

	<h1>National Cave Rescue Commission</h1> <h2>Code of Conduct</h2>	<p>Effective Date: 3/15/2014</p>
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Purpose

The Code of Conduct policy is intended to define professional conduct for NCRC Instructors and others providing instruction or support at National Cave Rescue Commission (NCRC) training events. In addition, the Code of Conduct policy defines the process for addressing alleged violations of this policy.

Background

The professionalism, or lack thereof, of instructors and staff set the tone for any training event. When instructors behave in a professional manner the learning environment is enhanced and students leave our seminars with a high quality learning experience and a positive impression of the NCRC. This “Code of Conduct” describes how instructors should present themselves but is not a detailed list of every possible improper or offensive behavior. It allows for regional differences and changing norms in audiences and society. Strong leadership, clear communication, and mutual respect should permeate matters surrounding instructor conduct.

NCRC Instructor Code of Conduct

1. Understands and teaches the NCRC Curriculum.
2. Understands and respects the Chain of Command.
3. Ensures the safety of all seminar participants at all times.
4. Maintains and exudes a positive attitude.
5. Maintains an appearance that engenders respect and confidence in their role as an instructor.
6. Does not engage, allow, or condone in illegal activities.
7. Avoids personal habits, behaviors, and mannerisms that are offensive or distracting to others.
8. Sets a positive example for NCRC Students, Staff, and other Instructors at all times.
9. Checks their ego outside the classroom/field site.
10. Sets an example by respecting and enforcing seminar/site specific rules and instructions.
11. Looks and Listens (to students and staff), and provides written suggestions on ways to improve the NCRC Curriculum and Seminar Operation.
12. Does not air disagreements in front of the students, but brings them in private to the individual and/or the NCRC Chain of Command for resolution.
13. Listens to students and resolves their issues and concerns in a respectful manner.

14. Knows they are instructors representing the NCRC 24 hours a day.
15. Knows we are there for the students.

Grievance resolution involving possible violations of the Code of Conduct

1. Grievances shall be addressed following the chain of command.
2. Anonymous grievances will not generally be accepted.
3. Grievances shall be addressed as soon as possible after the alleged violation occurs.
4. Grievances that are significant or sensitive in nature (e.g. unlawfulness, repeat offenders, etc.) should be passed up the chain of command to the Board of Regional Coordinators (BORC).
5. Any grievance submitted to the BORC shall be in writing and be submitted no more than 30 days following the action giving rise to the grievance. The written grievance should include: date, time, location, nature of the grievance, names of involved parties, names of witnesses, and name of the person filling the grievance.
6. Grievances submitted to the BORC shall be addressed by the BORC no later than the next scheduled BORC meeting. The BORC shall provide a written response to the grievance within 15 days following the BORC's review. The BORC response shall be sent to the person, or persons, who submitted the grievance, any affected parties of the grievance, and to other individuals or groups deemed appropriate by the BORC.

Enforcement

1. The Training Coordinator (or their designee) is primarily responsible for enforcing the Code of Conduct at National Seminars. This responsibility should be carried out by pushing the appropriate responsibility and authority down the chain of command.
2. The Regional Coordinator of the region (if present) or the Seminar Lead Instructor is responsible for enforcing the Code of Conduct at Regional Seminars. This responsibility should be carried out by pushing the appropriate responsibility and authority down the chain of command.
3. The Regional Coordinator is responsible for enforcement of the Code of Conduct within their region on an ongoing basis.
4. An instructor found in violation of the code of conduct shall implement an immediate and sustained correction. If an instructor fails to do so, they may be asked to leave an event and/or ultimately may have their Instructor status revoked.

Maintaining awareness of the NCRC Instructor Code of Conduct

The NCRC Code of Conduct shall be incorporated into the instructor update lesson plan and reviewed with Instructors and Staff at the beginning of NCRC Training events.