



# CITY OF GREENVILLE

## Recreation Department

900 E. Kent Rd.  
Greenville, Michigan 48838  
(616) 754-8887  
Web: [www.ci.greenville.mi.us](http://www.ci.greenville.mi.us)  
Email: [grec@greenvillemi.org](mailto:grec@greenvillemi.org)



## **VOLUNTEER ETHICAL BEHAVIOR STANDARDS**

The rights of sustaining human dignity is the primary goal of each program run by the City of Greenville. In that regard, safe guards have been established to insure that clients will not be subjected to physical, emotional, sexual, verbal abuse or harassment.

You will not:

- Participate in any sexual activity with any minor program participant whether consensual or non-consensual.
- Strike or otherwise physically restrain or restrict the movement of the program participants unless essential for their safety and protection. You will notify the Greenville Recreation Department in the latter case.
- Release any confidential information without a signed permission form.
- Provide participants with any form of illegal drugs, or any legal drugs unless authorized to do so.
- Misrepresent your credentials and provide services that you are not qualified or authorized to provide. (Example: Saying you are EMT certified when you are not.)
- Be alone with a single child in an isolated situation where you cannot be observed by other participants. The only exception to this would be toileting or medical emergencies, in which case another person should be notified.

Violations of the above will result in immediate suspension. Should the allegations be substantiated, disciplinary procedures will include, but not restricted to, firing, or in the case of volunteers and interns, removal from the program.

I have read the Ethical Behavior Standards policies and agree to follow them while representing the agency as a volunteer, employee or intern. I recognize that the City of Greenville will contact the legal authorities should my behavior be illegal.

## **HARASSMENT POLICY**

It is the policy of the City of Greenville to expressly forbid any forms of harassment of employees. The term "harassment" includes, but is not limited to: slurs, jokes and other verbal, graphic, or physical conduct which will relate to an individual's race, color, sex, religion, nationality, citizenship, age, or handicap.

Harassment also includes sexual advances, requests for sexual favors, unwelcome or offensive touching or other verbal, graphic or physical conduct of any nature. Violation of this policy is a major offense.

Employees who feel that they are being harassed in any way by another employee, or volunteer should inform their immediate supervisor. Any concerns will be handled immediately and kept confidential.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Witnessed By (please print): \_\_\_\_\_

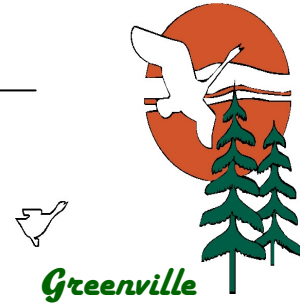
Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CITY OF GREENVILLE

## Recreation Department

900 E. Kent Rd.  
Greenville, Michigan 48838  
Phone: (616) 754-8887 / Fax: (616) 754-5885  
Web: [www.greenvillemi.org/rec](http://www.greenvillemi.org/rec)  
Email: [grec@greenvillemi.org](mailto:grec@greenvillemi.org)



## **CRIMINAL BACKGROUND CHECK CONSENT FORM**

*Please print clearly or type the requested information.*

As a present or prospective employee/volunteer of the City of Greenville, I understand that it is the city's policy to secure criminal history information as a part of their pre-employment screening process using the information provided below.

Name: \_\_\_\_\_  
*Last First Middle Initial*

Maiden Name: \_\_\_\_\_  
*(or previously used name)*

Birth Date: \_\_\_\_\_ Race: \_\_\_\_\_ Gender: \_\_\_\_\_

Have you ever been convicted of any offense involving the abuse or neglect of children?

YES  NO

I understand that the above information is required to run a criminal background check using the Michigan State Police Internet Criminal History Access Tool (ICHAT). I authorize the City of Greenville to utilize the above information for the sole purpose of obtaining a criminal history file search.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

Search Date: \_\_\_\_\_ Results:  No Match  Match Staff Initials: \_\_\_\_\_

***If a criminal history exists, the criminal background report will be reviewed by the Recreation Director and/or the City of Greenville attorney.***

Director Approved:  YES  NO Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Legal Aid Requested:  YES  NO Date: \_\_\_\_\_ Attorney Approved:  YES  NO Date: \_\_\_\_\_