

# Carlisle Swim Club

## Employee Code of Conduct

1. Pool rules and work place Code of Conduct must be adhered to by all employees at all times whether in the course of their employment or not.
2. Failure to follow pool Code of Conduct shall result in a written report prepared by the pool manager and presented to the Carlisle Swim Club (CSC) Board of Directors. Upon presentation of a third written report concerning a certain employee, the Board of Directors will terminate such employee's employment.
3. Reports of violation of the Code of Conduct by a pool manager shall be presented to the CSC Board of Directors by the complaining member or staff. Such report will be fully investigated by the Board and a personal meeting will occur before any disciplinary action is taken.
4. All employees shall sign the Code of Conduct. Any employee under the age of 18 must have a parent or guardian sign the Code of Conduct.
5. Swim club provided uniform must be worn while on duty. Such uniform may not be worn at any other time. While on duty, employees must present a professional demeanor which clearly designates them as being on duty. Membership privileges do not extend during work hours.
6. Employees primary responsibility while on duty is the safety of the general membership in attendance at the pool. While on duty, no employee may agree to supervise or be responsible for any one or a small group of children including their own or those related to them.
7. While on duty, employees are entitled to unlimited fountain drinks and popcorn. They may purchase grille items at  $\frac{1}{2}$  price which is to be supervised by a manager or Head Cook.

Carlisle Swim Club employees is defined as all paid pool staff, including pool attendants, life guards, head lifeguards, swim instructors, pool managers and swim team coaches.

I \_\_\_\_\_, acknowledge and agree to adhere to the CSC Code of Conduct

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (if needed)