

## *Customs & Policies*

The Hiram House endeavors to build character and open new horizons to the children it serves and therefore strives to secure staff members of the highest character, strong ideals, mature personality, and outstanding ability. The campers are in their formative years and are so impressionable that they readily absorb the prevailing spirit of the environment and often acquire the ideals and habits of those who lead them. Hiram House desires its staff members to realize the serious responsibility they assume for the molding of young lives.

This serious responsibility assumed by Hiram House and its directors for the welfare of campers and staff members justifies their expecting a sense of devotion to duty. Hiram House, in its long history of service in the Cleveland area, has earned a reputation for reliability in carrying out its announced program, for safeguarding its campers both morally and physically, and for adhering to its high ideals and purpose as stated in its philosophy.

The camp strives to foster a spirit of comradeship, cooperation, and open communication amongst all staff, regardless of position, and to achieve this goal asks them to conform to the custom of camp as regards personal habits and social relationships within the camp community. The following are some of the fundamental policies of camp. There are several sensitive issues in the camping environment, please see reverse side for details. Additional and more specific policies and practices are found on the reverse side of this paper as well as in the staff manual and are reviewed during pre-camp training.

Staff members shall not visit the assigned quarters of members of the opposite sex. Social relationships with other staff members shall be limited to the employees' free time and will not disrupt the camp program or be exhibited to campers. The camp does not tolerate the evidence, possession and/or use of alcohol, drugs, or any illegal substance. Smoking is permitted only in designated areas when a staff member is off-duty and is never to be seen by campers. Staff members are expected to abide by curfew hours and observe punctuality throughout the camping sessions. Moderation and prudence in speech and behavior are demanded; profanity, obscenity, indecent and improper language and/or actions will not be tolerated.

The camp includes as standard practice ceremonies of patriotism and reverence; e.g., flag raising and lowering, Pledge of Allegiance, grace before meals, and non-denominational Sunday chapel service. Participation is requested, and disruption of these practices is not acceptable.

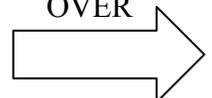
*I have read and agree to follow all policies as a member of The Hiram House staff.*

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SIGNATURE

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OVER



## Sensitive Issue Policy (ACA HR-17)

There are a number of socially sensitive issues that can reflect on the image of Hiram House Camp and its employees. Body Piercing, Religion, Cults, Dating, Divorce and Tattoos are six of these issues Hiram House feels compelled to address:

- 1.) Body Piercing will not be permitted if visible to the campers or public. Hiram House reserves the right to have staff members remove body piercing ornaments that are questionable or are located on inappropriate parts of the body.
- 2.) Religion is one's personal view of faith and how it is conducted. Hiram House does not encourage religious discussions that will put any individual in a position to question their religious faith.
- 3.) Cults do not, in our society, have a positive image. Issues concerning cults should not be discussed with campers or in their presence.
- 4.) Dating is a personal issue among staff members. Dating is not a topic that should be discussed with campers or in their presence. Dating is an action among staff members that is discussed and realized when employees are "off-duty".
- 5.) Divorce (camper or staff families) is again a personal issue. Divorce is not part of the camping environment.
- 6.) Tattoos: If a staff member does have a tattoo that is deemed offensive or creates a negative image of said Hiram House employee, he or she will be required to cover it up so it is not seen by campers or guests.

Effective January 1, 2000