

Northeast Iowa Christian Service Camp Policies & Procedures Manual



Northeast Iowa **CHRISTIAN SERVICE CAMP**

Exists to win people of all ages to Christ and build them up in their Christian faith and life.

CAMP GENERAL INFORMATION

<p>NEICSC -located 1 mile west of Bristow -off County Rd. C33/190th St. -at 19268 Forest Ave.</p> <p>Phone 573-355-6035 - Director's cell 641 -775-3238 - Camp</p>	<p>Address Northeast Iowa Christian Service Camp (or NEICSC) 19268 Forest Ave. Dumont, IA. 50625</p> <p>Website www.neicsc.org</p>	<p>All Church Member Money & Other Monies NEICSC c/o Patty Hayes 2225 160th St Fort Dodge, IA 50501</p>
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REVISED 12/07/2023

This Policies & Procedures Manual replaces (supersedes) any & all other or previous Northeast Iowa Christian Service Camp Policy & Procedure manuals, whether written or spoken.

The NEICSC Statement of Faith and Code of Christian Conduct are the guiding principles of the camp.

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REGISTRATION & MEDICAL FORMS

Register [online](#), download from [Website](#) or obtain from church.

Please Note~ Registration, canteen, & missions may be paid for with one check.

Make checks payable to NEICSC.

CAMPERS

Attending a week of camp

- Fill out a camper registration form.
- Fill out a camper health form.
- Pay appropriate fees for the week of camp attended. NOTE: There is a discount if the registration fee is paid before June 1st. late registrations will be accepted.
- Fill out a separate form for each week of camp and pay the appropriate fees.
- Check in at the registration office. See “[Summer Camp Brochure](#)” for registration and dismissal times.
- Campers are asked to go through the registration process before going to the dorms.
- Abide by the camp schedule unless excused by the dean.

NOTE: Camp weeks may have a capacity limit. Those who have registered last may be asked to attend a different week of camp if capacity has been reached.

Leaving Camp

- Campers are not to leave the campgrounds before the end of camp without informing or obtaining permission from the dean.
- For the camper to get the full effect of camp, we strongly encourage them to stay here at the camp. They may miss a game, or work, but missing a chance to hear the gospel is worse. However, if in the case they must leave, the Camp Dean must sign them out to a parent/guardian/responsible adult.
- If they will be leaving and driving themselves off of camp property. Please fill out this [Camper Driver Form](#).

Rules

- The use of illegal drugs, tobacco, and alcohol, etc., is strictly forbidden.
- Any sickness or injury must be reported to the camp nurse.
- The recreational director has complete authority in all matters of recreation and the recreation equipment.
- No vulgar, abusive, or threatening language will be tolerated.
- All campers will be under the supervision of the Dorm parents.

- No one will be absent from class, chapel, or any other activity unless they have the nurse's or dean's permission.
- Each camper must report to the camp nurse before going to the dorm on registration day for a health check.

Dress Code

Modesty and decency shall prevail in all clothing & attire.

- Dress casual: Jeans and T-shirts are great, even at evening sessions.
- Girls, the bottom of shorts & skirts need to reach your fingertips hanging by your side.
- Shorts are great too!
- Girls can wear dresses or skirts if they want to. (Boys cannot)
- Please no tight or low-cut shirts/tops.
- Tights and Yoga pants must be worn with a shirt that covers your backside/rear.
- No spaghetti straps, bare mid-ribs, or short shorts.
- Boys must always wear a shirt unless swimming or at the waterslide.
- Rear view – no thanks! Keep your pants pulled up.
- No 2-piece swimsuits, unless covered by a dark T-shirt.
- No foul language or inappropriate messages on clothing & no writing on the rear of pants/shorts.

The Dean(s)/Camp Director has final authority in enforcing the dress code.

What to Bring to Camp

- Bible- New and Old Testament (paper and pencil too)
- Bedding- Sheets (single), pillow, blankets (or sleeping bag)
- Toiletry- Towels, soap, shampoo, toothpaste, toothbrush, etc.
- Recreation- Ball glove, Frisbee, modest swimsuit, sandals
- Money- for cost of registration, canteen card (optional, but strongly encouraged), and mission offering.
- Attitude- Camp is life changing, so be prepared to have fun and learn!

What NOT to Bring

- Handheld electronic devices (music players, game systems)
- Skateboards, bikes, rollerblades
- Food, candy, soda
- Fireworks
- Weapons (knives, gun, etc.)
- Inappropriate reading material
- Illegal drugs, tobacco, and alcohol, etc.

If any of these items are found, they will be taken away; they will be returned before going home.

Cell Phone

Cell phone possession and use will be at the discretion of the deans at each camp. NEICSC is NOT responsible for any loss, damage, or theft of cell phones.

Pets

- Campers/staff/faculty are not allowed to bring pets while summer camps are in session.

No pets are allowed in the entire dining hall, including the kitchen area, at any time.

Other

- The use of illegal drugs, tobacco, and alcohol, etc. is strictly forbidden.
- Any sickness or injury must be reported to the camp nurse.

- The recreational director has complete authority in all matters of recreation and the recreation equipment.
- No vulgar, abusive, or threatening language will be tolerated.
- All campers will be under the supervision of the Dorm parents.
- Modesty and decency shall prevail in dress.
- No one will be absent from class, chapel, or any other activity unless they have the nurse's or dean's permission.
- Each camper must report to the camp nurse before going to the dorm on registration day for a health check.
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VISITORS DURING CAMP SESSION

NEICSC has adopted a "closed campus" policy.

- The time for visitation will be Tuesday of each week of camp from 4pm-after Chapel.
- All visitors must check-in with the Camp Dean or Camp Director and get a visitor's badge.
- If staying for supper, the cost will be \$5/visitor.
- Pastors of those attending camp as well as parents of campers may visit any day/time during the camp week but need to plan a time with the Camp Dean and/or Camp Director. The \$5/meal/visitor still applies, and ALL visitors must always wear a visitor's badge.
- Exceptions to the visitor policy can be made for baptisms and/or family emergencies at the discretion and/or request of the Camp Dean or Camp Director.
- Visitors are not to spend the night under any circumstances.

A Stranger on the Campgrounds during an Active Week of Camp

- If any staff sees someone they do not recognize as a staff member or camper at camp:
 - Notify the Camp Director, Dean, or next staff in authority.
 - The Camp Director, Dean, or staff in charge must advise the stranger of Camp Policy, which does not allow any visitors in Camp unless they check in with Dean when they arrive and follow other visitor policies.
 - Notify the authorities if a visitor is violent, disruptive, or refuses to leave.

EMERGENCY PROCEDURES

Lice

1. A screening for lice will take place at the beginning of each camp session. This screening will be done by qualified and approved personnel.
2. If lice are suspected on a camper or staff member, they will be rechecked by qualified and approved personnel. In the event that lice is confirmed on the person, medical personnel will contact parent/guardian to prepare a plan of action (i.e.: treat or send home).
 - a. Under no circumstances will campers be on public display while being examined. Deans are to use discretion in the segregation of campers suspected to be infected.
 - b. No examinations will take place in the Mess Hall.
3. If a camper or staff member goes home, prorated refunds will gladly be made.

Fire

- All buildings shall have a working, up to date, inspected fire extinguisher. The inspections shall be monitored by the Camp Director.
- If a fire occurs in one of the buildings, the following protocol shall be used:

- Remove all people from the area.
- Activate the EMS system – call 911.
- Confine the fire to that building by shutting doors.
- Extinguish, if possible, with the fire extinguisher. This shall be done by the most qualified person on the scene – an adult faculty member, if possible.

Flood

- In the event the creek is flooding, all precautions should be taken to avoid the area around the creek.
- A precaution tape or rope shall be placed around the safety perimeter of the creek by the Camp Director.
- Campers are not to travel beyond this line at any time.
- The swinging bridge will be completely off-limits at this time.

Tornado or Severe Weather

- In the event of a severe weather warning, or the consensus of the adult faculty concerning approaching severe weather, the following procedures apply:
 - All staff and campers will proceed to the storm shelter, located in the basement of the RETREAT CENTER. All doors are to be secured. All campers are to be accounted for, either by family groups, sign out sheets, or taking roll. Deans are responsible to see that this is done correctly.
 - If damage occurs to buildings or property (personal or camp), the proper authorities must be notified.
 - Call 911 for all medical emergencies.
 - Precautions should be taken around power lines or other hazards that may have occurred.
 - The slide will be closed in the event that lightning is sighted by the lifeguard or any adult staff member. The slide will remain closed until the all-clear is given by the camp director or dean.
 - All parents or guardians shall be notified as soon as possible that their children are safe and the status of the camp week.
- There shall be working weather radios in the chapel, dean's cabin, and the kitchen. The radios shall NOT be turned off for any reason while camp is in session.

Medical

- In the event of an accident that involves injury to a camper or staff member that requires transportation to a local medical facility:
 - Dial 911 in the event of a major life-threatening injury.
 - For non-life-threatening injuries that require a doctor's attention, injured campers or staff will be taken to the proper medical facilities by non-essential personnel. Non-essential personnel exclude: Dean(s), Camp Nurse, Camp Director, Cooks, Teachers, etc.
 - When transporting a camper, two staff members must be present.

Lost Camper

- Confirm the camper is missing first by finding a counselor and friends and confirming where and when last seen.
- Notify Dean(s) and Camp Director.

- Do a preliminary search of the campgrounds; staff can perform a search within a half-mile radius of the camp.
- Call 911 if the camper is not located after searching the camp and a half-mile radius.
- Immediately notify parents or guardians after calling 911.
- Take any medical measures needed when lost person(s) are found (See EMERGENCY PROCEDURES: Medical)

Discipline

Discipline shall be administered when an infraction of the camp rules occurs, or a camper causes excessive disruption to the camp week. Inappropriate contact between or physical acts of a sexual nature (such as: touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body, rape, sexual battery, molestation or attempts to commit these assaults) campers may also result in disciplinary action. No inappropriate contact between campers and staff will be permitted.

- A four-step approach shall be used in discipline:
 - Announce and make sure camper understands the camp rules/traditions.
 - Call the violator by name.
 - If the violator continues, remind them of what has been previously asked of them.
 - If the behavior continues, isolate camper. A period of "time out" may be administered by the staff or the dean. If behavior persists, the parents or guardian may be called. If the behavior continues beyond notification of the parents, or guardian, the camper may be asked to leave camp. A written statement by the dean describing the incident and actions taken must be submitted to the Camp Director, with a copy retained by the dean.
- The discipline should be as soon as possible after the infraction.
- Expect obedience.
- Absolutely no physical punishment.
- A dean or staff member shall always keep their temper. If that is a problem, another staff member should step in to take over the situation.
- Immediate dismissal from camp week shall result from possessing any alcohol, drugs, firearms, or weapons.
- Inappropriate sexual contact will result in immediate dismissal.

CANTEEN POLICIES

- The canteen will be offered up to two times daily with a variety of snacks and drinks available.
- All canteen transactions for campers will occur at registration/check-in. This excludes Overnight Camp, Boot Camp, and Family Camp.
- The canteen will be purchased at registration with the knowledge that missions giving will be done through excess canteen monies at the end of the week. Designated "Missions Money" can also be given at this time.
- The Overnight Camp (2nd/3rd grade) will receive two free canteens as part of their camp experience. Each camper and their parent/guardian will receive one free item per canteen time.

- Participants at Family Camp will have a sheet recording all the canteen items during the camp. The items will be recorded for each family, or individual, and tallied at the end of the camp for payment.
- Guests during camp may make cash purchases for canteen items during scheduled canteen times. This cash will become part of the canteen money and be applied towards future canteen supply purchases or missions at the end of the camp season.

MISSIONS

General Missions Information

- A mission will be chosen for each week of camp. The dean will decide which mission to promote and sponsor.
- Leftover monies from the canteen will be given to the chosen mission for the week.
- The mission money will be calculated, and the amount reported to the campers before dismissal.
- Camp Director to confirm the total and the amount will be forwarded to the Camp Treasurer for payment to the mission.
- The dean will provide the Camp Treasurer with the name and address of the mission.

Cash Giving

Northeast Iowa Christian Service Camp wants to instill a serving and giving heart in all those who enter the camp. In an effort to do this, we will encourage giving by allowing special offerings to be taken up during a chapel service, during a week of camp, in which the mission is being promoted. The following stipulations will prevail:

- The special offering times will be confined to the week(s) of Senior High (9th-12th).
- Campers will be advised of this during the registration process.
- NEICSC is not responsible for any lost or stolen money at any time.
- The cash/checks will be counted by the dean and the Camp Director or designated adult camp staff member. After the offering has been counted, the amount will be noted, and the Camp Director will put the offering in the camp safe until it can be deposited.
- Visitors, faculty, staff, or volunteers can make an offering to a mission during any week of camp. The money is to be given to the Camp Director in the presence of a dean and the amount noted and included in that week's mission total.

Payments

- Determination of the mission's week gift from the camp (*by check*) will correspond with that week's canteen balance PLUS any cash/checks deposited with that mission's designation.
- Requests for PAYMENT for missions need to be directed to the Camp Treasurer (*or Camp Director in immediate need*) for payment by check.

BACKGROUND CHECKS

General Information

- Northeast Iowa Christian Service Camp is committed to the safety and protection of our youth and children while they are in our care. For this reason and for legal

protection, a [background check form](#) MUST BE FILLED OUT COMPLETELY prior to serving at Northeast Iowa Christian Service Camp.

OR

- An equivalent [Background Check](#) through the church, workplace, or institution requiring background checks for employment will qualify as a Background Check.
- There will be background check information on file for every person over the age of 18 prior to their involvement with campers.

Restrictions

- If the background check does not come back clean, the results will be discussed with the dean for a particular week of camp the staffer was to serve. A decision will be made depending upon the infraction whether the staffer will be able to serve at camp.
- If the staffer is listed on the sexual predator list or has a conviction of abuse, they will not be able to serve in any capacity.
- Junior Staffers (those under age 18) will fill out a Voluntary Disclosure Statement. This must also be turned in to the Camp Director one week prior to the week they will be serving.

FINANCES

Funding for NEICSC

- NEICSC operates as a non-profit 501©3 entity and operates through donations from Member Churches and charitable giving. NEICSC receives no government funding for operating expenses.

Salary/Compensation

- Head Cook receives:
 - In-Season Help -- \$60/meal
 - Off-Season Help -- \$60/meal
- Licensed nurses (RN & LPN) receive \$50 per day (2-half days =1 day)
- Summer Helper salaries determined by the Executive Board.
- Photographer salary/compensation determined by the Executive Board.
- Bus Driver receives \$100 per day.
- See Financial Clerk's "Camp Contracted Workers Pay" sheet for the total salaries of each camp week.

CAMP DIRECTOR

Grounds

- Always keep grounds in the best possible condition and ready for visitors beginning around mid-April.
- Mowing; trimming and clean-up of limbs, removal of leaves, sowing of grass, needed attention given to sidewalks, attention to roads, etc.

Facilities:

- Take needed measures to see they are protected for winter and in shape for camp season.
- Do routine maintenance & general upkeep as needed or as specified by the Executive Board.
- Make sure all equipment is in good safe working order by camp time.

Camp Season Preparation

- See that grounds are sprayed.
- Purchase all food and canteen items and other necessary supplies that are not donated.

- Secure cooks, nurses, and any needed kitchen help.
- Secure all supplies for first aid.
- Work with deans for special needs
- Secure athletic equipment as needed.
- Choose photographer for camp season

General

- Keep a record of all names, addresses, and school grades of all campers utilizing the records that the Camp Registrar receives.
- Ex-officio member of all boards (No vote).
- Work with churches for scheduling of campgrounds.

Promotion

- Be in every supporting church at least once a year, get to know leaders in local churches.
- Make a camp promotional program with the help of the Registrar.
- Use available free advertisements, news releases, and church papers.
- Have eye open to camp growth including visiting non-supporting churches.
- Keep camp email and mailing list up to date.

Duties During Camp

- Distribute keys (pool, canteen, etc.) to the appropriate people.
- Attend and make a report at the initial faculty meeting. Have all faculty complete necessary paperwork for their week of camp.
- Check with deans, cooks, canteen managers and other key personnel on a regular basis to make sure that there are no problems or needs.
- Make sure that all camp property is operating and is safe.
- Have final authority in enforcing the camp dress code.

DEANS

Qualifications

A potential dean must be approved by the Executive Board and meet the following criteria:

- Affirm and adhere to the Statement of Faith/Christian Code of Conduct document.
 - Be an immersed believer in Christ.
 - Be passionately in love with Jesus.
 - Be an active church minister or member of a Church of Christ/Christian Church.
 - Be a good role model for campers and staff in word and actions.
 - Must have worked at least one camp season at Northeast Iowa Christian Service Camp.
 - The Dean of any week of camp, for legal reasons, must be at least 21 years of age.
 - The Dean will adhere to the camp rules of conduct.

Meetings

- The Board of Deans meet at scheduled meetings two (2) times a year, with the Camp Director as the chair, or an appointed chair, for the meetings.

Responsibilities

- The Board of Deans are responsible for scheduling the camp weeks each year and choosing who will be the dean(s) of said weeks.
- The Deans are to approve any and all Junior Faculty that are to be used in any week of camp.
- The Deans have a “Dean’s Report” at the end of their camp and will be compiled for review at the end of the camping season.

Responsibilities Checklist

Preceding Camp Week - Before the spring meeting:

- Select faculty
- Assistant Dean
- Chapel Speaker/Evangelist
 - Can be, but need not be, from outside of the camp area. This applies only to Junior High and High School weeks.
 - Will be considered faculty and, therefore must agree to and sign the Doctrinal statement.

Camp Team (optional)

Camp teams are typically only used for Junior High and High School weeks and can be utilized for, but not restricted to, the following positions:

- Recreation Director
- Teachers for classes
- Speakers for campfire devotions
- Missionary
- Family leaders
- Musicians (song leaders, accompanists, etc.)
- Dorm parents

Administrative Duties

- Prepare daily schedule (must have 4 hours between meals)
- Make and supply camp poster/publicity
- Have camp week theme
- Have curriculum for classes
- Arrange for special activities off campgrounds (Director will provide a bus driver)
- Understand what expenditures are available for your week
- Notify faculty of their responsibilities

Prior to Week of Camp

- Have camp booklets ready
- Be prepared for devotional activities
- Select someone to speak during campfire
- Decide how to choose teams
- Decide how teams are to be seated at mealtime
- Decide how teams are to line up at mealtime
- Give faculty handbooks or a sheet with rules on them for distribution
- Check with cooks if any special food or meals are desired.

When Camp Begins

Basic Responsibilities:

- Be at camp by 2:30p.m. Sunday afternoon
- Give cooks a copy of your schedule
- Check with cooks for any special instructions for disposing of plates, silverware, etc. and make sure campers understand this.
- Brief faculty on Sunday afternoon
- Hand out faculty handbooks or sheet of rules
- Give pep talk
- Remind faculty “we are here for the kids”
- Encourage faculty to know the rules & enforce them in the dean’s absence
- Assign teaching shelters or system of rotation
- Clarify teaching assignments and campfire devotions

- Inform faculty of any curfew
- Tell them to be at all organized activities including mealtimes and devotions
- Tell them if you want them to sit with kids at mealtimes
- Discuss P.D.A., sexual abuse, and water slide behavior for two reasons:
 - To avoid legal ramifications
 - To be morally above reproach
- Clarify doctrinal issues including:
 - Salvation responses are not complete without baptism.
 - Exercise of or teaching of spiritual gifts such as speaking in unknown tongues, casting out demons, or raising the dead
 - Tangents concerning the second coming of Christ:
- Clarify point system if used
- Brief campers by Sunday evening
- Hand out booklets
- Introduce faculty
- Go over rules
- Explain phone policy
- Speak to them about P.D.A. (public display of affection-or anger)
- Explain visitor policy
- Explain the dress code
- Reinforce music (tape & radio) policy
- Discuss need for dean's permission when leaving camp
- Tell them to be quiet in the morning until bell rings

During Camp

- Be up before the kids
- Maintain daily schedule
- Oversee all corporate meetings
- Be available for or delegate counseling of campers or faculty
- Regulate cell phone use
- Have staff meetings daily or as needed for prayer, encouragement, or discussion
- Discourage dangerous activities
- Oversee offerings and encourage them to give without penalizing or manipulating them
- Distribute mail at noon meals
- Make sure parents are notified if child is (noticeably) injured
- Deal with visitors and enforce visiting rules:
 - See: **VISITORS DURING CAMP SESSION** (page 7)

Decisions of Faith

- Counsel or oversee counseling of campers who make decisions of faith. This includes notification of church leaders and parents as necessary.
- Deans must contact the parents and local minister(s) of each camper who indicates a desire to be baptized, prior to the baptism.
- Each Dean is to ensure that baptismal certificates are issued and that the proper reports are made to the camp manager.

Before Going Home

- The campgrounds are to be thoroughly cleaned.
- All paper, soda containers, trash, etc. are to be picked up from the grounds.
- Dorms are to be completely cleared out and swept.

- Set up a “Lost & Found” area and find the owners of lost articles if possible.
- Deans are to fill out a “Dean’s Report” before leaving the campgrounds on the last day of their week.
- The Dean is to be present (or designate another adult) on the campgrounds until the last camper leaves.

Expenditures Limit (Budget)

- The Dean of each camp week/retreat has been given a budget by the Camp Trustees to divide at his/her discretion. Following are some guidelines:
 - This money is “available” to each dean, but it is certainly not mandatory that you use it or make it your goal to spend it all. Stewardship is needed!
 - Missions do not come out of the week’s budget. This is not to be used to “supplement” money given to a missionary.
 - All items purchased become and remain the property of the Northeast Iowa Christian Service Camp.
 - Each Dean is given their proposed budget ahead of time.
 - An outside speaker is to be paid out the dean’s budget for their week of camp.
 - All receipts and request for payment must be submitted to the Camp Treasurer:
 - (SEE: page 1)

FACULTY GUIDELINES

All faculty will affirm and adhere to the Statement of Faith/Christian Code of Conduct document.

Dorm Parents

- There must be at least one dorm parent on each side of the dorm.
- Responsible for making sure campers are in bed at the prescribed time.
- Responsible for keeping candy, wet towels and other unacceptable items out of dorms.
- See that dorms are kept orderly and clean.

Junior Faculty

- All Junior faculty must have a pastor/leader submit a Recommendation & Medical Release prior to participating on staff.
- They are not to, under any circumstance, leave the campgrounds.
- They are directly responsible to the Dean(s) and all other adult faculty.
- They must be in the dorms no later than 2 hours after the official “lights out” unless an earlier time is stipulated by the Dean.
- They must be 2 years older than the campers being served and no more than 20% of the staff of a week of camp may consist of junior staffers.

Directives for Children of Faculty & Staff

- Children should not be a distraction during any and all teaching sessions.
- They must go to bed at least as early as the campers do.

General

- Faculty are not to leave without permission from the camp Dean.
- Counseling with the campers is only permitted if done in an open and visible area.
- The use of illegal drugs, tobacco, and alcohol, etc. is strictly forbidden.
- No vulgar, abusive, or threatening language will be tolerated.
- All faculty will adhere to the camp rules of conduct.

VEHICLES

General Information

- Loading or unloading will be done wherever necessary.
- Under no circumstances will any vehicle, other than the golf cart, be driven beyond the boy's dorm because of the tiling underground for the drain field.
- Vehicles may be parked on either side of the driveway, but not past the carpet-ball shelter.
- Vehicles may not block the driveway.
- Vehicles may not be parked around the Snack Shack/Canteen or by the kitchen.
- Vehicles of staff members may be parked in front of the dean's and nurse's cabins.
- Campers are not allowed in their vehicles during the camp week/session.

KITCHEN

NEICSC will comply with all state guidelines in the daily operation of the kitchen on the campus regarding food preparation and clean up processes. The kitchen staff will adhere to all food safety guidelines under the State of Iowa Dept. of Health, [IDPH procedures](#). All staff will receive training and must sign off when completing the training. **ONLY TRAINED STAFF ARE ALLOWED IN THE KITCHEN** during scheduled camps. The camp will not monitor kitchen usage for any outside groups unless the camp is cooking for the group. There shall be signs posted regarding the regulations and specifications for the State guidelines.

- Any food allergies of campers are to be posted in highly visible areas in the kitchen during the entire week of camp and the camp nurse shall communicate such allergies to the kitchen staff.
- Kitchen staff shall be hired by the Camp Director.
- Kitchen staff shall try to adhere to the established menu as best as possible. The Dean may have input to the menu for their week of camp. If there are any special food requests, the Dean needs to contact the Head Cook.
- All necessary items shall be purchased by the kitchen staff with bills submitted to the Camp Financial Clerk. Some items may be available by direct billing to the camp by local vendors.
- No after-hours staff meetings are to be held in the kitchen during the camp week. (Kitchen is off limits to non-camp employees after the supper meal)

STAFF

NEICSC recognizes that all staff (cooks, assistant cooks, nurses, summer helpers, photographers, bus drivers, and all persons designated as staff) serve in a ministerial capacity while at camp. Regardless of assigned duties, they may be led to pray with campers, share religious material, talk about the camp's purpose, and other spiritual matters.

All staff will also affirm and adhere to the Statement of Faith/Christian Code of Conduct document.

COOKS

Salary & Kitchen Help:

- Head Cook will receive \$60 per meal.
- Assistant Cook will receive \$30 per meal.
- Head Cook will have dependable helpers hired by the camp.

Job Description and Requirements:

- Assistant Cooks and cook helpers, are under the direct supervision of the Head Cook and are responsible to assist the Head Cook in any way possible.
- Prepare each meal scheduled for the week.
- To provide meals that the dean may take with them when the camp is away during a mealtime.
- To provide the dean with other food requests for the program at camp. (such as popcorn for a movie night)
- Supervise kitchen help.
- Ensure that the kitchen is clean at the end of each week and that all food is properly stored or disposed of before leaving camp.
- Report any trouble with kitchen equipment immediately to the camp director.
- Report any complaints or trouble with kitchen help directly to the camp director.
- Applicants will adhere to the camp rules of conduct.

SUMMER HELPERS

Qualifications and Requirements:

1. Applicants should be 18 or older.
2. Applicants must be a member of the Christian Church/Church of Christ.
3. Applicants must be an immersed believer who adheres to the New Testament doctrine as it is followed by those who are in the Restoration Movement.
4. Applicants must adhere to the camp rules.
5. General Duties and Responsibilities:

Each Meal:

- a. Report to the Head Cook one hour before each meal.
- b. Set each table with the required items according to the menu and instructions from cooks.
 - 1) Set up drink dispensers, ice bowls, & glasses/cups on the side table.
 - 2) Place napkins, silverware, bowls, trays, or plates on the serving bar.
 - 3) Help prepare the salad bar and place fruit and/or dessert on the side table.
 - 4) Summer Helpers other duties as needed.

After Each Meal:

- a. Remove all items from tables and put them in their proper places.
- b. Wash off dining tables and chairs, ensuring all food is removed.
- c. Empty drink dispensers and wash side tables.
- d. Empty all trash cans including those outside and replace can liners.
- e. Sweep and mop floors thoroughly (including kitchen).
- f. Place chairs under tables.

Daily:

- Clean all dorm bathrooms:
 - Scrub sinks and stools.
 - Sweep and mop floors (with bleach water).
 - Empty all trash cans, replacing liners.
 - Fill tissue and towel holders as needed.
- Clean dining hall bathrooms each morning between breakfast and lunch.
- The goal is to keep campgrounds and buildings clean and neat looking at all times and performing all necessary tasks to accomplish that goal
- Other duties as deemed necessary by the Camp Director.
- Applicants will be responsible to the Camp Director concerning on-duty and off-duty hours.
- Applicants must not leave campgrounds without permission from the Camp Director.

- Applicants will adhere to the camp rules of conduct.

NURSE

Salary:

RN & LPN: \$50 per full day

Qualifications and Requirements:

- The Nurse is to:
 - Investigate all reported sickness or injuries that occur during the camp week.
 - Inform the Dean AND Director of any sickness or injury.
 - Contact the doctor and parents when necessary, completing all insurance forms as required.
 - Responsible for collecting all prescription drugs from campers and administering them as prescribed.
 - Must report to the Registration Area on Sunday of the camp week promptly at 2:30p.m.
 - Is under the direct supervision of the Camp Director and is responsible to him/her.
- A First-aid qualified person is to remain on the campgrounds 24 hours a day during the camp week
- Applicants will adhere to the camp rules of conduct.

PHOTOGRAPHER

Salary: Set by Executive board

Qualifications and Requirements:

- The camp photographer, chosen by the Camp Director, is responsible for taking the official camp photo of each camp week.
- He/she must discuss with the week's Dean the best time for the photo to be taken. It is strongly urged that the photo be taken as early in the week as possible.
- The photographer, along with the Dean, line up the faculty and campers and take the photo.
- He/she will be responsible for posting pictures on social media (Facebook, Snapchat, Instagram, etc.) and uploading them to the website.
- He/she will be under the same requirements as the Summer Helpers in assisting with the duties specified for them, when not actively preparing or taking photographs or videos.
- Applicant will adhere to the camp rules of conduct.

BUS AND DRIVER PROCEDURES

Salary: \$100 per day

Qualifications & Requirements:

- The camp bus may be used for off campus activities, such as going to the pool or a mission project. The bus must be requested by the dean prior to the camp week being served with the bus request form filled out. The Camp Director oversees securing a bus driver once informed of the need.
- Only authorized drivers may be used. Authorized bus drivers will consist of those who have a Class B commercial license with passenger and air brake endorsements.
- The bus shall not exceed the official bus capacity. Other forms of transportation shall be used along with the bus to prevent overcrowding.
- Bus drivers will adhere to the camp rules of conduct.

FINANCES

Treasurer/Audit

- The Executive Board, with Trustee approval, shall elect a Treasurer.
- The Treasurer shall have charge of the funds of the corporation and shall present a financial report at least annually.
- The Treasurer is responsible to the Executive Board and the Board of Trustees.
- There shall be an audit of the accounts of the Treasurer at least once a year and a report given to the Board of Trustees at their first meeting of the year.
- It is the duty of the Treasurer to see that all payrolls are met in a timely manner.
- The Treasurer, or other assigned person(s), shall deposit all donations and pay all bills connected with the camp.
- The Treasurer should be in frequent contact with the camp director to keep abreast of financial matters.

MEMBER CHURCHES

Rights, Privileges & Responsibilities

- May use the camp facilities and camp equipment while on premises.
- Some “uses” of camp facilities might include Leadership retreats, Sunday School class parties, church-wide cookouts, etc.
- It is expected that supporting churches participate in camp “workdays.”

USE OF CAMP

Using the Camp Facilities

Checklists for cleaning the camp facilities will be posted in each cleaning closet of each building.

Using Camp Equipment Off-Site

- Camp equipment may be borrowed by member churches on a case-by-case basis determined by the Camp Director. (Does not include individuals or families.)
- Churches borrowing equipment must understand that damages/losses must be repaired/replaced by the borrower. An agreement will be signed by the borrower agreeing to replace any items that are lost or damaged.

Outside Churches/Groups Using Camp Facilities

- Non-supporting Christian Churches and/or Christian Church groups and other groups wishing to use the camp facilities, may reserve and use the camp for a fee designated on the camp website (<http://neicsc.org/plan-a-retreat/>) at the discretion of the Camp Director or Executive Board.
- All groups or persons using the camp will abide by all policies and applicable procedures and adhere to the principles of Christian character set forth in the Policies and Procedures Manual.

PRINTABLE - [NEICSC DOCTRINAL STATEMENT/STATEMENT OF FAITH
STATEMENT OF FAITH ON MARRIAGE, GENDER, & SEXUALITY
CODE OF CHRISTIAN CONDUCT](#)

BY-LAWS OF NORTHEAST IOWA CHRISTIAN SERVICE CAMP

NEICSC - CAMP USE POLICY

Facility Purpose Statement

The Camp's facilities were provided by God's benevolence and the sacrificial generosity of its members. All Camp property is consecrated and set apart to worship God (Col. 3:17), and therefore is to be used exclusively to glorify God and edify the Body of Christ. Although the facilities are not generally open to the public, the Camp makes its facilities available to approved groups on a case-by-case basis as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

The Camp's facilities may not be used for activities that contradict, or are inconsistent with, the Camp's beliefs, as summarized in the Camp's statement of faith. This restricted facility use policy is necessary for two reasons. First, the Camp may not in good conscience materially cooperate in activities or promote beliefs that are contrary to its faith (2 Cor. 6:14; 1 Thess. 5:22). Second, the Camp must present a consistent public witness to the community through its stewardship of its property. Allowing facilities to be used by those who express beliefs or engage in practices contrary to the Camp's faith would have a severe, negative impact on the message that the Camp strives to promote and could cause confusion and scandal to Camp members and the community. Therefore, only events that are consistent with the Camp's religious beliefs, as determined by the [Executive Board], shall be permitted.

Please fill out this form: [Facility Reservation Request and Agreement](#)

1. Groups or people requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the NEICSC's faith and practice.
2. The group or person seeking facility use must submit a signed "NEICSC Facility Reservation Request and Agreement" form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by Northeast Iowa Christian Service Camp's rules of conduct for facility use, as stated below and as described in any additional instructions by camp staff.

Facility Use Hours

Facilities are available between the hours of 6 a.m. and 11 p.m. Use outside these hours may be approved by the Camp Director or official designated in charge.

Scheduling Events

Facility use requests shall be made to the camp director, by submitting the "NEICSC Facility Reservation Request and Agreement" form. The event will be reserved and placed on the camp calendar only when the camp director and executive board president approves the use.

Fees

Use of NEICSC facilities is subject to a dumpster fee of \$35 to pay for the dumpster to be emptied after use of the camp facilities. Large groups will be subject to additional charges if the dumpster will not contain all the trash generated during their stay at the camp.

Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in camp facilities or on campgrounds.
2. Smoking Policy: [smoking in any indoor camp building is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Camp equipment, such as tables and chairs, must be returned to the original placement, unless arranged otherwise prior to the event.
5. All lights must be turned off and doors closed upon departure.

6. Clean-up is the responsibility of the group/person/persons using the camp during the period of time they are allotted. All buildings and grounds that are used will be left as clean, or cleaner, than they were at the beginning of the time of use.
7. Adhere to the Camp dorm, restroom, changing room, and shower Privacy Policy.
8. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on camp premises. Any person exhibiting such behavior will be required to leave the premises.
9. Any person or group must sign the “NEICSC Facility Reservation Request and Agreement” form prior to reservation of camp facilities.

DOCUMENTS REFERRED TO IN POLICIES AND PROCEDURES MANUAL

NEICSC DOCTRINAL STATEMENT/STATEMENT OF FAITH

It has been decided that no person shall be allowed to teach or lead any group at any Northeast Iowa Christian Service Camp sponsored activity unless they adhere to the following beliefs:

- We believe and teach that the Bible is God’s inspired word, inerrant and complete, holding the message of Salvation (2 Timothy 3:14-17; 2 Peter 1:19-21).
- We believe God created the heavens and the earth in six literal days (Genesis 1; Exodus 20:11).
- We believe sin has brought the consequence of physical death and spiritual separation from God to all mankind. (Genesis 3:19; Romans 3:23; Romans 5:12-17; Isaiah 59:2; Ephesians 4:18; Colossians 1:21).
- We believe God loves mankind and has instituted a plan to reconcile man with Himself and is revealed in the Bible (John 3:16).
- We believe God sent His Son, Jesus, born of a virgin, to be the Christ who lived a sinless life, died as a sacrifice for the sin of mankind upon the Roman cross, was buried, three days later was raised to life, is now in heaven reigning as King, and will return at God’s command to raise those who have been reconciled to God through Him to eternal life (John 3:16; Luke 1:26-37; 1 Peter 2:22; 1 John 2:2; John 19:16-18; Mark 15:46-47; Mark 8:31; Revelation 17:15; 1 Thessalonians 4:13-18).
- We believe the invitation of God to have salvation, to be reconciled with Him, is revealed in the Gospel concerning His Son, Jesus Christ (Romans 1:16-17; 1 Corinthians 15:1-8).
- We believe God judges a person right with Him as they accept and obey the Gospel message about His Son (Romans 3:22-24).
- We believe each person must place their faith in Jesus as Lord and Savior of their lives (Romans 3:25-26).
- We believe each person must believe the Gospel message about Jesus’ death, burial, and resurrection (1 Corinthians 15:1-8).
- We believe each person must repent from their sinful lifestyle and turn to Jesus as Lord of their lives (Acts 3:19).
- We believe each person must confess Jesus is the Christ the Son of the living God in word and lifestyle (Matthew 16:16; Romans 10:9).
- We believe each person must be immersed, baptized, for the forgiveness of sins and to receive the gift of the Holy Spirit (Acts 2:38; Acts 22:16; Mark 16:15-16).

- We believe each person must live their life in reverence to God, and in obedience to the commands of the New Testament (Acts 14:22; 2 Thessalonians 1:5-10; Hebrews 10:28-29).

STATEMENT OF FAITH ON MARRIAGE AND HUMAN SEXUALITY

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.
- We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10.)
- We believe that in order to preserve the function and integrity of Northeast Iowa Christian Service Camp as a part of the Body of Christ, and to provide a biblical role model to the Northeast Iowa Christian Service Camp member churches and the community, it is imperative that all persons employed by Northeast Iowa Christian Service Camp in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage and Human Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Corinthians 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Northeast Iowa Christian Service Camp.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Northeast Iowa Christian Service Camp’s faith, doctrine, practice, policy, and discipline, our Executive Board of Trustees is Northeast Iowa Christian Service Camp’s final interpretive authority on the Bible’s meaning and application.

Code of Christian Conduct

Northeast Iowa Christian Service Camp has stated previously, in the Statements of Faith, what is expected of any person coming onto the campgrounds to serve in any capacity or to participate in any camp or camp sponsored event.

There are stated policies in the Policies and Procedures Manual on the proper dress for those who are campers, staff, faculty, and any person who comes onto the Northeast Iowa Christian Service Camp property during any camp or event. In addition to those policies:

- Males will dress in conformance to their biological sex. The wearing of dresses, skirts, or feminine clothing, outside of a skit or some pretend situation, is contrary to the conduct of a Christian male.
- Males/females will use the restrooms, changing areas, or dorms conforming to their biological sex.
- Males/females will abstain from all intimate sexual conduct outside the marital union of one man and one woman.

Also, as a Christian and Follower of Jesus Christ, you are expected to have the highest moral and personal character, as stated in the Bible. These characteristics include, but are not restricted to:

- Honesty
- Fairness
- Kindness
- Courteousness
- Caring
- Respect
- Obedience
- Compassion
- Holiness

I, _____, agree to adhere to the previous Statements of Faith, (Print Name) Doctrine, Marriage and Sexuality, and the Christian Code of Conduct and abide by the Policies and Procedures Manual as a user of any of the NEICSC facilities or member of the faculty, staff, or a volunteer of Northeast Iowa Christian Service Camp.

Signed: _____ Date: _____

Camp Dormitory, Restroom, Changing Room, and Shower Privacy Policy

Church leadership has approved the following dormitory, restroom, changing room, and shower use policy:

Consistent with the camp’s sincerely held religious beliefs, sex specific dormitory, restroom, changing room, and shower facilities may only be utilized consistent with biological sex and not gender identity or expression. Optional (non-sex specific) restrooms may also be made available.

This policy is mandated by God’s Word, which teaches the distinctiveness, complementariness, and immutability of the male sex and female sex. See Gen. 2 and Matthew 19:4.

NEICSC SEXUAL HARASSMENT POLICY

Northeast Iowa Christian Service Camp is a place where individuals may come and receive the teachings of the Bible in a Christian atmosphere. The very nature of this camp and its

programs deter the possibility of sexual harassment, but to satisfy the requirements of our temporal obligations, this policy is hereby written:

1. All faculty and staff (whether paid or volunteer) will be expected to conduct themselves in a manner which promotes the utmost in Christian character and integrity.
2. At no time will off-color, obscene, or other unchristian behavior be tolerated. This includes language, gestures, physical contact, and other related behavior.
 - a. Biblical morality shall rule regarding physical contact such as, one's hand resting upon another's leg, one's arm around another's waist, kissing, etc.
 - b. Biblical morality shall rule regarding language, eye contact, and other ways that might be interpreted as sensual.
3. At no time will male faculty or staff members counsel, visit, or otherwise be alone with male/female campers, but shall remain in the sight of other faculty, staff, or campers while with a male/female camper.
4. At no time will a male/female faculty or staff members counsel, visit, or otherwise be alone with a male/female camper, but shall remain in the sight of other faculty, staff, or campers while with a male/female camper.
5. Interpersonal relationships between faculty, staff, and campers will be conducted in such a way as to be consistent with Biblical morality.
6. Any violations of this policy ought to be handled accordingly:

I. If the violation is made known during the week of camp:

1. The Dean(s) of the week ought to be made aware as soon as possible.
2. The Dean(s) of the week will evaluate any report of a violation of the sexual harassment policy.
3. If, after a review of the reported violation, the Dean(s) suspect a policy violation has occurred, the accused party(s) will be interviewed by the Dean(s) of the week, along with the Camp Director.
 - a. A female faculty/staff member will be present when a female is being interviewed.
 - b. A male faculty/staff member will be present when male is being interviewed.
4. A written report will be made by the Dean(s), signed by all present in the interview process, and filed by the Camp Director concerning the Sexual Harassment Policy violation and action taken.
5. If the violation is proven true, the accused party(s) will be dismissed from the camp program by normal procedures, and the local church leadership of the accused will be notified, as well as other necessary authorities.
6. Finally, the issue will be brought to the attention of the NEICSC Executive Board at their next meeting to discuss if any other action needs to be taken/followed up with.

II. If the violation is discovered after a given week of camp:

1. A **Complaint Form** regarding Sexual Harassment, Abuse, Misconduct ought to be filled out by the accuser or parent/guardian of the accuser. A form can be found on the camp website @ <https://neicsc.org/staff/>
2. A member of the Executive Board and/or Camp Director will follow up with the accuser to get more details/information concerning the complaint.
3. Contact will then be made with the accused by a member of the Executive Board and/or Camp Director to investigate the complaint.

- a. If a violation has been proven true, proper authorities will be contacted and filled in on the situation and local church leadership of the accused will be notified.

SEXUAL HARASSMENT POLICY FOR NEICSC EMPLOYEES

Introduction

The vision of *Northeast Iowa Christian Service Camp (NEICSC)* includes a work environment that treats each employee with dignity, decency, and respect. Mutual trust must characterize our ministry. We strive for a supportive, safe, and stimulating atmosphere; therefore, we do not tolerate harassment. We will actively prevent, correct, and discipline behavior that violates this policy (up to and including termination).

NEICSC reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define “harassment” as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline.

Subject to the United States Constitution, and all applicable state and federal laws, *NEICSC* is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination, and all employees are required to work in a manner that prevents sexual harassment in the workplace. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with *NEICSC*. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws.

Policy:

1. Sexual harassment will not be tolerated. Any employee who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
2. Retaliation is prohibited. No employee shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. *NEICSC* will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of *NEICSC* who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or *Craig Harris*. All employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
3. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject *NEICSC* to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual

harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

4. *NEICSC* will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. *NEICSC* will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
5. All employees are encouraged to report behavior that violates this policy. *NEICSC* will provide all employees with a complaint form for employees to report harassment and file complaints.
6. Managers and supervisors are **required** to report any complaint they receive, or any harassment they observe or become aware of, to the *Camp Executive Board*.
7. All employees must follow and uphold this policy. This policy must be provided to all employees at the outset of their relationship with *NEICSC* and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location).

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment is harassment based on sex. For purposes of *NEICSC* sex is defined as the status of being male or female as assigned at birth.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment; or
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body.
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target’s job performance evaluation, a promotion, or other job benefits or detriments.
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person’s sex which create a hostile work environment.
- Sexual or sexually discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, such as:
 - Interfering with, destroying, or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job.
 - Sabotaging an individual’s work.
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace sexual harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. *NEICSC* cannot prevent or remedy sexual harassment unless it knows about it. Any employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or *Craig Harris*. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, or *Craig Harris*.

Reports of sexual harassment may be made verbally or in writing. A [Complaint Form](#) for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the *Camp Executive Board*.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. *NEICSC* will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the *Camp Executive Board* will conduct an immediate review of the allegations and take any interim action (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If a complaint is verbal, encourage the individual to complete the "[Complaint Form](#)" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create a written documentation of the investigation (such as a letter, memo, or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).

- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by *NEICSC* but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at *NEICSC*, employees may also choose to pursue legal remedies with governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Contact the local police department.