

**CODE OF CONDUCT FOR EMPLOYEES OF**  
**THE COLLEGE GREENS SWIM AND RACQUET CLUB**

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1. This policy applies to all employees of the College Greens Swim and Racquet Club (Employer), including but not necessarily limited to pool managers, head guards, and lifeguards. Hereafter, they will be referenced as “Employees of the College Greens Swim and Racquet Club” or “Employees”.
2. Employment with the College Greens Swim and Racquet Club is at-will. At-will employment means that either the Employer or Employee may terminate the employment relationship at any time, with or without advance notice, and with or without cause. No one other than the Board of Directors has the authority to change the at-will status of an Employee.
3. The purpose of this Code of Conduct is to provide Employees of the College Greens Swim and Racquet Club with a general framework and guidance on the standards of behavior and conduct expected of them in performing their duties of employment and in their dealings with other employees, members of the College Greens Swim and Racquet Club members, visitors to the College Greens Swim and Racquet Club, and the community. This Code is not intended to address specific situations or behavior.
4. Employees of the College Greens Swim and Racquet Club have a responsibility to behave in a responsible, professional, and courteous manner at all times.
5. Employees will not be discourteous or rude, and will not bully, use abusive language, and/or physically accost other employees, swimmers, club members, visitors, or members of the community.
6. Employees will not possess, be under the influence of, or use alcohol, marijuana, tobacco products and/or any illegal drugs while on duty.
7. Employees will follow the dress code while on duty. The shirt and tank top will be supplied by the College Greens Swim and Racquet Club.
8. Employees are not permitted to use their phones, gaming devices, iPads/tablets, laptops, or any other electronic devices while on duty. Use of this equipment to fulfill employee’s duties and on scheduled breaks is permitted.
9. Employees will be on time and prepared to work at their scheduled start time. Any and all absences are unpaid unless stated otherwise in this Code of Conduct.
10. Employees who will miss a shift must contact another employee to cover the shift and obtain approval from their supervisor.
11. Employees who are ill are responsible to have another employee cover their shift and must inform management of this change before scheduled shift time. Absences of 3 or more shifts due to illness require a medical doctor’s note.
12. Employees have a responsibility to positively represent themselves and the College Greens Swim and Racquet Club on all forms of social media. This includes, but is not limited to, a responsibility to not post photos or videos of illegal or abusive behavior.
13. **Drug Testing of Employees in Designated Safety-Sensitive Positions**
  - A. **Random Testing.** The College Greens Swim and Racquet Club may randomly drug test employees in “safety sensitive” positions such as pool managers, head guards, and lifeguards. Employer will pay for any random drug testing, including cost of testing, results, and employee time and transportation. Refusal by an employee to take a random drug test and/or failure to pass a random drug test may result in termination of employment.
  - B. **Reasonable Suspicion Testing.**

If an Employee occupies a designated safety-sensitive position and his or her supervisor or manager has a reasonable suspicion the employee is working in an impaired condition or otherwise engaging in conduct that violates this policy, the employee will be asked about any observed behavior and offered an opportunity to give a reasonable explanation. If the employee is unable to explain the behavior, he or she will be asked to take a drug test in accordance with the procedures outlined below.

Employer will pay for any reasonable suspicion drug testing, including cost of testing, results, and employee time and transportation. Refusal by an employee to take a reasonable suspicion drug test and/or failure to

pass a reasonable suspicion drug test may result in termination of employment.

C. Procedures for Drug Testing

Employer will refer the Employee to an independent, certified medical clinic or laboratory, which will administer the test. Employer will pay the cost of the test, the Employees reasonable time, and reasonable transportation costs to the testing facility.

The Employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test.

The clinic or laboratory will inform Employer as to whether the applicant passed or failed the drug test. If an employee fails the test, he or she will be considered to be in violation of this policy and will be subject to termination.

D. Acknowledgment and Consent

Any Employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing, and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to Employer of medical information regarding the test results. Refusal to sign the acknowledgement and consent forms, or to submit to the drug test, may result in termination of employment. Employees under the age of 18 must obtain a parent or guardian's signature on this acknowledgement/consent form.

Refusal by an Employee or his/her parent or guardian to sign the consent form, or refusal to take the drug test, and/or failure to pass the drug test may result in termination of employment.

Failure of employees to abide by any section of this Code of Conduct may result in a verbal warning, loss of shift(s), drug testing, probation, and/or immediate termination from position. The College Greens Swim and Racquet Club Board may use their discretion when imposing a consequence. There is no requirement for "progressive discipline" – Employer may resort immediately to termination of employment or any other disciplinary measure deemed appropriate.

Once signed by Employee or parent/guardian, this code of conduct supersedes any previous code of conducts issued by Employer and acknowledged/signed by Employees.

The undersigned Employee acknowledges receiving this Code of Conduct and understands any violations may result in immediate termination of employment.

Print Employee name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Employee \_\_\_\_\_

If employee is a minor, parent or legal guardian signature is also required.

Print Parent/Guardian name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Form Date: April 2021