

CENTRAL CONNECTICUT COAST YMCA

**PERSONNEL POLICY AND
CODE OF CONDUCT FOR STAFF AND VOLUNTEERS**

ACKNOWLEDGEMENT AND RECEIPT

I _____(print name), hereby acknowledge receipt of my copy of the Personnel Policy and Employee Benefit Guide and the Code of Conduct of the Central Connecticut Coast YMCA. I understand that this Personnel Policy and Employee Benefit Guide is an attempt to describe the current status of the most important policies, procedures and benefits in place concerning the relationship between the Central Connecticut Coast YMCA and its employees. It is not an employment contract between the employee and the YMCA. All employment relationships with the YMCA are on an at-will basis. This means that each employee has the right to terminate his/her employment at any time with or without cause and the YMCA has a similar right. Statements in this Guide are subject to change at any time by action of the Board of Directors.

I also understand that violations of this code of conduct or other YMCA policies and procedures may place me into the progressive discipline process or may be grounds for immediate suspension or dismissal.

Signature of Employee /Volunteer _____ Date _____

Signature of Supervisor _____ Date _____

11/13/2003

2/04

3/05