



Monarchs Standards Of Conduct Policy

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Monarchs is a USA Gymnastics (USAG) affiliated company. As such we subscribe to the *USAG Participant Welfare Policy* as well as the US Olympic Committee program, *Safesport*. Together they make up the Monarchs Participant Safety Policies. Along with these organizations, we at Monarchs are committed to upholding and promoting the very best that the sport of gymnastics has to offer and insuring the safety and security of all participants within our many programs.

(Please see the attachments section of this Handbook for both the USAG Participant Welfare Policy as well as Safesport.)

Prohibited Conduct Part 1

The following conduct is prohibited and will not be tolerated by Monarchs. This list of prohibited conduct is illustrative only; other types of conduct that threaten the security, personal safety, employee welfare and Monarchs' operations may also be prohibited.

- Disclosure of confidential information about status, wages, and benefits;
- Falsifying employment records, employment information, or other Monarchs records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Monarchs property, or the property of any employee or customer;
- Removing or borrowing Monarchs property without prior authorization;
- Unauthorized use of Monarchs equipment, time, materials, or facilities;
- Provoking a verbal or physical fight or fighting during working hours or on Monarchs property;
- Participating in horseplay or practical jokes on Monarchs time or on Monarchs premises;
- Carrying firearms or any other dangerous weapons on Monarchs premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on Monarchs property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive language at any time on Monarchs premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of one or more scheduled workdays;
- Failing to obtain permission to leave work for any reason during normal working hours;

- Failing to observe working schedules, including lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- To invite a non-employee on the floor;
- Sleeping or malingering on the job;
- Bringing food or drinks onto the floor or into the office;
- Not actively coaching or paying attention to the class;
- Making or accepting personal telephone calls during working hours, except in cases of emergency;
- Working overtime without authorization or refusing to work assigned overtime;
- Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working and/or not wearing designated uniform;
- Violating any safety, health, security or Monarchs policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing of or involvement in any act of unlawful harassment of another individual; and
- Organize or participate in any formal or informal meetings without the knowledge of the owners.

This statement of prohibited conduct does not alter the Monarchs' policy of at-will employment. Either you or Monarchs remains free to terminate the employment relationship at any time, with or without reason or advance notice.

Prohibited Conduct Part 2

The following conduct is prohibited and will not be tolerated by Monarchs. This list of prohibited conduct is illustrative only; other types of conduct that threaten the security, personal safety, child welfare and Monarchs' operations may also be prohibited.

- Being alone in a Monarchs facility without another staff member clocked in;
- Giving, receiving or accepting a car ride from or with a minor under the age of 18;
- Being alone, without the presence of another Monarchs staff member, with an underage minor under the age of 18 in an enclosed space such as but not limited to:
 - Elevators;
 - Closed Offices (without open doors or windows);
 - Bathrooms;
 - Hotel Rooms;
 - Closets;
 - Non-Visible, Non-Public places such as gym or office corners etc;
- Distributing any type of medication to minors, adults, or fellow employees on the premises of Monarchs.