



# Code of Conduct

(253) 327-1112

*Lighthouse*

Operated by Franke Tobey Jones

## PURPOSE OF CODE OF CONDUCT

The purpose of this Code of Conduct is to promote a pleasant atmosphere of cooperation and support at the Lighthouse Senior Center and to assure participants of a safe and friendly environment.

## CODE OF CONDUCT

All participants shall conduct themselves in a manner which will maintain a safe, pleasant, considerate, and friendly atmosphere.

## VIOLATIONS OF CODE OF CONDUCT

The following are examples of violations of the Code of Conduct:

- Alcohol abuse, tobacco use within 25' of the door, or illegal drug use.
- Discrimination (see non-discrimination policy)
- Use of lewd or profane language.
- Abusive behavior including, but not limited to, verbal harassment, menacing actions, physical violence, sexual harassment.
- Destruction, damage, or theft of property at the Center or program site.
- Discussions about politics or religion.
- Interference with the operation of classes, programs, or services.
- Interference with the activities of other participants.
- Interference with the work of staff.
- Poor personal hygiene which interferes with participation of others in programs or activities.



# Code of Conduct Receipt

(253) 756-0601

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## CODE OF CONDUCT RECEIPT

I \_\_\_\_\_, acknowledge that I have read the Lighthouse Senior Center Code of Conduct:

All participants shall conduct themselves in a manner which will maintain a safe, pleasant, considerate, and friendly atmosphere.

I further acknowledge that I have been provided with a copy of said Code of Conduct and that I fully understand said code; and that I have had ample opportunity to ask questions regarding said code.

By signing this document, I agree that I will abide by the Lighthouse Senior Center Code of Conduct. Should it become necessary, any violations to this contract will refer to the code of conduct procedures related to resolving violations including, but not limited to, the following: verbal and/or written warning, requested departure from the Senior Center, temporary and/or permanent exclusion from the Senior Center.

Signed this day, the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



# Resolving Violations

(253) 756-0601

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## PROCEDURES FOR RESOLVING VIOLATIONS

1. Staff shall advise the participant that the behavior is a violation of the Code of Conduct.
2. When appropriate, staff shall work with participant or the participant's guardian to try and resolve the situation.
3. Center participants/volunteers/staff should report any violations of the Code of Conduct to the Site Supervisor or Site Coordinator.
4. The participant may be asked to leave the facility or program if the conduct does not stop.
5. Public safety officials may be called if the above procedures fail to halt the disruptive behavior.
6. Temporary or permanent exclusion from the program or facility is permitted for the Code of Conduct violations. Length of exclusion will be determined by severity of offense and if offense is repeated or habitual.
7. A written report of any verbal or written warnings and exclusion shall be prepared by the Senior Center staff and a copy forwarded to the Director.
8. This Code of Conduct shall be made available to participants and clearly posted.

## APPEAL OF ANY DECISION

Appeal of any decision may be made in writing to the Site Supervisor. If further review is requested, the decision may be appealed to the Director. If the participant has an unsatisfactory resolution at this level, he/she may appeal in writing to the President/CEO of Franke Tobey Jones for a final ruling concerning enforcement of the Code of Conduct. The latter letter should be sent to:

Franke Tobey Jones  
5340 N. Bristol St.  
Tacoma, WA 98407

If you have questions regarding this Code of Conduct, please contact the Director at (253) 756-0601.



## SENIOR CENTER GUEST POLICY

1. Guests are the responsibility of their accompanying senior sponsor, not the staff. Children or those needing assistance should be supervised by their senior sponsor at all times.
2. If a guest causes a disruption of senior activities, he/she will be asked to leave at the discretion of Senior Center staff.
3. Persons 60 and over will have priority when participating in activities limited in number due to facility size or available equipment.
4. Unless addressed above, guests will follow all Code of Conduct rules that regular participants follow.