

SASC Member Code of Conduct / Disciplinary Process

Saline Area Senior Center (SASC) is dedicated to promoting a healthy quality of life for older adults in a positive manner. As a participant at SASC you can help us create a warm, welcoming, and safe environment by treating others with respect.

SASC Code of Conduct

The following behaviors are prohibited at SASC:

- Derogatory, insulting, profane or obscene words in inappropriate circumstances
- Violent behavior or threats of violence
- Creating inappropriate disturbances or disruptions
- Harassment, sexual or otherwise, of another person
- Display of pornographic images and/or obscene material in violation of State law
- Possession and/or use of alcohol or illegal substances
- Smoking inside the building or anywhere on the premises
- Criminal behavior of any kind

Disciplinary Action / Procedure

When it becomes necessary, SASC reserves the right to discipline members who knowingly engage in prohibited behaviors. Disciplinary measures will include, but are not limited to:

Step 1: Verbal Warning - (documented) for minor offenses. An SASC staff member may ask the individual to leave the premises for the balance of that day.

Step 2: Written Warning - for more severe or repeated violations.

Step 3: Suspension - from membership privileges, if verbal and written warnings do not prove to be sufficient. Suspensions will be for at least 30 days.

Step 4: Termination of Membership - if none of the above measures achieve satisfactory corrective results, and no other acceptable solution can be found. Membership termination will be for no less than one year.

Since some rule violations are more disruptive and/or dangerous than others, the progressive discipline policy may begin at differing steps or skip steps depending on the situation and the severity of the offense. Examples are below.

Rule	Initial Step
Aggressive or disruptive behavior	Step 1: Verbal Warning
Verbal assault, harassment of another person	Step 2: Written Warning
Physical assault	Step 3: Suspension
Display of pornographic images in any form	Step 2: Written Warning
Intoxication / Smoking	Step 1: Verbal Warning
Theft of any kind	Step 3: Suspension
Use of illicit drugs or substances	Step 3: Suspension
Brandishing a weapon	Step 4: Termination of Membership

Right to Appeal Suspensions

First Appeal:

Participants who are suspended from the Senior Center will be provided a notice in writing of their suspension and informed of their right to appeal. Participants must provide a written request to appeal the suspension within seven (7) days of the suspension notice. The appeal should be addressed to the Director of the Senior Center, who will review the appeal and provide a written notice to the participant within seven (7) days.

Second Appeal:

If the suspended participant is not satisfied with the result of the appeal with the Director, he/she may appeal that decision to the Board of SASC within (7) days of the receipt of the results of the initial appeal. The Board will provide a written response to the participant with the result of the appeal within thirty (30) days, after the next SASC Board Meeting. The suspension or expulsion will be maintained during the appeal period.

SASC Grievance Policy and Procedures

SASC strives to provide high quality of programs and services. Participant feedback is welcome and helps us improve.

Participants who have a suggestion, complaint or grievance about the Senior Center's activities, facility, or other elements, may communicate those concerns by:

1. Use the Suggestion Box located in the coffee area near the Library. These items are shared at monthly Board Meetings.
2. Speak with the Center Director about concerns.

If the participant feels his/her grievance have not been heard, or are unresolved, he/she may directly contact the SASC Board in writing or at a Board Meeting. The Board will review the suggestion, complaint, or grievance, and provide a written response within 30 days.

Privacy

Participant privacy is important. As part of the review process, only information relevant to the appeal may be released without the participant's consent.