

Code of Conduct	Pol. 7.15
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Originally adopted by the Glenview Park Board of Commissioners as Policy 8.21 Glenview Park District Code of Conduct Policy for Employees and Program and Facility Participants on Nov. 12, 1991 and revised on Feb. 17, 2000. Revised and passed as Policy 7.15 Code of Conduct for Employees and Participants on October 25, 2007, and revised on June 28, 2018.

Purpose: To establish behavioral guidelines for all individuals while participating, attending, spectating, working or volunteering in Park District programs, events, or activities or who are on Glenview Park District owned or leased property and the actions, which may be taken to enforce this code of conduct.

The Glenview Park District offers its programs, activities, services and benefits to all individuals on an equal basis regardless of age, race, sex, creed, sexual orientation, national origin, disability or any other protected characteristic as established by law. The goal of the Glenview Park District is to provide positive recreational experiences in which all individuals are welcome and treated with respect, sensitivity and fairness.

Standards of Behavior

All individuals are expected to exhibit appropriate behavior at all times by showing respect for all participants, spectators, staff members, volunteers and for Park District property.

All individuals are expected to:

- Demonstrate self-control and appropriate conduct at all times.
- Follow directions while participating, spectating or attending park district programs, events or activities.
- Show respect for all individuals and property. Individuals may not deface, damage or harm park district property, including but not limited to animals, plantings, equipment, supplies, grounds or facilities
- Refrain from using foul or abusive language, making inappropriate or offensive comments, hazing, taunting or arguing
- Refrain from disparaging remarks to include comments against an individual's race, ethnic background, gender, sexual orientation, religion, physical appearance or disabling condition.
- Refrain from fighting, displaying other threatening or aggressive behavior, causing bodily harm to self or others or making unwanted body contact.

- Behave in a way that does not constitute a danger to themselves or others, or lead to hostility.
- Maintain an environment free of drugs, smoking (except in designated locations), and unauthorized use of alcohol.
- Adhere to all federal, State, and local laws and regulations, including Glenview Park District rules, regulations, and ordinances.

Responses to Inappropriate Participant/Spectator Behavior

In general, the Park District considers occasional minor behavioral issues as opportunities for development, typically addressed through constructive verbal correction. However, situations involving chronic misconduct or more serious behavioral issues may be addressed through progressive discipline. Options include verbal warnings, written warnings, suspension and/or expulsion. The type of action will be determined by the nature of the issue, seriousness of the offense, frequency of the problem, the length of time between offenses, or other particular circumstance. This Policy does not guarantee that an individual will receive progressive discipline. There may be situations where an individual’s misconduct warrants more severe discipline, including suspension or expulsion on the first offense.

The Glenview Park District reserves the right to restrict, suspend, expel or deny access or participation in any program, event or facility to any person whose behavior materially interferes with, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility. In the event of suspension or expulsion from a program, event or activity, the Park District reserves the right to determine the amount of refund, if any. The Glenview Park District also reserves the right to pursue criminal charges if it is determined to be in the best interest of the District to do so.

The following guidelines will be used to address inappropriate behavior by any program or facility user.

Inappropriate behavior by a child

- First Incident: A child’s parent or guardian will be notified of the first incident.
- Second Incident: A child’s parent or guardian may be required to attend a meeting with the program instructor and/or facility manager.
- Third Incident: The child may be suspended or expelled from the program, event or facility.

If a child engages in behavior, which poses a threat of bodily harm to self or others, an immediate meeting with the parent or guardian may be called or, based on the severity of the incident, the individual may be immediately suspended or expelled from the program or facility.

Inappropriate behavior by an adult

- First Incident: The adult will generally receive one verbal warning, followed by a written confirmation.
- Second Incident: The adult will generally be suspended or expelled from the program, event or facility.

If an adult physically strikes or takes any other action that poses a threat of bodily harm to self or others, the individual will be immediately suspended or expelled from the program or facility.

Responses to Inappropriate Employee Behavior

The Glenview Park District Personnel Guidelines will be used to address inappropriate behavior on the part of a staff member.

Responses to Inappropriate Volunteer Behavior

Inappropriate behavior on the part of a Park District volunteer may result in the suspension or dismissal of that person from their volunteering duties.

Responses to Emergency Situations

Park District employees, volunteers and participants are encouraged to call 9-1-1 for assistance with any situation, which in their judgment warrants such action.

Appeals

Participants and spectators may present an appeal if not in agreement with behavior management actions taken. The participant or spectator shall within 3 days of the action taken, request to meet with the Facility Manager. Minors under the age of 18 will be required to attend the meeting with their parent or guardian. In most cases, the problem can and should be resolved with a frank and open discussion. The Facility Manager may amend the course of action as a result of the meeting with approval by the Division Superintendent. If warranted, the Facility Manager may gather additional information through discussions with staff or other involved individuals. The Facility Manager will generally render a decision of the appeal, after consultation with the Division Superintendent, within 2 days after the appeal meeting is held.

If satisfactory resolution is not reached, the participant, or spectator may present the appeal to the Division Superintendent within 4 days of the meeting with the Facility Manager. The Division Superintendent will investigate the matter and discuss the situation and proposed response to the appeal with the Executive Director. Every attempt will be made to resolve the concern with a frank and open discussion. The course of action may be amended which may involve a written course of action for compliance of written and defined conditions that may require monitoring and follow up. Written meeting notes will be kept on all appeal meetings. The Division Superintendent shall render a final decision of the appeal generally within 2 days after the appeal meeting is held.