



CREATING ENTREPRENEURIAL
OPPORTUNITIES

Mentor Policies & Procedures



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MENTOR POLICIES AND PROCEDURES

The Decatur Morgan CEO Mentoring Program welcomes the talent and skills of individuals who are interested in mentoring for the CEO Mentoring Program to assist with accomplishing the CEO Mentoring Program's overall goals and objectives - "To provide a comprehensive educational experience for your Decatur Morgan CEO high school students, equipping them to be enterprising individuals and entrepreneurial thinkers who contribute to the economic development of Morgan County, AL".

The purpose of this policy is to support and encourage mentors in order to expand and improve parental, community, and civic involvement with our CEO Mentoring Program while maintaining an ample level of safety and security in the Decatur Morgan CEO Mentoring Program.

The requirements of this policy shall apply to individuals who wish to mentor in the Decatur Morgan CEO Mentoring Program. A mentor (volunteer) is an individual who receives no payment for services.

The CEO Mentoring Program encourage the use of mentors to:

- Increase students' educational attainment
- Provide enrichment experiences for students
- Increase the effective utilization of staff time and skills
- Give more individual attention to students
- Promote greater community involvement

Mentors may be used within the CEO Mentoring Program:

- To assist in the instruction of students under the immediate supervision of the Decatur Morgan CEO Facilitator or approved substitute. The Facilitator shall be continuously aware of the mentor's activities and shall be able to control or modify them
- As supervisors, chaperone, or sponsors for non-academic school activities
- For non-teaching duties not requiring instructional judgment or evaluation of students

The CEO Mentoring Program has developed these specific guidelines for mentors. The guidelines are established to assist mentors in understanding district needs and ensuring the best environment for students, while ensuring the district is doing all it can to protect children.

Qualified Mentors may come from many backgrounds and experiences. The main qualification for a mentor is that they have a desire to give their time and talent in order to enrich children's opportunities and the school community in general. It is critical that we ensure all mentors are serving the best interests of the children and must verify each mentor to ensure the safety of all.

Recruitment CEO Mentoring Program facilitators and/or personnel may recruit mentors through the following resources: parent(s)/guardians, parent organizations, senior citizen groups, community businesses, local volunteer centers, community colleges and universities. When a mentor is recruited, they are required to complete the required paperwork and background checks.

Role Mentors serve only in an auxiliary capacity under the direction and supervision of the CEO Mentoring Program facilitator and/or CEO teacher(s); they are not a substitute for a member of the district's staff. Mentors do not have access to confidential records. Further, any information regarding children shall be maintained in complete confidence.

Selection, Placement, and Supervision Mentor selection and placement shall be on the basis of the mentor's qualifications, availability, and the CEO Mentoring Program's needs. The relationship between a mentor and staff member should be one of mutual respect and confidence.

Screening mentors is critical because of the vulnerability of the population the CEO Mentoring Program serves. Each mentor must register in the at the beginning of each year or start of the program.

Any mentor who behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the CEO Mentoring Program mission will be denied any further opportunity to be a mentor with the CEO Mentoring Program. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act, including any acts on district grounds or at a district sponsored activity, touching, threatening or intimidating a child in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any district rule.

Drug/Alcohol Free Policy

All CEO Mentoring Program workplaces are drug-and alcohol-free workplaces. All volunteers/mentors shall be prohibited from:

1. The unlawful manufacture, dispensing, use, sale, possession, distribution or transportation of drugs, controlled substances, or alcohol while performing as a volunteer/mentor for the CEO Mentoring Program is strictly prohibited and may result in discipline up to and including termination of assignment.
2. Drugs and alcohol may not be bought or consumed while performing as a volunteer/mentor.
3. Volunteers/Mentors will not be permitted to meet with their mentee(s) while under the influence of alcohol or prohibited drugs in their systems. Prohibited drugs include illegal substances, alcohol, or prescription drugs that may affect the ability to safely perform the job.

Sexual Harassment Policy

The CEO Mentoring Program shall provide an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal law.

CEO Mentoring Program mentors shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of the CEO Mentoring Program; (2) submission to or rejection of such conduct by an individual is used as the basis for mentor decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's

performance or creating an intimidating, hostile, or offensive environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Volunteers/Mentors should report claims of sexual harassment to any Administrator and/or CEO Board Member. Volunteers/Mentors may choose to report to a person of the same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Sexual Misconduct Policy

The CEO Mentoring Program will not tolerate and will seek to eradicate any behavior by its employees, volunteers/mentors, or others which constitutes Sexual Misconduct toward another employee, volunteers/mentors, students, or others. "Sexual Misconduct" means any actual, attempted or alleged sexual molestation, assault, abuse, sexual exploitation or sexual injury.

Reporting Procedures and Designated Child Abuse Contact

It is the express policy of the CEO Mentoring Program to encourage victims of Sexual Misconduct, and their parents or guardians in the case of minors, to come forward with such claims. The CEO Mentoring Program has a Designated Child Abuse contact who shall remain accountable for implementation and monitoring of this policy. The identity of the Designated Child Abuse Counselor shall remain on file with the CEO Mentoring Program. In order to conduct an immediate investigation, any incident of Sexual Misconduct must be reported as quickly as possible in confidence, as follows:

Employees and Volunteers/Mentors: Employees and volunteers/mentors are required to report any known or suspected incidents of sexual misconduct according to the Alabama mandatory reporting guidelines. They must also report to their direct supervisor, the district administrator or the Designated Child Abuse Contact. If the report is made to the teacher or class administrator, that individual shall immediately notify the Designated Child Abuse Contact. If the person to whom an employee or volunteer/mentor is directed to report is the offending person, the report should be made to the next higher level of administration.

Children: Each year, parents or legal guardians of children shall be advised of the contents of this Sexual Misconduct Policy and be instructed to report any incident of known or suspected sexual

misconduct to a supervisor, the CEO Mentoring Program administrator or the Designated Child Abuse Counselor, unless that individual is the offending person. If the complaint is made to the teacher or the class administrator, that individual shall follow Alabama mandatory reporting policy and immediately notify the Designated Child Abuse Contact.

Investigation & Confidentiality

All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties' confidentiality cannot be guaranteed.

Discipline

Any CEO Mentoring employee or volunteer/mentor who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action up to and including termination of employment. False accusations regarding sexual misconduct will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to an including discharge, with regard to employees or volunteers.

The CEO Mentoring Program will discipline any individual who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies, assists or participates in an investigation, a proceeding or a hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Whom to Contact with a Report or Complaint

Nondiscrimination Coordinator:

Decatur Morgan CEO Mentoring Program

Name	Ellen Didier, Board Chair
Address	4308 Willow Bend Rd SE
City, State Zip	Decatur, AL 35603
Phone Number	256-466-5577