



## THE B. SIDE: THE BUSINESS SIDE OF YOUTH CODE OF CONDUCT

Youth Participant's are expected to understand, respect, and act in accordance with the following standards as they support the goal of youth engagement, community development and entrepreneurship, and to support all individuals while participating in activities and events for The B. Side program. All violations of any section of the code of conduct will result in a value based on the violations. The accumulation of:

**Two Points:** The accumulation of two points will result in a verbal warning and documentation placed in the youth participant's file and notification to parent/guardian, if under 18 years of age.

**Three points:** The accumulation of three points will result in a one-on-one meeting with Program Staff, Youth Participant, and parent/guardian to discuss a plan of action. The actions could be up to and including removal from the program if current performance continues.

**Four points:** The accumulation of four points will result in a one-on-one meeting with Program Staff, Youth Participant, and parent/guardian to discuss failure of the plan of action, including but not limited to recommendation of removal from program.

### I. STANDARDS (ONE POINT EACH VIOLATION)

- Youth Participants are expected to participate in all components of the planned program.
- Youth Participants are expected to be responsive to the reasonable requests by the program staff member(s).
- Youth Participants will be respectful of their need for personal safety and the safety of others.
- Gambling is not permitted.
- Youth Participants will remain at the work site at all times unless they have been granted permission to leave by the program staff or internship/job shadow provider.
- Youth Participants will leave vehicle and work sites in as good or better condition than they were in upon arrival.
- Youth Participants will abide by all State and Federal statutes, County policies, Eastern Michigan University, Agency and the Business Side of Youth Program Policies.
- Youth Participants are expected to be respectful of the academic environment within the EMU College of Business.

### II. PROHIBITED ACTIVITIES (4 POINTS EACH VIOLATION)

- Possession and/or use of illegal drugs or alcoholic beverages,
- Theft, misuse, or abuse of public or personal property,
- Sexual Misconduct, abusive language, or suggestive language,
- Possession of weapons or any kind of fireworks,

- Physical assault, fighting-even in self-defense, instigating a fight, or unwanted physical contact,
- Profanity and,
- Horseplay, tag, hide and seek or any games of any and such nature are absolutely prohibited,
- Any other conduct deemed illegal and inappropriate.

**Failure to abide by program standards, and/or participation in the following prohibited activities will result in IMMEDIATE dismissal from The B. Side program.**

### **III. RULES AND PROTOCOLS OF YOUTH PARTICIPANTS (ONE POINT EACH VIOLATION)**

1. No cell phone visible during job shadow/internship, training and skills development. Phone must be on vibrate. Phone usage allowed only during lunch and breaks. If an emergency arises, youth participants must notify a staff member, immediately.
2. Electronic devices such as Ipods, MP3 player, PSP, etc are not permitted.
3. Disrespectful behavior, including yelling at Program Staff and/or other Youth Participants, swearing, or using any inappropriate language or behavior will result in disciplinary action (Please see section VI for procedures).
4. Misuse of the computers, including browsing the internet, utilizing social media websites, or destruction of property will result in disciplinary action (Please see section VI for procedures).
5. Leaving without permission from the designated area or the area assigned to on EMU campus.
6. Personal and/or valuable items not needed should be left at home. The B. Side and respective agencies are not responsible for the loss of theft of personal and/or valuable items.

### **IV. DRESS CODE (ONE POINT EACH VIOLATION)**

Youth Participants are to look presentable and professional each day. This means neat and groomed hair, including facial hair (if applicable). Clothes should be clean and pressed (if necessary).

- Shorts no shorter than 4 inches above the knee.
- Non-sagging pants with proper belt (if required)
- Appropriate footwear

The following items are prohibited:

Clothing - Crop tops, large arm whole tops, low cut tops/dresses, extremely tight fitting shirts, beach wear, see-through/sheer outfits, t-shirts which contain profane or offensive language, gestures/connotations, negative messages

Shoes - Slippers/house shoes

Head wear - Bandannas, do rags, hats (indoors only), head wraps (unless religious or cultural), sweat bands

## V. ATTENDANCE (POINT VIOLATIONS AS DEFINED)

### Absences

Youth Participant's attendance is based on job shadow/internship, work site, and training. If a Youth Participant will be absent, youth must notify the appropriate staff. **Each excused absence will result in a 1 point accumulation.** For each unexcused absence or NO CALL/NO SHOW, a **two point accumulation** will result.

### Tardiness

Youth Participants are expected to arrive on time to their designated program locations. It is the responsibility of the youth to inform the Program Staff if they will be arriving late on a set date and the reason for their late arrival. If a Youth Participant has to leave early, they are to inform the Program Staff of their early dismissal and the reason for it. **Each tardy or early leave, will result in a 1/2 point accumulation.**

## VI. DISCIPLINARY ACTIONS: DISCHARGES, DEMOTIONS, SUSPENSIONS, APPEALS AND HEARINGS

These rules protect Youth Participants, Program Staff and other volunteers. They protect the above named parties from unfair treatment, yet help to provide the learning and experiential atmosphere which is important to the success of each Youth Participant and The Business Side of Youth.

### Grounds for Disciplinary Action

The following are some of the grounds/reasons for disciplinary action and point accumulation:

- Absenteeism or tardiness
- Unwillingness to perform assigned duties
- Inability to meet program standards
- Sexual Harassment
- Unethical Conduct
- Fighting
- Any conduct unbecoming of a Youth Participant or person of integrity, honesty, and high standards of professionalism.

## VII. REALIZING THESE GUIDELINES ARE NOT "ALL INCLUSIVE", THE BUSINESS SIDE OF YOUTH RESERVES THE RIGHT TO MAKE REVISIONS AND UPDATES AS NEEDED.



**The B. Side: The Business Side of Youth  
Youth Participant  
& Parent Agreement**

I have read the Code of Conduct, and agree to abide by it.

I understand that refusal to participate within these guidelines may result in termination, suspension, or exclusion from The B. Side program.

\_\_\_\_\_  
Youth Participant Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Parent/Guardian Section (for those under 18)**

In the event of an emergency, if I am unable to be reached, the person(s) I have listed, as emergency contacts can be called. The persons designated below may act in my behalf.

1. \_\_\_\_\_  

Name	Relationship	Phone
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2. \_\_\_\_\_  

Name	Relationship	Phone
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3. \_\_\_\_\_  

Name	Relationship	Phone
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**Release of Liability**

In consideration of allowing my child to participate in The B. Side: The Business Side of Youth program, the undersigned acknowledges that participation may involve activities that are physically demanding and may subject the participant to stress, anxiety and possible hazards, not all of which can be foreseen. It is fully understood that reasonable precautions will be taken to protect the staff/participant.

In consideration of the benefits from participating in the program, the undersigned agrees, to the extent allowable by law, to hold harmless the County, State, any instructor, leader, volunteer, staff, or sponsor of the program, Eastern Michigan University, The Business Side of Youth and their respective officers, agents or employees from any and all liability, claims, demands, actions, causes of actions, or costs arising out of or relating in any way to loss, damage, or injury that may be sustained or incurred by my child.

\_\_\_\_\_  
Print Parent/Guardian Name

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

\_\_\_\_\_  
Day Telephone Evening Telephone

\_\_\_\_\_  
Date