Homes for All National Service Programs
Member Standard of Conduct + Corrective Action Remedies

The Member is expected to, at all times while acting in an official capacity as an AmeriCorps or VISTA Member:

- Demonstrate mutual respect towards others.
- Follow programmatic guidelines of the AmeriCorps Program.
- Wear attire appropriate for the service site and activity. When on AmeriCorps time, the Member should wear one or more pieces of service gear. Wearing AmeriCorps apparel is especially important during community service projects or public events. Program will provide Member with an AmeriCorps shirt and pin.
- Conduct themselves in a manner exemplary as a role model to others and in compliance with AmeriCorps standards.
- Direct concerns, problems, and suggestions to the Program.
- Keep proprietary information strictly confidential, consistent with state and federal laws.

The Member understands that the following acts constitute a violation of the Program’s rules of conduct:

Level 1 Violations:
- Unauthorized tardiness or absences
- Under the influence of alcohol, non-prescription drugs, prescription drugs not intended for member
- Repeated use of inappropriate language
- Repeated failure to wear appropriate clothing (including PPE)
- Failure to communicate with program staff or service site staff (within a 48 hour period)
- Performing personal business repeatedly during service hours (excessive phone usage, running errands, or social media)
- Failure to attend a mandatory service assignment or program training
- Failure to submit timesheets in a timely manner (more than a month behind)
- Continuous failure to submit performance measure data or other requested items from program staff
- Inappropriate or unprofessional behavior
- Deviation from policies outlined in Member Service Agreement or Member Position Description

Remedies:
1st offense: program staff will issue a written warning and a copy will be sent to all parties.
2nd offense: program staff will issue another written warning and a copy will be sent to all parties.
3rd offense: the Program Director will issue a written warning and will suspend the member for one or more days without a living allowance; if an obvious pattern of misconduct has occurred, the Program Director may release the member for cause.

Level 2 Violations:
- Failure to abide by confidentiality expectations in the Member Service Agreement or site policies
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- Failure to notify Homes for All program staff of any arrest or conviction that occurs during the term of service
- Unauthorized contact with clients or beneficiaries (current, former, or potential) outside of normal service requirements
- Engaging in activities that pose a significant safety risk to self or others
- Engaging in activities that are illegal under local, state or federal law
- Assault on another person while serving or at any other time
- Possession of a weapon while serving

Remedies:
1st offense: program staff will issue a written warning; member may be suspended for one or more days without a living allowance; member will be given opportunity to submit a corrective plan of action and written intent to abide by the Standards of Conduct, Member Service Agreement, and any other relevant Homes for All or AmeriCorps policy.
2nd offense: program staff will issue notice of intent to release member for cause to all parties.

Level 3 Violations:
- Stealing, lying, or falsifying AmeriCorps timesheets, reports, or documents at the service site
- Engaging in activities that may physically, emotionally, or mentally harm other members of Homes for All, clients, service site staff, program staff, and/or the community
- Inappropriate relations with a client (current, former, or potential), volunteer, or any other individual that is unable to consent to a relationship due to real or perceived dual, unethical, or authority-role relationship
- Demonstrated a repeated or obvious pattern of misconduct of any Level 1 or 2 violations
- Any other violation or behavior or serious breach would seriously undermine the program in the judgment of Homes for All

Remedies:
Upon receipt of proper documentation or evidence, member will be released from the program for cause. Members will be released from service immediately for gross, egregious violations of the Standards of Conduct, Member Service Agreement, Position Description, or any other CNCS/AmeriCorps policy.