

ASCOG AAA SAMPLE Code of Conduct Rules for Congregate Sites

The staff and management of _____ Project appreciate your observance of these rules and cooperation as a participant in our congregate meal site services.

Violation of these rules may result in a **VERBAL WARNING, WRITTEN VIOLATION or being DISCHARGED** from the meal site by the Site Manager and/or Project Director.

1. Appropriate dress is required for meal site participants (*ex: shoes, shirt, pants/skirt, dress, etc.*)
2. Smoking is not allowed in any congregate meal site. _____ Project leases various facilities that may have specific smoking areas designated and you are asked to abide by the rules of the facility owner and/or state statute.
3. The Policy Site Council at each site is given the authority to determine whether children may attend the site with a participant. If children are allowed to attend the site, children attending must be supervised at all times by the participant. The child or children will also be charged (\$5.25) each, the full cost of the meal. (*Children, who have paid the full cost of the meal, will be served after all eligible participants are served, pending the availability of food.*)
4. Meal site participants shall be responsible for their own medication(s), and should keep it with them at all times.
5. You must make a reservation for your meal the day before the meal is to be served. Those who fail to do so will have to wait until last to be served. There may not be enough food left from the reserved meals to feed those who do not have reservations. ***If reservations are made and are not kept, _____ Project reserves the right to deny services.***
6. A reservation **CANNOT** be made for guests under 60 years of age. The guest(s) will be charged \$5.25, the full cost of the meal. Guests, who have paid the full cost of the meal, will be served after all eligible participants are served, pending the availability of food.
7. No abusive or profane language or gestures towards participants, staff, guest and/or facility staff will be tolerated.
8. Service animals only, will be allowed in congregate sites.
9. Stealing of any participant's property, meal site property, or facility property will not be tolerated nor will vandalism of said properties.

10. Acts of physical aggression against self, guests, participants, site staff or facility staff will not be tolerated.
11. Verbal attacks or threats against other participants, guests, staff or facility staff will not be tolerated.
12. Lewd comments, obscene gestures or any unwanted physical contact are considered sexual harassment and will not be tolerated toward other participants, staff, guests or facility staff. Such behavior is also prohibited by state and federal law and could be subject to prosecution.
13. There is to be no circulation or distribution of petitions that force participants to choose sides causing an unpleasant atmosphere or tending to drive participants away from the congregate site. **All petitions that are circulated are to have prior written approval of the Project Director.**
14. Possession of weapons or firearms will not be tolerated.
15. Use of alcohol or illegal drugs will not be tolerated.
16. Violation of civil or criminal law which could jeopardize the well being of program participants, guests, staff or facility staff will not be tolerated.

Following any of these warnings a participant may:

- Proceed as stated in the grievance procedure of _____Project Personnel Policies, which may be obtained from the site manager or director.

_____ **Project is funded through the Older Americans Act funds. These funds strictly limit the facilities and activities of the program for older adults. This policy ensures that the grant funds are used solely to enhance the lives of older adults. Violation of these rules could endanger future funding for this congregate meal program.**