



Policy Title: Off-Duty Staff Presence and Socialization on RYSE Premises

Purpose:

To establish guidelines for off-duty staff presence and socialization on RYSE premises in order to maintain a professional work environment, ensure the confidentiality and well-being of at-risk youth, promote work-life balance, and uphold RYSE's reputation as a trusted care provider.

Scope:

This policy applies to all RYSE employees, including full-time, part-time, and contract staff.

Policy:

Off-Duty Staff Presence on Premises:

- a. Off-duty staff members are generally discouraged from remaining on RYSE premises for extended periods of time after their shift has ended, except for necessary work-related reasons, such as attending meetings or completing documentation.
- b. In the event that an off-duty staff member needs to be on the premises for a legitimate reason, they must obtain prior approval from their supervisor.

Socialization with Oncoming Staff:

- a. Off-duty staff members should limit socialization with oncoming staff to brief and appropriate exchanges during shift handovers, in order to minimize disruptions to the work environment.
- b. Extended social interactions between off-duty and oncoming staff should be conducted off RYSE premises, in order to maintain a professional atmosphere and ensure efficient use of resources.

Confidentiality and Professional Boundaries:

- a. Staff members, whether on or off duty, must maintain the confidentiality of sensitive information pertaining to at-risk youth and their families, as required by RYSE's confidentiality policy.
- b. Off-duty staff members must be mindful of maintaining professional boundaries while on RYSE premises and avoid engaging in behaviors that could be perceived as unprofessional or create a perception of favoritism.



#### Facility Access and Resource Management:

- a. Off-duty staff members must refrain from accessing restricted areas or utilizing RYSE resources for non-work-related purposes.
- b. Staff members are responsible for ensuring that their presence on the premises does not contribute to unnecessary utility costs or facility wear and tear.

#### Liability and Safety:

- a. Off-duty staff members are expected to follow RYSE's safety policies and procedures while on the premises, as they remain responsible for their own safety and the safety of others.
- b. Staff members must report any injuries or accidents that occur while they are off-duty and on the premises to their supervisor as soon as possible.

#### Enforcement:

Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment, depending on the severity and frequency of the violation. All employees are responsible for familiarizing themselves with and adhering to this policy. If you have any questions or concerns, please contact your supervisor or RYSE Human Resources.

#### Effective Date:

This policy shall take effect immediately upon distribution to all RYSE employees.

#### Review and Updates:

This policy will be reviewed and updated periodically to ensure continued compliance with relevant laws and regulations, as well as RYSE's organizational needs. Employees will be notified of any updates or changes to the policy.