

# Quantico Shooting Club Code of Conduct

## **Objective**

The Quantico Shooting Club (QSC) Code of Conduct (CoC) is one of the ways we put QSC's values into practice, which helps us ensure orderly operations and a positive work environment. QSC expects the Board of Directors and others who are engaged to provide services, such as employees, consultants, independent contractors, volunteers and temporary assigned staff to know and follow the CoC while on or off the club's premises, attending QSC functions or otherwise performing or representing QSC. The QSC will maintain and enforce this policy to protect the interests of the Club and safety of all associated with the organization. Report concerns to the QSC Board of Directors and understand this policy is a guide and may not be all inclusive of items that may cause concerns.

**Added** – 1 June 2020: This policy has been extended to the membership of the Quantico Shooting Club.

## **No Retaliation**

QSC prohibits retaliation against any member who reports or participates in an inquiry of a possible violation of our Code, policies or the law. If you believe you are being retaliated against, please contact a member of the QSC Board of Directors.

## **Integrity**

We value the reputation we've built with Marine Corps Base Quantico, the Weapons Training Battalion and others who trust we will operate with integrity. All our communications and interactions with our host, users, staff, members, etc., should continue that trust by maintaining the highest level of professionalism, ethics and standards. QSC has no tolerance for theft, misappropriation, destruction, misuse or neglect of property. Be responsible with the tools and equipment given, but mindful assets are not for personal use. Similarly, the falsifying of records, timecards, reports, or the disclosure of Personally Identifiable / Proprietary Information are considered within this section, as are accepting personal gifts, using a position to solicit gifts not for the QSC, or obligating the QSC without authority.

## **Harassment, Discrimination, and Bullying**

QSC prohibits discrimination, harassment and bullying in any form – verbal, physical, or visual. This could include abusive, threatening or obscene language, malicious or false statements, or the viewing, sending or receiving of materials that are obscene or offensive.

## **Drugs and Alcohol**

Our position on substance abuse is simple: It is incompatible with the health and safety of our operations and we do not permit it. We lead activities with and around firearms and the consumption of alcohol could lead to impaired performance or inappropriate behavior; it endangers the safety of others and/or violates the law. Illegal drugs in our facilities, on the ranges or at events are strictly prohibited. If we suspect the use / influence of alcohol and/or drugs, we can request a screening. A reasonable suspicion may be based on subjective symptoms such as the person's appearance, behavior, or speech. Failure to comply with a sample request are grounds for discipline up to and including termination.

## **Safe Workplace**

We are committed to a violence-free work environment, and we will not tolerate any level of violence or the threat of violence in the workplace. While our "business" is firearms, under no circumstances should

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anyone bring a weapon to the clubhouse, which includes a weapon open or concealed carried, whether loaded or not. Weapons to be used on the ranges will be kept cased in vehicles. Weapons will not be modified, repaired, carried or displayed in the clubhouse by staff, members or contractors. Further restrictions may be applicable as directed by Marine Corps Base Quantico, Navy or DoD regulations and policies.

### **Social Media**

“Social media” includes any digital communication channel that allows people to create and share content and post comments. Our policy applies to communications related to staff responsibilities, as well as a member’s personal communications that may impact the QSC. Personal and business activities on social media should remain polite and respectful while remembering conduct may impact the way others view us or affect our reputation. QSC operations and member information is to be protected and not shared. Always use good judgement when using or engaging with social media – take a moment to think before you hit that send or post button.

### **Tobacco Use Policy**

In 2016, the Department of the Navy (DON) mandated a “Smoke-Free Workplace” policy that applies to all DON facility, which includes leased buildings. The QSC clubhouse is a leased facility and subject to the policy (MCINR-MCQB 5353.1D). Accordingly, QSC adheres to the mandates that cover tobacco and e-cigarette use in designated areas only, and the prohibition on the use of smokeless tobacco in any DON facility.