

Isla Mar Inc.

Code of Conduct

Purpose

Isla Mar is a nonprofit organization committed to scientific research and education. This Code of Conduct sets forth the expectations for everyone collaborating or participating in Isla Mar, including staff, advisors, board members, volunteers, program participants, and parents/guardians. It ensures we work together in a respectful, inclusive, and safe environment that supports learning, growth, and our shared mission: to empower our community to become advocates for the preservation of our island and ocean environments and resources. We seek to inspire a new generation of environmentally conscious citizens who are committed to protecting and preserving our earth.

1. Commitment to Our Mission

All members of our community must act in a way that supports and advances our mission: Commitment to scientific research and education that deepens our understanding and appreciation of the ocean as a vital resource to our island and communities. We are dedicated to fostering a holistic approach to island science, emphasizing collaboration and nurturing a mindful awareness of our connection to nature. We expect honesty, integrity, respect, empathy, and a shared commitment to the success and well-being of all participants and the protection and preservation of our environment.

2. Respect and Inclusion

We value diversity, inclusion, and non-discrimination and promote respect across all interactions. Everyone must:

- Treat others with kindness, fairness, and dignity.
- Listen respectfully and avoid any form of discriminatory, offensive, or demeaning language or behavior.
- Celebrate the diverse backgrounds, abilities, cultures, and perspectives within our community.
- Respect and protect the environment and ecosystems in accordance with our organization's mission.

We do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law in any of our activities or operations.

3. Responsibilities of Youth Program Participants:

To ensure a positive learning space, children and youth must be supervised appropriately by trained adults. We expect that all participants behave in a respectful way, and we abide by our **three-strike** policy as follows:

Youth Program three-strike rule for mild behavior (excessively disruptive, talking while teacher is talking even after being asked to be respectful, not listening, etc.)

- **First strike** – Private conversation with participant in which the disruptive conduct is addressed by the staff in charge to seek resolution.
- **Second strike** – Notification and private conversation with parent or guardian about current offense, and the previous one, with the warning that one more offense will result in discharge from the program.
- **Third strike** – Participant will be discharged from the program, and future participation will be discouraged.

No refunds will be given if a student is discharged because of behavior or as a result of our three-strike policy. *Please see Section 9 and 10 for additional information regarding immediate expulsion from the program.*

4. Responsibilities of Volunteers

Volunteers, such as our citizen scientists, are essential to our mission and must:

- Follow all organizational policies and training guidelines.
- Be respectful and protective of the environment and ecosystems during interactions.
- Maintain professional, appropriate relationships with participants, staff and advisors.
- Respect confidentiality and use good judgment in all interactions.
- Report any safety concerns, inappropriate behavior, or violations of this code.

5. Responsibilities of Parents and Guardians

Parents and guardians play a vital role in the development of our youth program and are expected to:

- Support their child's participation.
- Communicate openly with program staff.
- Treat all staff, volunteers, and families with respect.
- Address concerns constructively and professionally.

7. Use of Property, Equipment and Supplies

Everyone must use program property, supplies, and equipment with care, responsibility and respect. Damage, theft, or misuse may result in discharge from the program and/or organization.

8. Confidentiality and Privacy

We respect the personal information and privacy of all individuals in our programs. We abide by our **Confidentiality Policy**, and it is expected to be followed and acknowledged by our community.

9. Zero Tolerance for Bullying

We are committed to maintaining a safe and supportive environment, free from any form of bullying or harassment.

- **Bullying:** Repeated, unwanted aggressive behavior—verbal, physical, or social—that causes harm or discomfort. This includes:
 - Name-calling
 - Foul language
 - Exclusion
 - Threats
 - Intimidation
 - Spreading rumors.

Any staff, volunteer, participant, or parent who engages in any kind of bullying behavior will be discharged from any form of participation in any program or activities from the organization.

10. Zero Tolerance Sexual Harassment

We are committed to maintaining a safe and supportive environment, free from any form sexual harassment:

- **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. This applies to everyone—regardless of age or role—and includes comments, jokes, gestures, or contact that makes others feel unsafe or uncomfortable.

All allegations will be taken seriously and addressed promptly. Any member of the organization or community who engages in any kind of harassment behavior will be discharged from the organization and is subject to legal action.

11. Reporting Concerns

We encourage anyone who witnesses or experiences inappropriate conduct to report it to the Executive Director, or designated point of contact for the organization's specific program. Reports may be made confidentially, and **retaliation against anyone who raises a concern in good faith is strictly prohibited.**

12. Consequences for Violations

Violation of this Code of Conduct may lead to appropriate action, including but not limited to:

- Warnings or removal from a program (for participants)
- Termination of volunteer or staff involvement
- Notification of authorities in cases involving abuse or harassment

Acknowledgment

All staff, volunteers, participants, and parents/guardians are required to read, understand, and agree to this Code of Conduct before participating in any Isla Mar activities. *All participants in Isla Mar in-person community activities or activities that involve online registration agree to abide by this Code regardless of signing the attached policy acknowledgement form.*

Review and Amendments:

This policy shall be reviewed periodically to ensure compliance with evolving legal regulations and organizational needs. Amendments may be made as necessary with appropriate approvals.

Code of Conduct Acknowledgment Form

By signing this form, you confirm that you have read, understood, and agree to follow the **Code of Conduct** established by Isla Mar. This applies to all staff, volunteers, program participants, and parents/guardians involved in our activities.

Acknowledgment Statement

I acknowledge that:

- I have received and read the Code of Conduct.
- I understand my responsibility to uphold the values and standards outlined in the Code.
- I agree to conduct myself in a respectful, safe, and inclusive manner at all times.
- I understand that any violation of the Code of Conduct may result in removal from the program or other consequences as deemed appropriate by the organization.
- I understand that reports of bullying, harassment (including sexual harassment), and other inappropriate behavior are taken seriously and will be addressed in accordance with organizational policy.
- I know how to report concerns or violations and understand that retaliation for making a good-faith report is not allowed.

Printed Name: _____

Role (check one):

- ☐ Staff
- ☐ Volunteer
- ☐ Program Participant (Student or Adult)
- ☐ Parent/Guardian (if student is a minor)

If applicable, name of student participant: _____

Signature: _____

Date: _____

Parent/Guardian Signature (if under 18): _____

Date: _____

Organizational Use Only

Received by: _____

Date Received: _____