



## Seasonal Staff Policy

This staff policy sets out the key policies and procedures that all staff members must agree to in relation to their employment by Country House Camp. Many terms and conditions are set out in the Country House Camp Staff Handbook, which is distributed during staff training upon arrival at camp. By working for Country House Camp, or signing their contract of employment or this staff policy, all staff members confirm their agreement to this policy and all other terms and conditions of their employment. At all times, staff members agree to all the policies and procedures of the Country House Camp.

Staff must at all times remember that they are role models for the campers. As such, each staff member is expected to conduct himself/herself in an ethical, moral and legal manner in order to set the best example for each child at the camp. Each staff member agrees that at all times while he/she is employed by camp that he/she will adjust personal habits and actions to the goals, policies and ideals of Country House Camp. To meet these goals all staff members agree to the following rules, which will be strictly enforced:

1. Staff will at all times use good judgment and be conscious of camper safety and well-being. Any staff member found not to be following any Country House Camp safety policy or procedure may be subject disciplinary action, which may include dismissal.
2. Country House Camp reserves the right to require employees to be employed exclusively by Country House Camp for all of the term of their contract.
3. All staff members at Country House Camp are required to submit to a background check. An employee's employment is conditional on the results of this background check even if the employee has started working for Country House Camp before the results are known. Country House Camp may at any time and at its sole discretion, terminate or restrict the activities of any employee on the basis of the findings of any background check or other information received by Country House Camp.
4. All staff members at Country House Camp are required to provide Country House Camp with a satisfactory Medical Certificate for Camp Employee, signed by a licensed GP.
5. Country House Camp is a smoke-free facility. Smoking is not allowed on Camp property at any time.



6. Romantic or any other inappropriate relationships between Country House camp staff and ANY camper are not permitted. All campers are underage. Any such relationship is grounds
7. for dismissal and will be immediately reported to the authorities. Staff should at all times ensure that relationships with all campers are professional and appropriate, and at all times consider how any relationship with a camper may appear to others.
8. All staff must sleep and live in their assigned quarters.
9. Guests may only visit staff during the staff member's time off, or with prior approval from the Camp Directors. Guests must not interfere with a staff member's responsibilities towards campers. Guests must register at the main office. Guests may not stay overnight except with the prior written consent of the Camp Directors.
10. Personal vehicles must be parked in designated areas.
11. Staff may not use the swimming pool without a lifeguard present AND permission from the Camp Director.
12. Staff are not permitted to carry or use a mobile phone or any other personal electronic device at any time during the day or night when they are responsible for or in the presence of children.
13. Personal calls should be made during time off.
14. Staff are not permitted to use personal music devices or other devices to play music while working unless the music is directly related to a camp programme and is for the benefit of all.
15. Country House Camp will accommodate special dietary needs including vegetarian, lactose-intolerant, gluten/wheat free and nut-free as long as these requirements are disclosed as soon as the staff member is hired in order to give the Camp the time to plan accordingly.
16. Staff are expected to take care of their personal grooming, hygiene and appearance in ways that are consistent and appropriate with being positive role models for campers.
17. Inappropriate visible tattoos should be covered. Clothing promoting drugs, alcohol, tobacco, etc. are considered inappropriate while in the presence of campers.



18. Close-toed appropriate shoes must be worn during activity periods. Flip flops and other open toed shoes are prohibited during activities.
19. Possession and/or use of alcoholic beverages or drugs not prescribed by a licensed physician is not permitted at any time during the camp season on Countryside Camp property, and is grounds for dismissal.
20. Any staff member found under the influence of alcohol or drugs while on Country House Camp property may be subject to disciplinary action, which may include dismissal. Any staff member supplying alcohol to underage staff or drugs to any staff, and in both cases to any campers, may be dismissed.
21. Staff consent to the monitoring of off-camp travel while operating or travelling in vehicles owned by, in the possession of or leased to Country House Camp.
22. Country House Camp will at all times protect the privacy of an employee's information. Country House Camp will not release any information regarding the employee's terms of employment, employment status, whereabouts, or general condition to a third party over the telephone, internet, email, or in person without the employee's consent. This includes the employee's family, relatives, and friends. Employees should take note of this, and advise their family, relatives, and friends accordingly.
23. Physical and verbal abuse of campers and staff is strictly prohibited, as any behaviour that may be considered to be bullying. Violation of this policy may result in disciplinary action, which may include dismissal.
24. Sexual Harassment and Discrimination: Country House Camp is committed to maintaining a friendly work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an environment that prohibits discriminatory practices, including sexual harassment. Country House Camp expects that all relationships among persons at camp will be free of bias, prejudice, discrimination and harassment. Violation of this policy may result in disciplinary action, which may include dismissal.
25. Illness or accident causing inability to work: If a staff member is ill or injured, whether it is work-related or not, and requires time off work must have a certificate from a GP. Absence from work for medical reasons may result in loss of pay, or the staff member may (with the approval of the Camp Directors) exchange the time off for illness with scheduled



26. time off. If the staff member has any illness, which is contagious, they must inform the Camp Directors immediately.
27. Evaluations: Written performance evaluations will be conducted of all staff and will be kept on file for three years. These evaluations will be used for future job placement considerations, camp reference requests by outside agencies and to help in personal growth.
28. Leave: In the event of personal sickness, death in the family, or urgent business, leave may be granted. This leave will be at the discretion of the Camp Director. Country House Camp reserves the right to determine whether leave will be paid or unpaid.
29. Termination: Staff agreements may be terminated as set out in the staff member's contract of employment and includes, but is not limited to, the following conditions:
  1. If enrolment makes it necessary to reduce staff.
  2. If the camp closed due to an emergency of any kind.
  3. If the staff member leaves camp unauthorised during working hours.
  4. If a staff member is not able to perform his/her camp function for five days in total during the Camp season.
  5. Personal actions that are in direct conflict with the goals and purposes of the Camp, while on or off Country House Camp property.
  6. Breach of any of the terms of this policy.
28. Curfew: Staff members are expected to be in their own rooms no later than 11:30 PM.

### **Time off**

1. General - The purpose of time off is to allow staff to relax and carry out personal business away from normal program responsibilities. In the best interests of the safety of both staff members and campers, staff must at all times sign out when leaving the Camp and sign back in when returning to Camp.
2. Staff will receive time off daily as scheduled by the Camp Directors or their designee. Staff time off will be carried out as outlined in the Country House Camp Staff Handbook. Country House Camp operates a closed campus for all seasonal staff, with the exception of assigned days off or by arrangement with the Camp Directors or their designee.

3. Staff will receive one day off each week. In general, the day off begins in the evening and ends in the evening the following day. Time off is scheduled to accommodate staff requests as much as possible. However, assignment of staff time off is ultimately at the sole discretion of

the Camp Director or his/her designee. Days off may not be accumulated nor changed once scheduled without the prior approval of the Camp Directors or their designee.

4. All staff are individually responsible for ensuring that all their responsibilities have been completed or are covered by other members of staff before taking any time off.

### **Pay**

1. Contracted salary amounts are paid at the end of employee's contract. Country House Camp offers direct deposit to banks located in the UK.

2. Bonus above salary: Any bonus indicated in a staff member's contract, including the End of Summer (performance) bonus is awarded on the last day of the employee's contract (subject to the terms of the staff member's contract and the rest of this paragraph 2 and paragraph 3 below). Any bonus is subject to the approval of the Camp Directors in accordance with the performance benchmarks outlined in the Staff Manual and during staff training.

3. In the event of early release from contract or early departure, any and all bonus indicated within the employee's contract will be forfeited by the employee. The employee's salary will also be pro-rated based on the total amount divided by the total number of contracted days, then multiplied by the total number of days worked.

4. Employee liability Insurance-Country House Camp has employee liability insurance as required by law. Staff members are expected to maintain personal health insurance and pay their own medical expenses incurred.

### **Digital communication**

Country House Camp views digital content on social networks, personal websites, blogs and other digital medium positively and respects the right of employees to use them as a medium of self-expression. However, if an employee chooses to identify himself or herself as an employee of Country House Camp within any digital medium, he/she may be viewed as a representative or spokesperson of the Camp. In light of this possibility, Country House Camp



shall take any and all digital content, whether directly or indirectly associated with an employee, into consideration regarding current and future employment.

All staff agree not to create or post any digital content that Country House Camp may find offensive or inappropriate as set out in the conditions below or otherwise. Staff agree that if

they see content on social media or in the press or some other public forum that disparages or reflects poorly on Country House Camp or could reasonably be considered as doing so, they will advise a Camp Director immediately. All staff are responsible for protecting the Company's reputation. All staff are reminded that their duty of confidentiality extends to and includes all digital content.

Any staff member in breach of this policy in relation to digital content may be subject to disciplinary action, up to and including termination of employment. Country House Camp reserves the right to disclose any digital content to anyone, including camper's parents and families and appropriate government agencies.

As a condition of employment at Country House Camp, the Camp insists that both current and future employees observe the following guidelines when referring to the Camp, its programmes or activities, its campers, and/or other employees, in any digital medium:

- Employees may not initiate phone calls or text messages with campers at any time, unless for the express purpose of carrying out a Country House Camp programme.
- Employees must not share personal email addresses, instant messaging identities or social media contact details with campers at any time. Employees may communicate with campers through social networking medium only when that medium is sponsored and operated by Country House Camp.
- Employees agree to be respectful in all digital communications related to, or referencing the Camp, its campers, and/or other employees and may not use any digital medium to disparage the Camp, campers or other employees of the Camp.
- Employees may not use any digital medium to harass, bully, or intimidate other employees or campers. Behaviour that constitutes harassment and bullying includes, but is not limited to, comments that are derogatory with respect to race, age, marital status, pregnancy, belief, ethnicity, religion, gender, sexual orientation, colour, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to any camper or other staff



member, or to injure another employee or camper, or any other comment which may distress another staff member or camper.

- Employees may not post pictures of campers or other employees on a website without obtaining written permission from the Camp.
  
- The use of our copyrighted Camp name, any past or current logo, photos owned by Country House Camp or any other content, digital or in any other medium, generated by Country House Camp, is not allowed without express written permission.

Country House Camp reserves the right to take disciplinary action up to and including dismissal, and to pursue legal action where the conditions listed above are not observed.