



Abuse Prevention Policy

Purpose

This policy establishes how Bobby Jones Links will prevent the physical, emotional and sexual abuse of children and youth by its associates. Bobby Jones Links seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of a minor.

Definitions

Abuse: Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy:

- Physical abuse: Injury inflicted on a child or youth
- Sexual abuse: Contact or activity of a sexual nature between an adult and a child or youth
- Emotional abuse: Mental or emotional injury inflicted on a child or youth by the actions of an adult
- Neglect: Failure to provide adequate care for a child or youth
- Economic abuse: Deliberate misuse of the money or belongings of a child or youth

Child: A child is defined as anyone under the age of 12.

Youth: A youth is defined as anyone between 12 and 18 years of age.

POLICY GUIDELINES

Personnel Screenings

Safeguards in the hiring process will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy. The required screenings and background information will depend on the positions and its level of involvement with children and youth.

For those who regularly work with or around children or youth

Candidates for positions that involve regular interaction with children or youth will be screened and selected using the following:

- Standard Bobby Jones Links employment application that includes signed authorization to perform necessary background checks
- Criminal background checks in any and all states where the candidate has lived in the past seven years
- Sexual offender registry checks in any and all states where the candidate has lived for the last seven years
- Driving records and any applicable certification if the position requires the transportation of children
- In-person interview of the candidate
- If hired, criminal and sexual offender registry checks will be conducted every five years for those who regularly work with children or youth.

For those who occasionally work with children or youth:

Candidates for positions that involve occasional contact with children or youth will be screened and selected using the following:

- Standard Bobby Jones Links employment application that includes signed authorization to perform necessary background checks
- In-person interview of the candidate
- Driving records and any applicable certification if the position requires the transportation of children

All information collected about a candidate will be reviewed and used to determine if they are appropriate for the respective position. If hired, all information collected during the hiring process will be included in the employee's permanent file, which will be maintained over the course of their employment with Bobby Jones Links.

Personnel screenings are required regardless of current employment status with Bobby Jones Links. Bobby Jones Links associates seeking to transfer into a position that involves working with children or youth must undergo the same review process as new hires.

Structural Guidelines for Programs

All Bobby Jones Links programs are designed to encourage safe interaction between associates and children or youth. The following guidelines are meant to keep established safeguards effective:

- Programs for children and youth must have an established adult to child ratio.
- Associates are restricted from being alone with a child or youth where they cannot be easily observed by others.
- Associates are not allowed to implement new activities or programs for children without Bobby Jones Links consent. Request for new activities or programs should be submitted in writing to management.
- Written permission must be obtained from a parent or guardian before any associate transports a child or youth in the name of Bobby Jones Links.
- Children under the age of six placed in the care of Bobby Jones Links will only be released to a parent, legal guardian or a person designated by a parent or legal guardian.

General Conduct

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide Bobby Jones Links associates during their interactions with children and youth. These guidelines do not and cannot outline every situation that may be encountered while on the job, requiring associates to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior. Bobby Jones Links reserves the right to take disciplinary action against associates whose actions are found to be inappropriate regardless of whether they appear in this section:

- Associates will treat all children and youth with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation or economic or social status. All effort must be made to avoid favoritism, or the appearance of favoritism.
- While representing Bobby Jones Links, associates must not possess, distribute, use or allow others to use any alcohol or drugs.
- Associates must not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behavior management.
- Associates must not participate in or allow others to engage in any form of hazing.
- Associates must not have sexual contact with children or youth.
- Associates must not dress, undress, shower or bathe with or in the presence of children or youth.
- Associates must not use physical punishment in any form. The only time physical force is allowed to be used against a child or youth is when their actions are placing others at an immediate risk for serious harm.
- Associates are prohibited from sharing sleeping locations with children or youth. This includes beds, tents, hotel rooms and other similar areas. Associates can sleep in open areas with children or youth as long as the area is large enough for the associate to have their own defined sleeping areas and other associates are also present.
- Associates must not discuss their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of children or youth.
- Associates are not allowed to possess any sexually oriented materials (books, magazines, videos, clothing) when conducting business in the name of Bobby Jones Links.
- When one-on-one discussion or counseling is warranted, associate interaction with a child or youth will take place in an area that allows for private conversation while remaining in the view of others.

If, for any reason, an associate feels there is a need to make an exception to these guidelines, they must submit to their supervisor a written description of the incident and why their actions were necessary. Their report will be reviewed for wrongdoing. A copy of the original report along with any additional findings made by the reviewer will be included in the associate's permanent file.

REPORTING ABUSE

Any associate who observes behavior or has a reasonable suspicion of conduct that is in violation of these principles should report the matter immediately to their supervisor, the General Manager or the Bobby Jones Links Vice President of Human Resources. The Company will immediately undertake an effective, thorough, and objective investigation to resolve the situation.

Bobby Jones Links also provides an Employee Complaint hotline as an additional resource for reporting associate issues or concerns about the workplace. Associates can call a toll-free number to discuss their concerns with a third-party HR professional if they feel they are unable to do so directly to their supervisor, General Manager or the Bobby Jones Links Human Resource Department. The number is 877-577-7419. Bobby Jones Links certainly does not discourage associates from reporting issues directly to the company, this is just an additional resource that is available.

Associate Agreement

If you have any uncertainty or questions regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Bobby Jones Links Abuse Prevention Policy.

I have read and understand Bobby Jones Links' Abuse Prevention Policy and agree to abide by its terms and conditions throughout the course of my employment. I understand that my failure to follow the terms of this policy could result in disciplinary action up to and including termination.

Associate signature

Date

Supervisor signature

Date