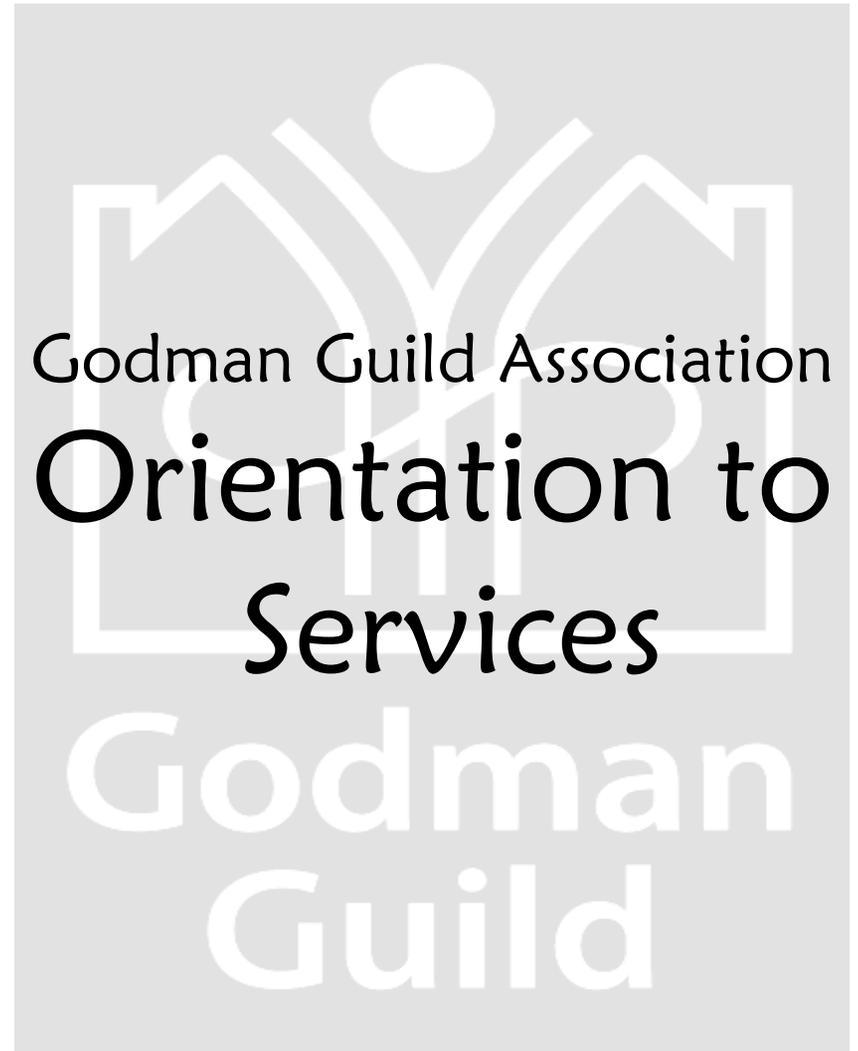


Confidential Information

Your confidential information will not be revealed or discussed with anyone outside Godman Guild unless you or your legal guardian (if you are under 18 years of age) signs a Release of Information Form that gives permission to share information with a specific agency or person, the information is required by state or federal law, or in the following circumstances:

- Godman Guild employees **by law** must and will report suspected or reported child abuse or neglect.
- Godman Guild will provide client confidential information to appropriate agency or person when it is deemed in the best interest of the client and/or will protect others from harm. Threats of self-harm, suicide and threats towards others will be addressed by contacting the police, Netcare, or recommendation to a mental health professional.
- Godman Guild clients may be photographed and videotaped at Godman Guild community events without signed consent forms. Clients may choose not to participate if uncomfortable with having their picture taken. Clients will be reasonably informed which events are considered community events. During regular programs, clients will not be photographed or videotaped unless a consent form is signed.
- Godman Guild provides program demographics and outcome information as requested by funder's contracts. No identifying information will be released unless a Release of Information form is signed.

If you have any questions or concerns about any of your rights, responsibilities, or Godman Guild policies, please talk with your program director.



Godman Guild Association • 303 East Sixth Avenue • Columbus, Ohio 43201 • **Phone:** 614-294-5476 • **Fax:** 614-294-3933

Camp Mary Orton • 7925 North High Street • Columbus, Ohio 43235 • **Phone:** 614-885-1023 • **Fax:** 614-885-3032



*We are an ADA
Compliant organization*

Godman Guild Association

Our **mission** is to promote strong families and strong communities in Columbus, Ohio primarily focusing on the near north side. Our **vision** is a thriving, vibrant community filled with diverse invested neighbors. Our **brand promise** is to be “true to our word”. Godman Guild offers comprehensive services designed to empower the individual, strengthen the family, and foster community.

History

Godman Guild Association was founded in 1898 as the First Neighborhood Guild in Flytown. It soon became Godman Guild House and moved to a new facility due to the generous support of Henry Godman, owner of the Godman Shoe Company. Godman Guild offered a variety of services to new immigrants and the community including English classes, community gardens, sports teams, a public bath, and support during housing crises. It continues to provide services specific to the ever changing needs of its community.

Camp Mary Orton

In 1910, the Guild was invited to take mothers and babies to a family farm north of Worthington for respite and to appreciate nature. By 1927, that farm had become the property of Godman Guild and Camp Mary Orton was established. The current adventure activities at Camp Mary Orton complement and expand Guild services to the community while providing leadership training to area corporations, schools, and nonprofit organizations. Camp Mary Orton’s **mission** is to provide opportunities for personal growth, to promote an appreciation for the natural environment, and to be a resource that contributes to the mission of the Godman Guild.

Your Safety

Your safety is of the utmost importance at Godman Guild. The following are important to note about our safety guidelines:

Behavior

- Godman Guild employees, interns, and volunteers will not physically intervene or restrain individuals. In the case of a person showing physical aggression the police may be called.
- Toddlers, pre-school, and school-age children may be held for a short time in a manner such as a protective hug while the child gains control of him or herself.
- If a person enters the building yelling, belligerent, or acting strangely, you should notify an employee immediately. All intruders or situations that affect safety should be addressed by a Godman Guild employee.
- All clients must comply with safety guidelines and rules given by Godman Guild employees, interns, and volunteers. If non-compliant, client will be denied activity privileges (such as transportation).

Medical

- Employees are not allowed to administer over-the-counter medication, bug spray containing more than 6% DEET (to minors), prescription medication or any medicinal item to any client unless the client has a medical permission form filled out and signed.
- Minor medical situations can be addressed by a first aid certified Godman Guild employee if consent is given. In a situation that needs more attention or knowledge than the employee can provide, you will be advised to seek attention from a medical professional. In a potentially life threatening medical emergency, 911 will be called.

Surroundings

- In the case of a fire, tornado, or lock-down follow emergency plans posted on the wall in each room and instructions given by the employee.
- Please follow your program procedure in the case of poor weather conditions. A Guild-wide closing will be reported to local news channels.

Expectations

Code of Conduct

Godman Guild is committed to promoting strong families and strong communities in Columbus, Ohio primarily focusing on the near north side. For Godman Guild programs and clients to achieve their goals, all people must be treated with respect and dignity regardless of race, color, religion, age, national origin, gender, ancestry, sexual orientation, veteran/military status, disability/handicap or any other characteristic protected by law. Godman Guild clients, employees, interns, visitors, and volunteers are encouraged to report misconduct to the appropriate supervisor or director if observed.

Anyone who violates the Code of Conduct, Godman Guild policies, or program rules is subject to discipline procedures. Discipline procedures for clients may include the following:

- Verbal warning
- Meeting with program staff, supervisor or director
- Suspension from program
- Termination from program
- Prohibition from all Godman Guild properties

Client/Employee Relations

Social service is a distinct professional role and does not constitute a friendship. Godman Guild employees and clients will not lend or borrow materials from one another, have discussions about other employees or clients, engage in outside business, or have inappropriate physical contact.

Gift Policy

Gifts and money may not be given or exchanged between Godman Guild employees and clients or client's family. Artwork and small tokens of appreciation may be accepted by employees.

Your Rights

- Be treated with consideration and respect for personal dignity, choices, and privacy.
- Freedom from discrimination on the basis of race, color, religion, age, national origin, gender, ancestry, sexual orientation, veteran/military status, disability/handicap or any other characteristic protected by law.
- Freedom from physical, sexual, and verbal abuse.
- Be informed of available program services.
- Give consent or refuse any program services. A legal guardian may consent to or refuse any program services on behalf of a minor less than 18 years of age.
- Know the costs of services.
- Be advised of your right to refuse observation by others by techniques such as tape recorders, video recorders, television, movies, or photographs except during public Godman Guild events.
- Have your personal identifying information and any communications kept confidential. Information will be kept confidential except in instances when disclosure is required by law (see page 7 for more information).
- Be informed of the reason(s) of termination from a program.
- Be informed of the reason(s) for denial of service.
- Be aware of and exercise your rights without prejudice, including the right to file a grievance.
- File a grievance, be informed of how to file a grievance, and to receive assistance in doing so.

Filing a Grievance

Clients have the right to file a grievance when they believe there is a denial or abuse of their rights. The procedures for grievances are as follows:

- 1) You are encouraged to talk about the problem directly with the person(s) with whom you have an issue. If you feel that your safety may be at risk, go directly to step 2.
- 2) Next you are encouraged to talk about the problem with appropriate staff or program director. Be aware that any information serious enough to warrant further disclosure may not be kept confidential.
- 3) If your complaint is not resolved through the first or second steps, you have the right to file a grievance through the Client Rights Advocate. You should contact and meet with the Client Rights Advocate to discuss the grievance so appropriate actions can be taken to resolve the conflict. The Clients Rights Advocate will make a final decision related to the grievance.
- 4) If the grievance is against the Client Rights Advocate, then it will be handled by the Executive Director.

Client Rights Advocate:

Lora Mitchell

- Phone: 614-294-5476 Ext 138
- Email: lora.mitchell@godmanguild.org

Your Responsibilities

* *Others* include clients, employees, interns, visitors and volunteers.

- Respect others.
- Avoid the use of abusive and profane language.
- Control your actions and behaviors and not endanger others.
- Respect the property of Godman Guild and others.
- Arrive to your program prepared to work/learn.
- Follow agency and program rules.

Clients are expected to comply with Godman Guild policies and procedures. All activities below are strictly prohibited.

- Disrespect toward others.
- Verbal, physical, visual or sexual harassment toward others.
- The use of abusive and profane language.
- Actual or threatened violence toward others.
- Conduct endangering the life, safety, health, or well-being of others.
- Vandalism, theft, and destruction of property of Godman Guild and others.
- Reporting to a program under the influence of alcohol or illicit drugs.
- The possession or use of alcoholic beverages or illicit drugs on Godman Guild property, outside of special events.
- The possession of dangerous or unauthorized materials such as firearms, weapons, explosives, and other similar items.