



CITY OF HAYWARD
CITY MANAGER'S OFFICE - NEIGHBORHOOD SERVICES
Interoffice Memorandum

DATE: March 4, 2013

TO: Miriam Lens, City Clerk

FROM: David Korth, Neighborhood Services Manager

SUBJECT: **Attachment A to Item 1 – Work Session Staff Report Entitled – Strategies to Improve the Delivery of Food and Support Services to People in Need (Report from Assistant City Manager McAdoo)**

Please find attached the missing two-page attachment that is referenced in the staff Work Session Agenda Report entitled, “Strategies to Improve the Delivery of Food and Support Services to People in Need”; this is Item No.1 of the March 5, 2013 City Council Agenda Packet.

This attachment is referenced on Page 2 of 6 of the report, in the last paragraph, where it is written,

“...in an attempt to address the previously described behavioral and environmental concerns, the food providers – along with food recipient representatives – developed a Code of Conduct (Attachment 1).”

The attachment is entitled,

“Hayward Community Action Network (Hayward CAN) – Code of Conduct.

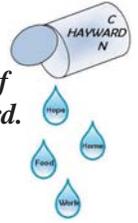
Please make this attachment available to the Mayor and City Council, as well as to the public.

Thank you.



Hayward Community Action Network (Hayward CAN)

A Network of individuals who are homeless or at risk of homelessness working with members of the faith, business, social and government services communities to end homelessness in Hayward.



Hayward CAN Code of Conduct

In order for Hayward CAN efforts to be successful, all the people involved—Advocates, Volunteers, and CAN Members must agree to take personal responsibility for treating one another and the community with respect.

The following **Code of Conduct** has been created by, and for, all participants involved with Hayward CAN programs, who, by their participation, agree to the following:

Be Respectful

That means, there will NOT be any of the following:

- Sexual innuendos (i.e. jokes comments, etc.)
- No racial comments or jokes
- No comments about age, dress, gender, or a person’s abilities.

We have a **ZERO TOLERANCE** policy for disrespectful behavior . We ask that you treat others the way you expect to be treated. There are no exceptions to the rules. Be Respectful of members. If you can’t say anything nice then don’t say anything at all.

Be Productive

Participating in CAN Programs means contributing. Help the program and help yourself.

Yours Plus 1

Everyone must clean up after themselves & should offer to help others clean up as well.

NO LITTER!

No Alcohol, Illegal Drugs, or Smoking of Any Kind

No one may be drunk or under the influence of any kind of illegal drugs in or near the program area. Smoking is only in the designated smoking areas. We will maintain a healthy environment for all!

No Fighting, Arguing, Name Calling, or Horse Playing

Someone can get hurt because things will be taken out of context.

NO EXCEPTION!!!

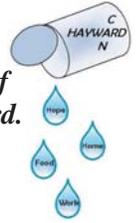
Absolutely NO going to the bathroom in public or panhandling. - NO EXCEPTIONS!!!!

BE SMART!



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What Happens if I Break the Rules?

- All disputes are to be brought to the attention of the Advocates or Sara Lamnin who is the Hayward CAN program director.
- Volunteers who help to make sure that the **Code of Conduct** is followed will not be given any special privileges. The opportunity to assist in this way will be rotated among program participants.
- Persons who do not follow the **Code of Conduct** will not be welcomed. If necessary, the police will be called to remove people not willing to follow this **Code of Conduct** agreement.

Violations/Consequences

All Violations will be documented and recorded for CAN purposes only.

First offense violations: Verbal warning

Second offense: 1 day suspension from CAN program

Third offense: Program Director's discretion, but may include suspension from the program for 30 days.

By Signing Here, I agree to comply with this **Code of Conduct** and to help my peers to do the same.

_____ Date _____

Adopted by Hayward CAN Members – 6-25-08. Reviewed August 2010, June 2011. Applied to all Meal Programs, CAN/SHP operations, and related activities and events.