



## CODE OF CONDUCT

Welcome to the Springfield Park District. You are required to exhibit good safety habits and adherence to the highest professional standards and ideals.

There are several things that are important to keep in mind about this Code of Conduct.

It contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this Code of Conduct has been prepared for you as a general reference guide.

**The Park District and the Board of Park Trustees reserve the right to unilaterally revise, supplement or discontinue any of the policies and guidelines described in this Code of Conduct.** Therefore, the Park District may, from time to time, revise, add to, supplement or discontinue any of the policies or rules described in this Code of Conduct with or without notice. The Park District will try to inform you of any changes as they occur.

**Nothing contained in this Code of Conduct or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Code of Conduct is intended to create nor shall create an employment contract, either express or implied. Nothing contained in this Code of Conduct shall affect the terms and conditions of any separate Employment Agreement or Collective Bargaining Agreement unless expressly incorporated into such agreements.**

All vendors, guests, contractors and program participants are expected to review this Code of Conduct and become familiar with its contents.

**Where the context of this Code of Conduct permits, words in the masculine gender shall include the feminine and neutral genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this Code of Conduct are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation of this Code of Conduct or any of its provisions.**

Finally, if any policy or procedure or part thereof contained in this Code of Conduct is determined invalid in a court of law, or by another appropriate judicial body or agency, such determination will not affect the validity of the remaining policies and procedures or parts thereof.

### **DEFINITIONS**

The following are definitions of words and phrases used in this Code of Conduct and will be used unless other definitions are set out in separate policy documents adopted by individual offices or departments pursuant to this manual.

Park District/District: The Springfield Park Executive Director, all Departments, Programs, Offices, and Officers of the Park District, Board of Trustees whose operating budgets are paid in whole or in part by local taxes levied by the Park District or by loans, gifts, grants, awards or other funds received by the Park District from the State or Federal government and administered, or distributed by it for public purposes,

“You” or “Your”: Vendors, contractors, guests, and program participants.

### **POLICIES & PROCEDURES**

2. The Park District expects you:
  - a. To deal with persons using Park District services in a professional and courteous manner;
  - b. To perform assigned tasks in an efficient manner;
  - c. To be punctual;
  - d. To demonstrate a considerate, friendly, and constructive attitude and
  - e. To adhere to the policies adopted by the Park District.

## **SERVICE ORIENTATION/CUSTOMER SERVICE**

It is the policy of the Park District to be service oriented and to require vendors, contractors, guests and program participants to treat those whom we serve in a courteous and respectful manner at all times.

## **CONDUCT & BEHAVIOR**

At the Park District you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude. You are expected to treat Park District patrons, guests and employees honestly, fairly and courteously. The rules identified below have been prepared to serve as a guide for conduct. These rules are designed to promote orderly, safe and efficient operations. They have been developed through common sense and years of experience, and you are required to carefully read these rules and to conduct yourself accordingly,

## **BUSINESS ETHICS AND PROFESSIONAL CONDUCT**

The successful business operation and reputation of the Park District are built upon the principles of fair dealing and ethical conduct. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Park District is dependent upon our customers' trust and we are dedicated to preserving that trust. Everyone owes a duty to the Park District, Springfield Park District residents and other District customers and staff to act in a way that will merit the continued trust and confidence of the public.

The Park District will comply with all applicable laws and regulations and expects its independent contractors to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct.

Compliance with this policy of business ethics and conduct is your responsibility. Disregarding or failing to comply with this standard of business ethics and conduct may result in expulsion from our parks or other sanctions in the sole discretion of the Executive Director.

## **COMPLIANCE WITH POLICIES, PROCEDURES AND DIRECTIVES**

You are required to comply with all policies and procedures established by the Park Board Trustees, Executive Director, Park District contact, and administrative staff of the Park District.

## **CARELESSNESS**

The Park District prohibits, forbids, and does not tolerate careless, substandard, hazardous or malicious practices within its facilities, on its property, or while conducting Park District business.

The Park District expects and demands that you act with care and attention to our patrons' needs, the safety and welfare of employees and Park District equipment, and to Park District quality standards and requirements. If you are careless, negligent, hazardous or malicious in your action you are subject to expulsion from our parks or other sanctions in the sole discretion of the Executive Director.

## **WRONGDOING POLICY**

The Park District does not tolerate wrongdoing on Park District premises, property, and Park District-sponsored events.

The Park District does not tolerate theft of property. Any violation of this policy will be subject to expulsion from our parks or other sanctions in the sole discretion of the Executive Director.

The Park District prohibits distribution of false information and intentional misrepresentation.

The Park District prohibits fighting on its premises. Anyone who instigates physical violence or threatens physical violence, may be subject to expulsion from our parks or other sanctions in the sole discretion of the Executive Director.

## **SMOKE-FREE POLICY**

Smoking is prohibited in or on any Park District building, pavilion, restroom, facility, or vehicle or while working directly with the public. Smoking is prohibited within 50 feet of any playground, skate park, baseball field, soccer field, football field or other field owned, administered, leased or otherwise in the possession or under the control of the Park District when members of the public are present. If members of the public show up, all smoking materials must be extinguished immediately. Smoking is prohibited within 15 feet from entrances, exits, windows that open and ventilation intakes. Smoking is not allowed on Henson Robinson Zoo grounds, in baseball stadiums, in playgrounds, or within 25 feet of any fuel storage. The use of smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes, or other similar items. Everyone is responsible for adhering to the smoke-free policy. Violations of the Park District's Smoke-Free Workplace policy will result possible expulsion from our parks.

## **WEAPONS POLICY**

Except as expressly permitted by the Illinois Firearm Concealed Carry Act (430 ILCS 66/1, *et seq.*), the Park District strictly prohibits and does not tolerate weapons at any Park District facility, on any Park District property, or at any Park District-sponsored event.

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual.

Anyone who violates this policy may be subject to expulsion from our parks or other sanctions in the sole discretion of the Executive Director.

### **ANTI-VIOLENCE POLICY**

The Park District will not tolerate any acts or threats of violence of any kind. All complaints will be investigated. Anyone who violates this policy is subject to expulsion from our parks or other sanctions in the sole discretion of the Executive Director.

### **USE OF PARK DISTRICT PROPERTY**

Misuse of Park District property may result in expulsion from our parks or other sanctions in the sole discretion of the Executive Director.

### **ALCOHOL & DRUG FREE POLICY**

The District has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on health and safety.

Illegal drugs are specifically prohibited.

Alcohol use is allowed by permit only and must be approved by the Board of Trustees. Any other possession or use of alcohol is strictly prohibited.

Use of Legal Drugs: Any vendors, contractors, guests, and program participants who are using prescription drugs that may have adverse side effects on their mental or physical faculties are responsible for informing the Park District as soon as possible that they are taking medication on the advice of a physician. You are responsible for disclosing to the Park District the possible side effects of the drug and the expected duration of its use. The burden is on you to ascertain from your doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the Park District in a confidential manner and will be disclosed only to persons who need to know and in compliance with all applicable laws. Failure to declare the use of such legal drugs may result in exclusion from our parks or other sanctions in the sole discretion of the Executive Director. The Executive Director shall also exercise discretion to determine whether any prescription drug use requires modification, restriction, or termination of any vendor or contractor agreement.

Reasonable Suspicion – You may be required to leave the park if there is reasonable suspicion that you are under the influence of excessive alcohol consumption, excessive legal drug consumption or illegal drug consumption. Additionally, the District reserves the right to

require contractors and/or vendors to submit to a drug test and have an acceptable result prior to returning to work at a park/facility.

### **CHILD ABUSE AND NEGLECT POLICY**

The Park District will make any and all necessary efforts to fully comply with the State of Illinois Abused and Neglected Child Reporting Act. The Park District will make every reasonable effort and precaution to prevent, detect, handle and report cases of suspected child abuse and neglect for children which come in direct contact with Park District programs, areas and facilities.

### **ACCIDENTS**

If involved in an accident, proceed as follows:

1. In an emergency: Call the police department at once by dialing 9-1-1. In a non-emergency: On a city street or city jurisdictional area, call the relevant jurisdictional police department, for the City of Springfield:
2. Insist that all people and property involved in the accident remain at the scene and in the same location if not blocking the road or other access to the road or park.
3. Write down information about the driver of the other vehicle(s), including name, address, driver's license number, license plate number, insurance company and make of car.
4. Write down the name(s) and addresses of injured people and witnesses, if any. Do not make any statements indicating that you or the District are at fault in the accident nor assign blame to the other driver, but do make note if they claim fault. The actual fault will be determined by the police and the insurance company.
5. Insist that a formal police report is created by the police authority.

### **EMERGENCY PROCEDURES**

Fires: When coming upon a fire:

1. If present, pull any fire alarm pull station located in the building,
2. Get to a safe area and call 911. Notify them of the fire, the address and the fires location within the building.
3. Assist in the evacuation of all participants and staff. Remain calm, do not panic or run.

4. Check all doors for heat before exiting. If door is hot, use a secondary exit.
5. Close all doors behind you to contain the fire.
6. Have everyone meet at a reunion site. (The reunion site should be 500 feet front the building and up wind.) If someone is missing, notify the Fire Department of their last known location.
7. Immediately notify the Park District Office (217-544-1751) of the location and nature of the fire.

Lightning: Lightning strikes occur most frequently during the spring and summer months when thunderstorms are prevalent.

1. Outdoor Programs:
  - a. Monitor weather conditions on the horizon.
  - b. Whenever lightning is observed or thunder is audible (can be heard), all outdoor activities should be suspended for a minimum of 30 minutes after the last sign of lightning or thunder is noted.
2. When Outside:
  - a. Avoid projecting above the surrounding landscape, as you would do if you were standing in an open field.
  - b. In the wide-open spaces you should find a ravine, valley, or, as a last resort, a depression in the ground and crouch low with your hands on top of your head.
  - c. Avoid standing under isolated trees or under any other isolated shelters. (Potentially dangerous are the sun and rain shelters that are often provided at pools and in parks).
  - d. Stay away from wire fences, aboveground pipes, rails, and other metallic paths along the ground that could carry lightning currents to you from a strike that has hit some distance away.

Tornadoes: In the event that a tornado is sighted or the Civil Defense Siren is activated move away from windows at once and go to a hallway or doorway away from exterior walls and windows and/or the lowest floor, preferably in a basement.

If an activity is outside during a tornado, seek shelter immediately. The Supervisor of the activity shall instruct the participants and staff to the closest shelter area, locations of shelter

shall include, but are not limited to, the closest building or structure or low lying ravines, ditches, etc. When threatening weather is observed, all outside activities shall take advance warning and move to alternate locations or be canceled.