

KNF Code of Conduct

I will honor our core values by maintaining a high personal standard of conduct. I will carry out my duties and tasks to the best of my ability and take personal accountability to improve my capabilities over time. I will behave in an honest and ethical way. I will ensure that my actions and behaviors never reflect poorly on the Foundation or compromise our educational mission. I will not use profane language or wear inappropriate clothing.

I will be respectful and positive in all my interactions with staff, volunteers, our customers and the general public. I will be considerate towards my shipmates and fellow volunteers. I will avoid all forms of discrimination and will respect the dignity of each person without regard to economic status, age, gender, race, ethnicity, religion, sexual orientation or physical or mental abilities. I will be a good teammate and will avoid jokes made at the expense of others or any other unwelcome behaviors.

I will help create an exceptional experience for our customers. I am aware that the future of the Foundation is directly tied to the effectiveness of the educational and cultural experiences we create.

I will be alert to and report any inappropriate or potentially inappropriate behavior (harassment, discrimination, sexual overtures or contact, offensive language or gestures, any form of abusive behavior, drug or alcohol abuse). I am aware that sexual abuse of children is an issue in our society and I will be especially sensitive that children and youth are not exposed to inappropriate behavior, abuse, sexual or otherwise, or ridicule. I will avoid situations where I am alone with guest children/youth and will follow the two adult rule. I am aware of my legal obligation to report observed or suspected child abuse or neglect to Delaware Child Protective Services. I am aware of my responsibility to report any violations of the KNF's Youth Protection Policies .

I will respect the chain of command at all times.

I understand that reporting gross breaches of the code of conduct is appropriate regardless of my status within the chain of command. I will handle such a situation thoughtfully and with discretion out of respect to all parties involved.

I will consider the safety of myself and others in all my actions. I will know what to do and to whom to report in emergency situations.

I know and will comply with the Foundation's policies regarding drugs, alcohol and tobacco. I understand and support the Foundation's zero tolerance for illegal drug use and will ensure that the Captain is aware of any prescription drugs I take. I will not use or be under the influence of alcohol at any time while volunteering and will strictly adhere to the Coast Guard and Captain's rules regarding alcohol use while with the ship. I understand that excessive or underage drinking will not be tolerated. I will smoke only in designated areas and never on the ship.

I will strive to be punctual so that others are not required to wait for me.

I will treat the ship and all Foundation property with respect and take proper care of the same. I will clean up more than the mess I make. When living on the ship, I will ensure that all my gear is confined within my bunk at all times (except foul weather gear).

I understand that as a volunteer for the KNF I am subject to criminal background checks, a drug screen and continuing random drug screening (sailing crew) and that any actions inconsistent with this Code of Conduct may result in my removal as a volunteer.

Signed: _____ Date: _____

Printed Name: _____