor and Human Resources within 24 hours of receiving a traffic citation (other than parking) and or loss of driving privileges.
22. It shall be considered improper conduct for an employee who, in the presence of a student, visitor, client, etc., to make derogatory remarks about other employees departments, management, etc.
23. Employees must report any charge, arrest, and subsequent disposition, including conviction, to the Human Resources Department on or by the next scheduled work day following the arrest, but no later than 48 hours of the arrest (Ohio employees must report charges, arrests and convictions within 24 hours). This requirement shall not apply to minor traffic violations (Except DUI, DWI, or Reckless Driving).

24. Employees must report any condition or use of medication the employee is taking which may affect job performance or judgment to the Human Resources Department.
25. Employees are not permitted to bring weapons of any kind onto ROP premises. *Note: The definition of weapon includes fireworks, explosives, dangerous chemicals, or arms classified as weapons. An instrument designed to look like a weapon, which is used to cause reasonable apprehension or harm, is expressly included within the definition of weapon.*
26. Retaliation by an employee against another employee, contractor, intern, volunteer, student or any other person for reporting violations or taking part in any violation investigation relating to this or any other ROP policy is prohibited, and subjects the offender to disciplinary action to include termination of employment even in cases of a first time offense.

*Rite of Passage
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Policy Number:	600.100				
Policy Name:	ROP Code of Ethics				
Creation Date:	1/10/10	Author: LWH			
Revision Date:	09/21/10	Revision #:	01	Initials:	MD/KM

Policy:

The Rite of Passage Code of Ethics is intended to serve as a guide to the everyday professional conduct of all ROP staff. ROP programs and staff focus on the needs of its students and utilize the best practices, skills, techniques and research shown to contribute to development and change in youth. To this end, ROP staff are committed to safeguarding every student's health, safety, and best interests.

Procedures:

1. Present each day as a new day with a renewed opportunity for staff and students to excel.
2. Serve as models for students and consistently display pro-social attitudes, behaviors and language.
3. At all times staff comport themselves with respect for all concerned.
4. Intervene in negative or anti-social behavior with the intent to provide direction on how to avoid a reoccurrence in the future.
5. Demonstrate adherence to best practices and principles.
6. The fundamental principle of student supervision practiced by staff at ROP is to manage interactions in a proactive and positive manner rather than reactive or negative manner.
7. Approach every interaction with students as a possible "teachable" moment.
8. Truthfully document and report all issues and/or incidents.
9. Follow all approved ROP policies and procedures.
10. Act in a manner consistent with professional standards and ROP policy. (See **Human Resource Policy 100.608 Business Ethics**)

*Rite of Passage
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Policy Number:	100.104	
Policy Name:	Equal Employment Opportunity Statement	
Creation Date:	August 15, 2009	Author: Rick Wright
Revision Date:	Revision #:	Initials:

Policy:

Our goal at Rite of Passage is to recruit, hire, and maintain a diverse workforce. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Rite of Passage will be based on merit, qualifications and abilities. Equal employment opportunity is not only good business—it's the law, and applies to all areas of employment, including, but not limited to recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits.

As an equal employment opportunity employer, Rite of Passage does not discriminate in its employment practices against any qualified employee or applicant for employment on the basis of his or her protected group status, including race, religion, color, national origin, gender (including pregnancy, childbirth, and related conditions), creed, family care status, ancestry sexual orientation, age, physical or mental disability, veteran status, and/or on any other basis that would be in violation of any applicable federal, state, or local law. Upon request, Rite of Passage will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. This equal opportunity employment policy also forbids status-based harassment such as racial or sexual harassment. This policy applies to all Rite of Passage facilities and all Rite of Passage sponsored activities.

Rite of Passage supports Title II of the Genetic Information Nondiscrimination Act (GINA) by prohibiting the use of genetic information in making employment decisions, restricting the acquisition of genetic information, imposing strict confidentiality requirements, and prohibiting retaliation against individuals who oppose actions made unlawful by GINA or who participate in proceedings to vindicate rights under the law or aid others in doing so.

Procedure:

Executives, managers, and supervisors are responsible for making reasonable efforts to assure that all employees are provided a work environment that gives every employee the opportunity to succeed. It is each executive, manager, and supervisor's responsibility to ensure each employee is treated in a non-discriminatory manner and free of any form of prohibited harassment, consistent with applicable law, rules, regulation and Rite of Passage policies.

Any executive, manager, supervisor, or employee that becomes aware of an incident of discrimination or harassment and/or receives a complaint alleging discrimination and/or harassment must immediately inform the site/regional Human Resources Manager/Representative so that appropriate action can be taken.

Executives, managers, and supervisor are responsible to ensure that employees and applicants are protected from coercion, intimidation, interference, retaliation, or discrimination for filing a complaint or assisting in an investigation regarding unlawful discrimination and or harassment.

Each site/regional Human Resources Manager has overall responsibility for this policy and maintains reporting and monitoring procedures for their region and/or site. The Corporate Human Resources Director is appointed the Company Equal Employment Opportunity Officer.

Employees with questions or concerns about discrimination and/or harassment in the workplace are encouraged to bring these issues to the attention of the Human Resources Department.

Employees who believe they have been discriminated against or subject to harassment on the basis of race, religion, color, national origin, gender (including pregnancy, childbirth and related conditions), creed, family care status, ancestry sexual orientation, age, physical or mental disability, veteran status, and/or on any other basis that

would be in violation of any applicable federal, state, or local law, or subjected to reprisal for opposing discrimination or hindered from participating in the employment discrimination/harassment complaint process must contact their site/region Human Resources Department or Corporate Human Resources Department.

Anyone found to be engaging in unlawful discrimination/harassment or failing to report such actions are subject to disciplinary action, including termination of employment.