

## ROLLING PLAINS MANAGEMENT CORPORATION

### STANDARDS OF CONDUCT

As an employee, volunteer, or consultant of Rolling Plains Management Corporation's Head Start program, I understand that I must abide by the program's Standards of Conduct. These standards are:

- All staff, volunteers, and consultants will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- All staff, volunteers, and consultants will follow program confidentiality policies concerning information about children, families, and other staff members;
- No child will be left alone or unsupervised while under my care;
- All staff, volunteers, and consultants will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
- All employees engaged in the award and administration of contracts or other financial awards **will not solicit or accept personal gratuities, favors, or anything of significant monetary value** from contractors or potential contractors; and my signature below shall be considered my acknowledgement of such.

**I understand that there are penalties for violations of any of the above Standards of Conduct. Penalties should be as follows:**

- Staff – Disciplinary actions as addressed in agency Personnel Policies and Procedures Handbook.
- Volunteers – Any volunteer who violates any of the above Standards of Conduct shall be sent home immediately and will not be allowed to volunteer for the program.
- Consultants – Any consultant who violates any of the above Standards of Conduct shall have their contract/agreement annulled and will not be used in any capacity within the Head Start Program.

**I understand and agree to abide by the above Standards of Conduct. I understand the accepted behavior and understand the penalties for violations.**

---

**Employee, Volunteer, or Consultant Signature**

---

**Date**