

# COLORADO CODE OF CONDUCT

Grand Assembly of Colorado, IORG

(Youth Protection Guidelines as adapted for the Jurisdiction of Colorado and its Assemblies)

*In order to safeguard Rainbow Girls and their adult leaders, the following youth protection guidelines have been implemented for use by assemblies. Abuse in any form is not condoned by the International Order of the Rainbow for Girls. An emphasis on sexual abuse prevention in these guidelines is to assert to any perpetrator that such behavior will not be tolerated.*

## **Appropriate administrative and legal action will be taken as warranted.**

1. **Appropriate Conduct** – It is expected that all Rainbow Girls and their adult leaders will conduct themselves in such a way as to demonstrate the organizational values as set forth through the lessons of Rainbow, and thus to treat each other at all times with appropriate respect and consideration, avoiding even the appearance of favoritism or impropriety.
2. **Authorized Activities** – The Advisory Board of each Assembly is responsible for authorizing all events. Unofficial organizations as well as “secret” activities, and ceremonies not specifically authorized by the IORG or any Grand Jurisdiction are not permitted.
3. **Youth and Caregiver Information** – Each assembly is to maintain a confidential record of contact information for youth and their parents or guardians, including those authorized to pick up a youth from an event. Restrictions as to who may pick up a girl from an event should be communicated in writing and signed by caregivers as soon as a girl becomes a member, and should be updated annually, or as custody issues change. This information is to be used by adult leaders for safe and effective communication and never released to unauthorized individuals.
4. **Parental Notification Regarding Activities** – Parents and guardians are encouraged to participate in Rainbow activities and to accompany the assembly on trips and outings. Parents are to be notified in advance of the date and times, location, and purpose of each event. Their formal permission is needed in order for youth to participate in field trips, late-night activities, overnight trips, and other special activities. In lieu of a separate permission slip for each activity, Assemblies may use an annual (or other periodic interval) permission slip.
5. **Chaperone/Member Ratios** – An Assembly will make every effort to have a minimum of two unrelated adults, at least one of whom is a female chaperone certified by the Advisory Board, accompany Rainbow Girls on all trips, outings and assembly activities. The size and particulars of an event may require additional adult leadership to be present. Approved chaperone ratios will be adhered to at all times (Please refer to the full IORG Youth Protection Policy for details on the chaperone certification process as well as chaperone /adult to youth ratios.) *If having a minimum of two unrelated adults present at a trip or outing is not achievable, a special permission slip, acknowledging that less than the required minimum will be present, must be obtained from the parent or legal guardian of any Rainbow youth attending the trip, outing or activity. However, in any event, at least one Certified Female Chaperone must be present.*
6. **Co-ed Activities** – Certified male and female chaperones must be present for any co-ed activities, and proper standards of conduct established prior to the event. Parental approval is needed in advance of participation. *If the co-ed activity involves DeMolay and no other young men, in lieu of Rainbow certified male chaperones, DeMolay certified chaperones (male or female) will satisfy the requirement that a certified male chaperone be present.*

## COLORADO CODE OF CONDUCT – continued

7. **Safety Rules** – To ensure the safety of our Rainbow Girls, an Assembly will make every effort to have a minimum of four individuals (including two unrelated adults, at least one of whom is a Certified Female Chaperone) present on any trip or outing. Provisions should be made for ensuring communication capability by cellphone or other device in the event of an accident or emergency. If an accident occurs, one person is to stay with the injured while others go for assistance, *whenever feasible. If having fewer than four individuals present at a trip or outing is unavoidable, a special permission slip, acknowledging that less than the required minimum will be present, must be obtained from the parent or legal guardian of any Rainbow youth attending the trip or outing. However, in any event, at least one Certified Female Chaperone must be present.*
8. **Positive Role Models** – Adult leaders must always be cognizant of their responsibility to behave in ways consistent with the teachings of Rainbow, and never discuss matters inappropriate for young ears, such as jokes or stories meant for mature audiences, discussion of private activities and relationships, adult language, etc.
9. **Drugs and Alcohol** – The use or distribution of alcohol or illicit drugs, or the misuse of legal drugs by leaders or members is prohibited while participating in or assisting in any Rainbow event or while in the presence of Rainbow Girls. *Although marijuana is legal in Colorado, its use is not permitted at any IORG activity.* Conversation related to alcohol or drug use is not acceptable except in an educational content. *If the Rainbow Girls are assisting at a Masonic function where alcohol is being served, the girls will not be allowed to serve or clean up any alcohol. An adult chaperone may not consume any alcohol while chaperoning at the event.*
10. **Inappropriate Relationships** – Adult leaders are expressly prohibited from dating or becoming romantically involved with any youth, and from having sexual contact with any youth.
11. **Overall safety** – Dangerous behavior will not be tolerated at Rainbow events. Weapons are prohibited at all Rainbow events. Appropriate measures will be taken to ensure the safety of Rainbow members and leaders.
12. **Illicit Media** – **All** sexually oriented materials (magazines, cards, videos, films, clothing, etc.) are prohibited at Rainbow events. Use of the Internet to view or download sexually oriented materials is prohibited during any event or in the presence of any Rainbow youth.
13. **Photographs, Videography, and other Media** – Representation of Rainbow Girls should be consistent with the values of our organization and should not be taken, shared or published without the written release of the subjects. In the case of minors, a written release must be signed by their parents or legal guardians before their image is published or displayed.
14. **Proper Attire** – Members should remain properly attired at all times, and adult leaders must not allow or condone activities such as group nudity, skinny-dipping, mooning or other inappropriate exposure.
15. **Discipline** – Only constructive, respectful, and non-physical discipline intended to instruct and demonstrate appropriate correction is permitted. Degrading punishment, any form of restraint, or physical discipline for behavior management is prohibited. Belittling or disparaging remarks and verbal abuse are not sanctioned in any form by the IORG or any Grand Jurisdiction.

## COLORADO CODE OF CONDUCT – continued

16. **Unacceptable Behavior** – No form of harassment, hazing, or bullying is to be permitted by adult or youth. Additionally, adult leaders should avoid unnecessary physical contact, including (but not limited to) back rubs, tickling, patting of buttocks, wrestling, or bear hugs. *See paragraph 17 regarding appropriate hugs.*
17. **Physical Contact** – Appropriate physical contact includes hand-shaking, high-fives, shoulder hugs (if acceptable to recipient), pat on the shoulder or other similar non-intrusive expressions of appreciation.
18. **One-on-One Contacts** – For the protection of both youth and adults, every effort will be made to avoid one-on-one activities between adults and Rainbow Girls. Should privacy be required for a confidential conversation, the interaction should be observable and interruptible, i.e. out of hearing range of others, yet still within their view. *When avoiding a one-on-one meeting is impractical (i.e. the MA working with the WA on the agenda), the meeting will be held in a public place such as a coffee shop. If a one-on-one meeting is necessary to provide a girl with extra help with items like ritual, line officer requirements or a dress fitting it must be done in either a public place or with the girl's parent present.*
19. **Respect of Privacy** – Adult leaders and Rainbow Girls should respect each other's privacy. Except in situations where health and safety require their presence, adults should not intrude in changing rooms, showers or other private areas, *whenever possible*. Adults are expected to protect their own privacy as well, and are prohibited from being fully undressed (without proper undergarments), bathing, or showering in the presence of youth. If separate facilities are not available, a schedule for private activities should be maintained, *if possible. In the event separate changing rooms are not available and scheduling separate changing times is not logistically feasible, girls and adults must, at all times, have on appropriate undergarments when changing.* No cameras or video equipment are permitted into changing rooms or other private areas. Cellphones with cameras must be turned off and put away
20. **Activities in Private Homes** - Unless authorized by the Advisory Board, no activities involving Rainbow Girls and adult volunteers should be conducted in private homes. Appropriate chaperone/adult to youth ratios should be observed at all times as addressed in the full IORG Youth Protection Policy.
21. **Separate Accommodations** – Adult leaders are prohibited from sharing a bed, sleeping bag, tent, or hotel room with a youth. Adults are to maintain separate sleeping quarters from youth except in severe emergencies, unless the adult is an immediate family member or an informed consent is signed by a parent or legal guardian. Careful consideration should be given before housing older girls with considerably younger ones. It is acceptable to have multiple female adults remain with all the youth sleeping in one large area such as an open dormitory.
22. **Transportation** – Anyone transporting a Rainbow Girl is required to have a current Driver's license and insurance, and to follow safe and legal driving practices. Drivers are to be especially mindful of safe practices relative to speed, use of seat belts, texting and other distractions. Parents or guardians must sign an informed consent before any girl is transported by assembly leaders to an event. At least one adult in each vehicle should be a certified chaperone, and no male should transport Rainbow Girls without an adult female present. Parental permission is required for a youth to drive herself and her family members to ceremonies or events. *Parental permission is required for a Rainbow Girl to be transported without a certified chaperone present.*

## **COLORADO CODE OF CONDUCT – continued**

23. **Responsibility for Youth** – Adult leaders are responsible for Rainbow Girls and their guests between the times of arrival to and departure from the location of a meeting or event. Proper attention should be given to supervising girls who are waiting transporting and ensuring they leave with an authorized person. (see # 3 above) Never leave a girl waiting alone or allow her to leave with an unauthorized person. When in doubt, a phone call should be placed to the primary caregiver for approval. Any time a girl is waiting outside an assembly room, or if she becomes ill or must leave a meeting, she should be accompanied by a female chaperone. *This is an exception to the one-on-one contacts in paragraph 18 above, but must take place in an area that is observable and interruptible.*
24. **Recognizing and Responding** – Any report or complaint from a youth concerning inappropriate behavior is to be taken seriously and addressed. Because youth may have difficulty finding appropriate language for feelings of discomfort, adult leaders, should be aware of and responsive to the signs of abuse having occurred, e.g. sudden changes in attitude or behavior, avoidance of particular individuals, and so forth. (Refer to full IORG Youth Protection Policy for additional information on recognizing and responding to signs of maltreatment.)
25. **Intervention and Reporting** – When inappropriate behavior that is questionable but not clearly harmful is observed, an adult leader should immediately intervene to respectfully explain to the observed person that their conduct might be misunderstood. The Chairman of the Advisory Board should then be alerted to the situation. Any observed maltreatment, harassment or other harmful behavior should immediately be reported in keeping with the reporting protocol outlined in the full IORG Youth Protection Policy.
26. **Screening and Monitoring** – All adults are to complete a thorough application and screening process before being allowed to serve as a Chaperone or serve in a leadership capacity. No individual will be allowed to volunteer for Rainbow trips or activities as a Chaperone until they have been known to assembly leaders for at least six months.

# ACKNOWLEDGEMENT AND AGREEMENT TO CODE OF CONDUCT

Grand Assembly of Colorado, IORG

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***Appropriate administrative and legal action will be taken as warranted.***

I have read the foregoing document and agree to abide by The Code of Conduct, including the following:

- I agree to do my best to prevent maltreatment of the youth in my care during Rainbow ceremonies and events.
- In activities where discretion is needed, I agree to anticipate the level of risk for individual activities and to use my best judgment in making decisions which affect the well-being of all concerned.
- I agree not to physically, sexually or emotionally abuse or neglect any child or youth.
- I agree to comply with IORG Youth Protection Policies regarding conduct with youth.
- I agree to immediately report any observations of inappropriate behaviors or possible policy violations.
- I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to leaders and state authorities in accordance with these policies.
- I understand that the International Order of the Rainbow for Girls will not tolerate abuse of its members, and I agree to comply in spirit and in action with this position.
- I fully understand that I am subject to the foregoing Code of Conduct, as well as all elements put forth in the full Youth Protection Policy of the International Order of the Rainbow for Girls, and that any behavior or action in violation of those policies will be grounds for my removal from the organization and loss of any awards or designations I may have received during my involvement.

**PLEASE PRINT NAME CLEARLY:**

\_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witness** \_\_\_\_\_ **Date** \_\_\_\_\_ **Title** \_\_\_\_\_

***This form is required to be completed and signed by every adult working with Rainbow youth in any capacity.***

**This page should be signed and returned to the Supreme Officer:**