

# **North Providence Mancini Center**

## **Two Atlantic Boulevard ~ North Providence, RI 02911**

### **CONDUCT POLICY**

The intent of the programs and services at our Center is to provide a climate of respect, trust, support, and relaxation for older people, staff, volunteers and guests. In an effort to maintain a pleasant atmosphere for everyone, this agency has developed the following rules of conduct:

1. If a participant or any individual is involved in any disruptive or abusive behavior with any staff person or other participant, either physical or verbal, this perpetrator will be given a verbal warning by the Director or designee.

A second time offender will be granted a 2 months suspension from the Center.  
A third time offender will be granted a 3 months suspension from the Center.  
A fourth time offender will be expelled from the Center.

Other behaviors which warrant suspension include:

- Witnessed theft
- The use of profane language
- Smoking (Smoking is not allowed on property)
- Possession and/or consumption of alcoholic beverages in the building or on the premises during work schedule
- Distributing, displaying or circulating pornography

2. In a situation between two parties where it is unclear who started the disturbance, both parties involved will be suspended for the above mentioned period.
3. Participant Dress Code: All persons attending the meals program or any other on-site agency sponsored programs are required to have appropriate dress. During warm weather persons must wear short sleeved shirts and Bermuda styled shorts (T-type and tank type shirts and short shorts are not acceptable).
4. It shall be against Center Policy for any individual, member, participant, etc., from showing, exhibiting, distributing, displaying or otherwise circulating any information or pictures which would be considered by the Director or designee to be obscene, lewd, lascivious, sexual, pornographic, or that depict or refer to sexual matters in a way that is unacceptable in polite society.

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## **Minimum Standards for Participants**

### **1. Physical Standards**

Participants must be able to enter, exit and move about the facility with minimum assistance and/or with assistance from a designated caregiver. Participants must be able to manage their **personal care needs**, including being able to dress, feed and **wash themselves**. Those with special elimination needs (I.E. urinary bags) are welcome as long as they are self-sufficient. The Center does not have the staff or facilities to provide assistance with chronic incontinence, **clothing/washing issues** or individual's assistance with meals.

### **2. Cognitive Standards**

Participants must be alert and able to function on their own. The Center is not equipped to handle chronically confused or disoriented individuals.

### **3. Social/Behavioral Standards**

Participants must be respectful of staff, other members and Center property and follow all Center policies.

### **4. Other Standards**

Those not covered within the above guidelines per recommendation of the Executive Director.

### **5. Action Procedure**

If the above standards are not being met, staff can take immediate disciplinary action if the situation warrants. If the matter is of a severe nature the case may be taken to the Executive Director. In less severe cases, Incident Reports may be filed by staff or participants. After three Incident Reports have been filed by staff or participants in relation to one person, the Executive Director will meet and hand down a "Course of Action" to set a plan for future participation or the lack thereof.

### **6. Confidentiality Policy**

All individuals who use the services of the North Providence Mancini Center deserve the respect of their privacy. Therefore, it is the policy of this Center to respect this basic right by not divulging information without the individual's consent.