COMMON QUESTIONS RELATING TO CAMP ZANIKA LACHE FROM THE EMPLOYEE HANDBOOK

GENERAL STATEMENT

This is not a replacement for the material in the Employee Handbook. You are required to read this document along with the Employee Handbook and are responsible for the information contained in both. This is not intended as, and cannot be an absolute statement of all policy regarding personnel.

INCLUSIVENESS STATEMENT

Camp Fire works to realize the dignity and worth of each individual and to eliminate human barriers based on all assumptions which prejudge individuals.

WHAT ARE THE RULES ON ALCOHOL, DRUGS, SMOKING AND VAPORS?

Alcohol: possession of any alcoholic beverage or entering the camp property under the influence of alcohol, regardless of age, may lead to disciplinary action up to and including immediate termination of employment of the person or person responsible.

Drugs: While on Camp Fire premises, including Camp Zanika Lache, and while conducting business-related activities off Camp Fire premises, no employee may use, possess, distribute, sell or be under the influence of alcohol, illegal drugs and legal. The legal use of prescription drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences. It is a violation of the company's position on drugs and alcohol for an employee or volunteer to:

- Sell, distribute, or manufacture illegal drugs on or off the job
- Be on the premises (whether on-duty, on call, or in operation of a company-owned/leased vehicle) while in possession of alcohol or illegal drugs, with illegal drugs in ones' system, while under the influence of alcohol or when impaired by prescription drugs
- To wear Zanika Lache or Camp Fire apparel when consuming alcohol on employee's off duty time.

Drug & Alcohol Testing: To help ensure a safe and healthy work environment, employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. All Camp Zanika Lache employees are subject to random drug testing throughout the season

Smoking, Tobacco and Vapor Use: In keeping with Camp Fire's intent to provide a safe and healthy work environment, smoking, tobacco and Vapor use is prohibited on Camp Zanika Lache grounds, buildings or in company owned/leased vehicles. You may smoke off grounds and out of sight during designated/approved break times at Camp Zanika Lache. This policy applies to all employees, volunteers, customers and visitors.

*** Camp Zanika is located on Federal Land where federal laws apply***

WHAT SORT OF CLOTHING AND EQUIPMENT CAN I BRING?

The provision of bedding, clothing and personal items is the responsibility of individual staff members. Staff may bring any personal items which they consider necessary of which might add to your comfort, provided these effects are in no way detrimental to the safety or well being of campers. Employees bring personal belongings to camp at their own risk; the camp cannot assume responsibility for personal items. There are no lockers of means to secure personal belongings while at camp so it is recommended that any possessions or clothing employees bring is marked or labeled. Employees must respect campers and co-employees property. Employees must obtain permission from the camp Director to bring and use sports equipment, gear or electronic equipment. Employees must have permission to use any camp equipment.

Firearms, ammunition and weapons are not allowed. Any pets must be pre-approved by Camp Director before they come to camp.

You are likely to encounter various weather conditions in the mountains ranging from 30 degrees at higher elevations to 100 degrees in town. For your comfort, and to set a good example for campers, it is highly advised you have appropriate outdoor clothing including a raincoat or poncho, rain pants, warm jacket, waterproof hiking boots, etc. as well as other items on the clothing/equipment list.

Staff are encouraged to bring any silly costumes, hats, or things of that nature. Every week has a theme, and dress up is always encouraged.

Bring a watch with an alarm, or a separate alarm. Cell phones are only allowed in staff only areas, and are not to be used around campers, this includes using your cell phone as an alarm.

Camp Zanika is not responsible for the return of, any lost or forgotten items.

IS THERE A DRESS CODE OR UNIFORM?

Uniform/ Dress code: Staff must wear their staff shirts and appropriate short/pants on drop off and pick up days. You are provided two staff shirts.
- Returning staff may wear staff shirts from previous years if in good condition. Employees must maintain, wear correctly and not alter the shirt in any way (i.e. cutting sleeves off, dying shirt, bleaching shirt, and writing with pen on).
- Flag ceremonies and Friday night dinner require staff to wear "Blues and Whites" which consists of blue pants (jeans are fine) and a nice white shirt with a collared. It is mandatory that all staff comes to camp with Blues and Whites.

Employees may not wear clothing:

- that is sexually suggestive or revealing
- Controversial attire
- Clothing with message or logos promoting drugs, alcohol, tobacco violence, weapons, sexuality, etc.
- Stomachs, inappropriate areas and all undergarments must be covered
- Tank tops with spaghetti straps, halter tops, see-through or transparent clothing
- Miniskirts, short shorts, skin tight clothing, or clothing that is ripped or has holes is not allowed
- No string bikinis, Bandeau tops, thongs, or Speedos

Shoes: All staff and campers must wear closed toed shoes when on camp property. The one exception being while on the waterfront, this however does not include walking to or from the waterfront. If your group is on their way to a waterfront activity they must wear closed toed shoes there and carry any opened toe shoes.

Tattoos: Any inappropriate or offensive tattoos that an employee has must be covered up when around campers, including at the waterfront. If this means you have to wear a shirt at the waterfront, then you have to wear a shirt.

Piercings: Please let us know of any piercings you may have other than those on your ears.

USE OF Camp Personal Equipment

Staff members are encourage to make full utilization of camp facilities and equipment with certain restrictions:
Camp equipment and facilities may be used only with the permission of the camp director. Camp Zanika is not responsible for loss, wear or damage to personal equipment used during employment. All staff are responsible for the equipment used and held financially responsible for any damage to equipment.

At no time are camp vehicles available for personal use.

Equipment and facilities which might be utilized with proper supervision by qualified personnel only include: waterfront equipment, archery equipment, ropes course equipment, etc. Camp staff is expected to pay for all crafts, materials and supplies, arrows and other items used for personal projects or recreation.

BIKES

Bringing personal bikes to camp is discouraged because of limited storage space. If bikes are brought to camp, they may only be used during time off. Helmets must be worn if riding on camp property.

PETS

Animals may not be brought to camp. Service animals must have certification paperwork, copies of paperwork must be sent to Camp Fire office before arrival at camp.

WHAT KIND OF CONDUCT IS EXPECTED FROM ME?

Camp Fire USA NCW Council and Camp Zanika Lache expect employees to follow rules of conduct that will protect the interest and safety of all employees and the organization. All employees shall agree, while employed by Camp Fire USA NCW Council and Camp Zanika Lache to:

- Adjust personal habit and actions to Camp Fire USA philosophy and camping.
- Conduct themselves, both in camp and away from camp, so they will be a credit to themselves and to camp.
- Keep hours and habit that will enable them to remain in excellent physical and mental condition.
- Staff is expected to act at all times with the best interest of campers in mind, remembering that every action makes and impression and may be copied by campers

WILL I RECEIVE AN EVALUATION?

Staff members are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Staff members will complete self-evaluations as well as receiving written evaluations from supervisors. Unsatisfactory evaluations may result in disciplinary action. In addition, all staff will complete evaluations on the camp program. It is through these evaluations that we maintain a top quality camping experience for our campers. (Refer to #209 in the Employee Handbook)

WHAT ARE THE HEALTH AND SAFETY POLICIES? WHAT HAPPENS IF I GET SICK AT CAMP?

The Health care supervisor will care for staff and campers medical needs, dispense prescriptions and over the counter medications, and respond and manager medical emergencies. The closest hospital and clinic is located in Leavenworth, WA 30 minutes away. Please remember to bring your health insurance card and any additional information

- Staff must turn in and notify the Health Care Supervisor at the beginning of camp of any prescriptions medications or over the counter medications currently being taken.
  - Medications, whether over the counter or prescribed must be turned into the Medical Care Supervisor (with the exceptions of inhalers, etc)
- Employees are responsible for remembering to bring their health insurance card and any additional health information
- If you are ill while employed at camp, you will be sent to the Holiday house and must stay there until you are feeling better, this way to avoid getting any other staff or campers sick. Camp Zanika will do it's best to cover your duties.
  - Staff members are expected to conduct themselves in a such a manner that they get enough sleep to stay healthy and cheerful for the entire summer
- Health histories are required by all employees. Physical health examinations are not required, but recommended. Each employee will have a health screening upon arrival at camp, given by the Health Care Supervisor
- Those hired to work in food service must have a Washington Food Handler's Card and post the card of current certification in the kitchen
- Nurses/Health care Supervisor must post their license/certification at the opening of camp and/or each season
- Persons employed to work on the waterfront, tripping, archery and ropes course must present current and appropriate certification, photocopy will be kept in personnel file.
- Employees operating the camp vehicles must have a current and valid driver's license as required by the state of Washington and a good driving record. A driving test will be given during staff training.
- All staff are required to have First Aid/CPR: Adult and Child. Wilderness first aid is suggested for all employees and required for some.

WHAT PAPERWORK DO I NEED TO BRING TO CAMP?

Please bring the original certification cards (First Aid/CPR, food handlers, WSI, etc,) driver's license, SS card (unless we have a copy), or passport that you copied and mailed in with your employee contract or application for first day of employment.

CAN I BRING A CAR TO CAMP?

Staff members may not leave camp in personal auto, with another staff member or visitor without special permission from the camp director when staff is in session. C.I.Ts, L.I.Ts and campers, with the exception of evacuation, are at no time to be allowed in cars belonging to counselors and/or staff.
Motor vehicles may be brought to camp, but the key to the vehicle must be checked in at the office. Vehicles must be parked in designated parking when not in use. A minor employee may not bring vehicles to camp without a signed agreement between the minor employee, parent or legal guardian, and the Camp Director. Neither Camp Fire nor Camp Zanika Lache assumes responsibility for vandalism, theft, or damage, which includes but is not limited to natural disasters.

Staff must provide their own transportation to and from camp. Arrangements can be made to pick staff up from the airport. Transportation, food and expenses on days off are the responsibility of the individual staff members. NEVER give a camper or a minor employee a ride ANYWHERE without consulting with the Camp Director. Staff vehicles must be parked in upper parking lot.

CELL PHONE & CAMP PHONE USAGE:

Camp Zanika does not allow campers to bring cell phones to camp as a result we do have cell phones rules for staff.
You may: use your cell phone when you are out of camp, and at night time in the retreat, Manka, or other approved area.
- use your cell phone when you are out of camp, and at night time in the retreat, Manka, or other approved area.

You may not: Use your cell phone during the day while in camp, as an alarm clock, video camera, or camera.

Use of the business telephone and fax is restricted to business and emergency calls approved by the full-time staff. Exceptions may be granted by the camp director on a case by case basis, with all telephone charges being reversed or charged to a calling card. Counselors and program staff should place personal phone calls during their time off or free period.

COMPUTER AND IPAD/HANDHELD ELECTRONIC USAGE

You may use your computer only during your time off in the staff retreat, or other staff only area. Computers should not be used in the cabins.
-- IPads and other hand held music devices with ear bud use only during time off. Music devices can be used for skits, playing music in the cabins etc. all music must be content appropriate and be at an appropriate volume that does not disrupt other groups.

IS PRE-CAMP TRAINING REQUIRED?

All staff members must attend the pre-camp training period. During this time camp objectives, camp systems, program training, and skills development will be covered, as well as the opportunity for the staff to work together prior to camp. This training is included as a part of your summer contract and is important to the quality of the camp. Throughout the summer, training periods may also be planned to enhance performance.

ARE VISITORS ALLOWED AT CAMP?

Visitors must be pre-approved and/or cleared by the Camp Director at least two weeks in advance. Visitors are not allowed to participate in programs with campers or staff, and must at all times be accompanied by a staff member. Staff members are responsible for helping insure the security of camp as the safety and needs of the campers is paramount. Unannounced individuals should be treated cordially and instructed to check with the Camp Director or vacate camp property immediately.

CAN I ACCEPT TIPS AND/OR GRATUITIES?

No, employees may not accept tips, gratuities, or gifts from parents/guardians/campers under any circumstances.

WHAT ARE THE RULES OF STAFF RELATIONSHIPS?

Exhibiting behaviors that demonstrate physical and/or sexual attraction are not appropriate behavior for camp and are not to occur in the presence of campers. Staff of opposite sex or staff who are in a relationship are not allowed to be in each other's living area alone. Violation of the above may result in disciplinary actions & termination

WHAT IS THE SCHEDULE FOR TIME OFF?

Employees will have 24 hours off between each session of campers, with a long break for the fourth of July. Cabins must be clean prior to counselors leaving camp. Counselors and support/leadership staff may not leave camp before 12:00pm on a closing Saturday. Staff must be back in camp by 12:00 pm on Sunday. Certain staff maybe required to stay over a weekend break for our teen leadership program and extended stay programs.

Daily staff receive a minimum of two free hours each day, with at least one night off a week

If an employee has an event or prior engagement during camp, they need to notify Camp Director either during the interview process or during training week. In the case of a family emergency, employees will be given time off. Any time off, or worked missed will be deducted from the employee's salary.

SOCIAL MEDIA POLICY

Camp Zanika recognizes that in today's culture there are many ways to remain connected to friends and acquaintances including the use of social media outlets like facebook and twitter. The line of personal privacy is a delicate one and it is our expectation that our staff members will maintain the highest possible standards as the role models they serve as to our campers. Staff members should be aware that anything they post online about themselves is to be considered public information and while we will not actively seek negative information about our staff members, if something does come to our attention, we will be forced to take action. This action could be as simple as asking the staff member to remove the questionable content and the consequences could be as severe as termination.

In addition we feel it is important to limit personal contact with Camp Zanika campers outside of their camp experience. There are many ways that communication can be misconstrued and it is for the protection of both staff and campers that we ask for this limit of contact. We request that you do not seek or contact a camper outside of Camp Zanika and that you do not specifically seek to be their friend via social media. If a camper requests that you be their friend, we strongly recommend that you ignore that request.

The parents of all campers attending Camp Zanika have signed a [photo waiver authorizing Camp Zanika to use their likeness in promotional materials and online. The parent though have signed no such waiver authorizing our staff members to post pictures of their children online. It is understandable that you will feel a great connection with your campers and will likely want pictures with which to remember your experience. Under no circumstance should you post pictures or videos of Camp Zanika campers online. If you feel that you have a particularly memorable picture or video, you any submit it to the Camp Zanika director for distribution and use through our authorized means.

COULD MY PICTURE BE ON THE COVER OF CAMP BROCHURE?

Yes, it could be. Photos, slides, etc. of employees may be used for publicity in Camp Fire USA and Camp Zanika Lache publication material.

ADDITIONAL INFORMATION

These conduct and work rules are not all-inclusive. Each situation must be dealt on an individual basis according to the particular facts of the incident. However, it's important for you to have these guidelines so that you will understand Camp Fire's expectations of its employees.

Got more questions?

You can always contact us at 509-663-1609 or by email at Campfirencwoffice@gmail.com

Signature:_____ **Date:**_____

Print name: _____