

Camp Nakanawa Employment Policies

Camp Nakanawa recognizes that a work environment free of harassment and danger is critical in order to provide a superior experience to summer campers, staff, counselors and other camp guests. Employee conduct or any work condition that substantially interferes with an employee's performance – or the enjoyment of camp by a summer camper, staff, counselor or a camp guest - or creates an intimidating, hostile or offensive environment for anyone at any time will not be tolerated.

Incidents that violate the following policies should be reported to the Executive Director for discussion and resolution. If an incident occurs during a summer camp session, reporting may also be made to the Head of Junior Camp or Head of Senior Camp.

Employment at Will: All counselor and staff employment by Camp Nakanawa is deemed to be at-will as permitted by law. Employment at Camp Nakanawa is voluntarily entered into, and you are free to terminate your employment for any reason at any time, with or without cause. Similarly, Camp Nakanawa may terminate an employment relationship for any reason and at any time, with or without cause, so long as there is not violation of applicable law.

The provisions of the Employee Handbook have been developed at the discretion of camp management. Camp Nakanawa must remain flexible in the development, administration and application of its benefits and policies. Except for the employment-at-will policy, other policies may be amended or cancelled at any time at the sole discretion of Camp Nakanawa.

Additionally, because it is not possible to develop a policy to cover all possible circumstances, Camp Nakanawa is not limited to only those policies outlined in the Employee Handbook.

Equal Opportunity Policy: Camp Nakanawa is an equal opportunity employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other characteristic protected by law.

Americans with Disabilities Act: Camp Nakanawa is committed to full compliance with the Americans with Disabilities Act (ADA) and will not discriminate against qualified individuals with disabilities. Individuals with disabilities who may require a reasonable accommodation, should contact the Executive Director. Camp Nakanawa will provide reasonable accommodations for

employees with known disabilities, unless doing so would create an undue hardship to Nakanawa.

Immigration Law Compliance: It is the policy of Camp Nakanawa to employ only United States citizens and other persons authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each newly hired employee must complete the Employment Eligibility Verification Form I-9 and present documentation that verifies both their identity and employment eligibility.

Harassment and Complaint Procedure: Camp Nakanawa is committed to a work environment of equal employment opportunity and prohibits unlawful discriminatory practices, including harassment. Harassment may include unwelcome sexual advances or conduct of a sexual nature that creates an intimidating, hostile or offensive work environment, or substantially interferes with an employee's work performance or employment status. Harassment is not necessarily sexual in nature. Harassment of any kind based on an individual's race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other characteristic protected by law is prohibited. An employee who engages in such conduct will be subject to disciplinary action, up to and including termination.

An employee who believes in good faith that they have been subject to or witnessed a violation of the policies listed above should promptly report and discuss their concerns. Concerns should be reported to the Executive Director. If an incident occurs during a summer camp session, reporting may also be made to the Head of Junior Camp and Head of Senior Camp. The matter will be promptly investigated. If the investigation leads to a determination that inappropriate conduct has occurred, corrective action, up to and including termination, will be taken.

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