



Rules of Conduct

- (a) At all times while acting in an official capacity, an AmeriCorps member is expected to:
1. Demonstrate mutual respect toward others.
 2. Follow directions.
 3. Direct concerns, problems, and suggestions to your AmeriCorps Coordinator or site supervisor.
 4. Remember that they represent AmeriCorps, PVCC, and MCCCDC, in all actions.
- (b) The member understands that the following acts also constitutes a violation of the program's rules of conduct:
1. Unauthorized tardiness.
 2. Unauthorized absences.
 3. Repeated use of inappropriate language (i.e. profanity) at a service site.
 4. Failure to wear appropriate clothing to service assignments.
 5. Stealing or lying.
 6. Any activity that may physically or emotionally damage other members of the program or people in the community.
 7. Possessing or using any illegal drugs during the term of service.
 8. Consuming alcoholic beverages during the performance of service activities.
 9. Being under the influence of alcohol or any illegal drugs during the performance of service activities.
 10. Failing to notify the program of any criminal arrest or conviction that occurs during the term of service.

Prohibited Activities

- (c) Member agrees to **not** participate in prohibited activities including:
- participating in efforts to influence legislation, including state or local ballot initiatives or lobbying for your program;
 - organizing a letter-writing campaign to Congress;
 - engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
 - participating in or endorsing , events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
 - voter registration drives;
 - organizing or participating in protest, petitions, boycotts, or strikes;
 - assisting, promoting, or deterring union organizing;
 - impairing existing contracts for services or collective bargaining agreements;
 - engaging in religious instruction;
 - conducting worship services;
 - providing instruction as part of a program that includes mandatory religious instruction or worship;
 - constructing or operating facilities devoted to religious instruction or worship;
 - maintaining facilities primarily or inherently devoted to religious instruction or worship;
 - engaging in any form of religious proselytizing;
 - providing a direct benefit to a for-profit entity, a labor union, a partisan political organization, or an organization engaged in religious activities;
 - participating in activities that pose a significant safety risk of participates; and
- (d) Examples of activities that would fit into one of the above-listed prohibited activities include:
- printing politically or religiously charged articles in a Corporation-funded newsletter or listserv;
 - taking part in political demonstrations or rallies;
 - participating in an internship with a for-profit business as part of the education and

training component of a program;

- leading children in singing religious hymns.

(e) In general, for violating the above stated rules in section 5(a)(b)(c), the program will do the following (except in cases where during the term of service the member has been charged with or convicted of a violent felony, or possession, sale or distribution of a controlled substance):

1. For the member's first offense, an appropriate program official will issue a verbal warning to the member and document that warning in member's written file.
2. For the member's second offense, an appropriate program official will issue a written warning and reprimand the member, noting the offense in member's written files.
3. For the member's third offense, the member may be suspended for a period of time without compensation and will not receive credit for any service hours missed.
4. For the fourth offense, the program may release the member for cause.

(f) The member understands that he/she will be either suspended or released for cause for committing certain acts as described in section 5(a)(b) and (c) during the term of service including but not limited to being convicted or charged with a violent felony, possession, sale, or distribution of a controlled substance.