

NORTHERN TIER NATIONAL HIGH ADVENTURE PROGRAM

2010 STAFF POLICIES

The policies that follow are important for you to understand as a member of the Northern Tier seasonal staff as well as being part of your agreement to work for Northern Tier. Policies vary from uniforming to personal behavior, but the spirit behind them are the Scout Oath, Scout Law, Northern Tier's Wilderness Pledge, and the Leave No Trace - Outdoor Ethics. In all of your dealings while a staff member at Northern Tier keep them at the forefront of your thoughts and actions.

If you have any questions about this document please contact Carl G. Boyles, Director of Program at 218-365-4811 or by e-mail at Carl.Boyles@scouting.org.



The Scout Oath

On my honor I will do my best,
To do my duty to God and my Country,
And to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and
morally straight.

Northern Tier's Wilderness Pledge

Through good Scout camping,
I pledge to preserve the
beauty and splendor of
North America's Canoe Country.
I commit myself to:
A litter and graffiti-free wilderness.
A respect of wildlife.
Conservation and proper use of the forest
Respect for trails and lakes
Proper use of campsites.

The Scout Law

A Scout is: Trustworthy,
Loyal, Helpful,
Friendly, Courteous,
Kind, Obedient,
Cheerful, Thrifty,
Brave, Clean,
and
Reverent

Leave No Trace - Outdoor Ethics

Plan Ahead and Prepare
Travel and Camp on Durable Surfaces
Dispose of Waste Properly
Leave What You Find
Minimize Campfire Impacts
Respect Wildlife
Be Considerate of Other Visitors

EQUAL OPPORTUNITY

All applicants are considered without regard to race, color, religion, sex, national origin, age (if over 18, or 21 for certain positions), marital status, veteran status, or the presence of a disability that is unrelated to your ability to perform the job requested.

OPEN DOOR POLICY

Northern Tier has an open door policy. After meeting with your supervisor, if you are not satisfied with the handling of a concern, you are free to take your concern to the next highest supervisor. If still not satisfied, your concern may be brought to the Director of Program or the General Manager.

EMPLOYMENT AT WILL

All employees of the BSA are "employees at will" and, as such, are free to resign at any time with or without advance notice or reason. Similarly, the National Council may terminate the employment of any individual with or without advance notice or reason. Early resignations may affect future employment.

APPEARANCE

Developing character in youth by providing a safe, adventure-filled experience is Northern Tier's primary objective and must be kept at foremost in each staff member's thoughts. Anything that a staff member does that detracts from this purpose or impedes its achievements is inappropriate.

Personal appearance is important since Northern Tier is one of the showcase programs of the Boy Scouts of America and each staff member reflects not only on himself or herself, but on the entire Base and the BSA.

Personal appearance is essential to achieving Northern Tier's objective. Pride in your appearance, uniforming, and personal grooming makes you and those around you feel that you are part of a first rate team.

If staff appearance is less than first rate, it implies that staff attitude and performance are less than first rate. Unkempt hair or a tattoo may not be distracting for some people, but may create a bad impression to others. Members of the Boy Scouts of America tend to be very conservative. Taking this into consideration is important to your appearance and job.

EACH STAFF SUPERVISOR IS RESPONSIBLE FOR ENFORCING APPEARANCE STANDARDS WITHIN THE DEPARTMENT WHERE ASSIGNED.

NORTHERN TIER'S STANDARDS FOR PERSONAL APPEARANCE:

- Correct uniform that is clean and properly fitted, not tattered or torn.
- **Personal cleanliness and hygiene are required.** Staff must shower or bathe frequently and encourage participants to do likewise.
- Beards, if worn, must be clean, trimmed, well-kept, and show evidence of grooming. Northern Tier is not the place to begin growing a new beard or mustache.
- Extreme hairstyles, are **NOT ALLOWED**. Hair will be kept clean, neatly trimmed and show evidence of good grooming.
- Exotic or unusual hairstyles and hair colors, males wearing earrings, unusual or dangling earrings on women, offensive tattoos and visible body piercings that may be offensive to participants or interfere with job duties and performance are **UNACCEPTABLE** during work hours.

THESE STANDARDS APPLY TO EVERY DEPARTMENT, including those staffs who present interpretive programs. If you have any questions about these policies, please contact Northern Tier.

NORTHERN TIER STAFF UNIFORMING POLICY

The Boy Scouts of America is a uniformed organization and wearing a uniform properly at Northern Tier is part of your job responsibility. The proper uniform is required when you are interacting with a crew on base or at the discretion of management.

Staff members must bring or buy enough uniform parts to be in correct uniform on a daily basis. Interpreter staff members are not required to wear uniforms while on treks. Repeated infractions of the staff uniforming requirements will result in dismissal.

For the 2010 summer season, **all staff members** will receive one polo shirt, one wicking t-shirt, and one staff hat. **New staff members** will also receive one web belt. Okpik staff may receive different uniform parts at the discretion of the base management.

The polo and t-shirt will be the only shirts approved for wear as the official Northern Tier staff shirts. Prior year staff shirts are acceptable as long as they are presentable.

To insure that your size is available, please submit your Uniform Order Form with your employment paperwork.

The Sommer's Alumni Association will also give all new staff members a \$50 credit in the Northern Tier Trading Posts to spend on uniform supplies or trail equipment.

You should be aware that Northern Tier is the largest Boy Scouts of America canoe camping program! Northern Tier has been and continues to be a "pacesetter." A proper uniform is an important element to the atmosphere and attitude desired with all participants at each base. While on base, wearing of the official Boy Scout uniform, formal Canadian uniform if Canadian, Venturing uniform, Voyageur costume, or activity uniform is required except as noted. Wearing a partial uniform is not acceptable.

Name tags will be provided and must be worn by all staff while on Base. Name tags are to be worn on the right pocket flap or collar of the Scout or staff shirt where it can easily be seen, on t-shirts they will be worn on break-away lanyards. Name tags must not be embellished with stickers, markers or nicknames, etc. A \$5 fee will be charged to replace lost, damaged or missing tags. Name tags are an important part of our customer service and our security plan.

Appropriate Uniforms

Option 1:

- BSA tan shirt, short or long sleeve
- BSA olive green shorts or pants
- BSA olive socks with red top
- Centennial tan shirt, short or long sleeve
- Centennial forest green convertible pants
- Centennial BSA socks
- Red shoulder tabs (or color of primary registration)
- BSA belt or Northern Tier belt
- Name tag

Option 2:

- BSA Venturing shirt, short or long sleeve
- BSA Venturing shorts or pants or BSA olive shorts
- BSA gray Venturing socks or BSA olive socks with red top
- Green shoulder tabs
- BSA belt or Northern Tier belt
- Athletic white socks or hiking socks
- Name tag

Option 3:

- Northern Tier staff shirt (red or past shirts -in good condition)
- BSA olive green shorts or pants
- BSA Venturing shorts or pants
- Northern Tier Columbia shorts or pants
- BSA belt or Northern Tier belt
- Athletic white socks or hiking socks
- Name tag

USE OF TOBACCO PRODUCTS

SMOKING and the use of **SMOKELESS TOBACCO** is **PROHIBITED** in all Northern Tier **buildings, tents, and vehicles**. While in BSA Field Uniform and/or on duty, smoking or the use of smokeless tobacco is not permitted. **THE USE OF ANY TOBACCO PRODUCTS IS ONLY PERMITTED IN DESIGNATED AREAS ON BASE.**

Designated smoking areas are established for both staff members and participants if of age. Those staff members that must smoke are expected to set an example and only use these areas. These areas will not be in view of participants. **Areas need to be kept clean and neat.**

ALCOHOL AND DRUG ABUSE

Northern Tier High Adventure Program and the BSA is committed to providing a safe and wholesome environment for participants and employees. Northern Tier will maintain a “**ZERO TOLERANCE**” policy for the use of illegal drugs, the abuse of prescribed drugs, possession of drug paraphernalia, or possession or consumption of alcohol.

The “**ZERO TOLERANCE**” policy states that each employee will:

(1) have no contact (use or possession) with illegal drugs including marijuana, drug paraphernalia, or abuse prescribed drugs on Northern Tier property.

(2) not use, or be under the influence of, alcoholic beverages on Northern Tier property or in uniform anywhere; not drink and drive; not assist any minor (under age 21 in the United States) in obtaining alcoholic beverages; and, if under age, will not seek, obtain or consume alcoholic beverages. This policy applies to Northern Tier property and all properties where Northern Tier programs are conducted.

VIOLATION OF THE “ZERO TOLERANCE” POLICY WILL RESULT IN IMMEDIATE TERMINATION AND POSSIBLE PROSECUTION.

TERMINATION OF EMPLOYMENT

Trust is important to the members of the Northern Tier management team. We are serious about these matters because we care about you and the participants we serve. Any employee credibly suspected of violating these policies will be suspended, pending an investigation of the allegation. If found not guilty, the employee will be reinstated, retroactively.

Violations of the trust placed in you related to the following items may result in the termination of your employment. The severity of the infraction will determine the action taken. All violations will be noted in the individual’s permanent personnel file and may jeopardize chances of future employment at Northern Tier, or any BSA High Adventure Program.

- Violation of Northern Tier’s alcohol or drug abuse policies.
- Receiving a DUI or DWI citation while employed at Northern Tier.
- Theft of Northern Tier or another person’s property - including food.
- Unauthorized or personal use of Northern Tier vehicles.
- Violation of the Law, including traffic violations.
- Tardiness or absence from work.
- Gross misconduct.
- Fighting.
- Insubordination.
- Willful damage to Boy Scouts of America property, including graffiti.
- Soliciting funds, sale of property or use of BSA facilities for personal gain.
- Use of firearms outside of an established program area.
- Use of fireworks or explosives except where specifically approved by the Base administration.
- Carelessness or deliberate failure to observe safety measures.
- Tampering with fire equipment, smoke detectors, fire alarms, fire extinguishers, fire hoses, or search and rescue equipment.
- Sexual harassment including conduct or language, profanity, verbal and/or physical confrontation of guests, participants, or staff.
- Abuse of a child or anyone else including another staff member.
- Cohabitation by unmarried couples.
- Cliff jumping.
- Unauthorized hiking, canoeing, or camping in the back country without a permit.
- Trespassing on unauthorized private land and state and federal closed public land.
- Possession on base of obscene magazines, photos, or videotapes rated R, NC 17, X, XXX or unrated.
- Northern Tier’s information systems and other technical resources – including the telephone system, cellular phones, voice-mail system, facsimile machines, duplicating machines, desktop & laptop computers, computer network, modems, e-mail systems, and internet access – are to be used exclusively for National Council/Northern Tier business operations. The computers provided for staff in the staff lounge and personal staff computers using Northern Tier wireless or land line connection may be used to send and receive personal e-mail and to view internet sites that are not pornographic, vulgar, threatening, hate related, or offensive. Viewing, downloading, distributing, or sending obscene materials is strictly prohibited and will result in disciplinary action, up to and including termination. Any communication via e-mail or voice mail that may constitute verbal abuse, slander, or defamation or that may be considered offensive, harassing, vulgar, obscene, or threatening is strictly prohibited. Northern Tier reserves the right, at all times and without notice, to inspect and search any of its property whenever, in Northern Tier’s discretion, there is a business need to do so. Employees have no right of privacy as to any information, files, or other materials found to be in or on the National Council’s property.

SEXISM/RACISM/RELIGIOUS SLURS/PUT DOWNS

Every staff member has the right to his or her dignity and to be respected by other people. Each of us wants to be treated with respect as we do our job, as well as during time off. Each of us needs to increase our sensitivity toward what may be perceived as offensive or unwelcome to other people with whom we come in contact. Everyone on the Northern Tier staff is expected to strive to ensure that our interaction with other people is positive in every respect. The Boy Scouts of America and Northern Tier National High Adventure Program prohibits language or behavior that belittles or puts down members of the opposite sex, unwelcome advances, racial slurs, chastisement for religious or other beliefs, or other actions or comments that are derogatory of any people. Each supervisor has the responsibility to maintain a work atmosphere free of any form of harassment.

All offenses should be reported directly to the General Manager, Director of Program, Associate Director of Program, Canadian Director, or the Base Director. Each complaint will be investigated promptly and in an impartial and confidential manner. Repeated or serious offenses will result in disciplinary action or termination of employment. No staff member who reports a complaint in an appropriate manner will be subjected to reprisal or retaliation in any form.

Sexual harassment is particularly offensive. Actions that constitute sexual harassment include profane, degrading, or suggestive language, touching a person when that person does not wish to be touched, making unusual requests, propositions, or advances, using pornography, or gestures that disturb others. Sexual harassment is any form of inappropriate, abusive, threatening, or mean words or actions of a sexual nature which are unwanted, unwelcome, and/or personally offensive to the recipient and/or other people present.

KNOW AND FOLLOW YOUTH PROTECTION POLICIES

The Boy Scouts of America and Northern Tier have specific youth protection guidelines. During staff training a session will be dedicated to discussing the youth protection issue. The issues of child abuse, sexual exploitation, sexual molestation, and the overall BSA youth protection guidelines will be defined and thoroughly discussed. The procedures for reporting youth protection violations will be outlined and the importance for confidentiality in reporting will be stressed.

Policies have been implemented to create barriers and to strive to eliminate the opportunities for abusers to abuse and exploit young people.

These policies include the following points:

- One-on-one situations between youth and adults are unacceptable. There must be a minimum of three people (two Scouts and one adult or one Scout and two adults) while doing any activity. Youth crew participants are not to be on base without supervision by at least two adults. Interpreters and crew advisors should not go into town for dinner, etc. leaving the youth members unsupervised.
- There will be no showering by adults and youth together. All users of the sauna are required to wear shorts or swimsuits. Each Base has different accommodations for adults and youth to shower and sauna, please note Base specific rules and schedules.
- Adults and youth members (under 18) must be housed in separate tents while on the trail. A parent and their child may share a tent. Females and males must be in separate tents unless they are a married couple.
- There is absolutely no nudity allowed on the Bases or on the canoe trips. "Skinny dipping" and sleeping nude are not acceptable activities. All staff and participants are required to wear underwear both on the Bases and on the trail.

CARE OF EQUIPMENT

You have some responsibility for material supplies and equipment purchased for use in the Northern Tier program. Your diligent care and use of such materials is expected, as well as your honesty in seeing that all materials are used for intended purposes. Pilferage of trail foods or any other materials is cause for immediate dismissal.

FUNDRAISING

Fundraising for charitable causes on a Northern Tier Base may only be done with advance approval from either the General Manager or the Director of Program.

FIREARMS AND WEAPONS

Firearms, ammunition, and other weapons are used at Northern Tier bases on a closely controlled basis. Personal firearms, ammunition, and other weapons are not to be used on Northern Tier property under any circumstance. If you cannot avoid bringing a firearm, it must be checked in at the registration office when you arrive, and checked out when you depart Northern Tier. Federal and state law restricts the transportation of most firearms across state lines so be sure you comply. Sheath knives (fixed blade) are not allowed, except as part of an interpretive costume. Fillet knives multitools, and pocket knives are acceptable.

PERSONAL PROPERTY SECURITY

Northern Tier is not responsible for the loss of personal belongings. It is recommended that items of value be left at home and that you obtain loss coverage for your personal effects. This may be included on your parents' homeowners' policy. If you can bring a foot locker and padlock, you will have extra storage and security.

NO PETS

Seasonal staff may not have pets on the Northern Tier Bases. If you bring a pet, you will have to send it home or put it in a kennel. Year-round and management staff may have pets with approval, but they must remain contained (not allowed to run free) or on a leash under control.

