



# **Dublin Community Senior Center**

December 2, 2025

At the Senior Advisory Council meeting on December 1, 2025, the council voted to make a change to the Senior Center Code of Conduct policy. A statement will be added to include no tolerance.

Please feel free to call me at 248-698-2394 to discuss the items above or to schedule a meeting with myself or with the Senior Advisory Council.

Respectfully Submitted,



Kathy Gordinear- Director

DUBLIN COMMUNITY SENIOR CENTER- WHITE LAKE  
POLICIES AND PROCEDURES

**SUBJECT:** Senior Center Code of Conduct

**POLICY:** The code of conduct is designed to maintain an atmosphere that is pleasant, welcoming and respectful. Therefore all participants, guests, volunteers and staff should avoid behavior which infringes on the rights, welfare and enjoyment of others.

To achieve this, all participants, guests, volunteers and staff must avoid behavior including but not limited to:

Physical assault, insulting or intimidating behavior directed at another  
Harassment, sexual or otherwise  
Aggressive or disruptive behavior  
Offensive language &/or lying  
Property damage &/or theft

**PROCEDURE:**

Should staff become aware of or observe inappropriate behavior in the Senior Center or sponsored event, they are to follow the following steps:

**No tolerance:**

Any threat of violence, whether verbal, written, or physical, toward participants, guests, volunteers, or staff will not be tolerated under any circumstances. Such behavior will result in immediate and permanent revocation of membership, without warning.

**Verbal Warning:**

**Step 1:** Staff will privately address the individual about what specific behavior is unacceptable, and that the behavior will not be tolerated. This step is considered a verbal warning that the behavior displayed is unacceptable and cannot occur again.

**Step 2:** If the person's behavior continues, staff has the authority to direct the person to leave the building immediately. If the person chooses not to leave the building voluntarily, there will be no other choice than to enforce their removal by calling law enforcement for assistance.

**Written Warning:** May be issued if inappropriate behavior persists.

**Step 1:** Staff will privately address the individual about what specific behavior is unacceptable, and that the behavior will not be tolerated. The conversation will be put in writing, and a copy given to the individual.

**Step 2:** If the person's behavior continues, staff has the authority to direct the person to leave the building immediately. If the person chooses not to leave the building voluntarily, there will be no other choice than to enforce their removal by calling law enforcement for assistance.

**Membership Revocation:** May be issued if behavior persists. Staff may direct them to leave building immediately. If the person chooses not to leave the building voluntarily, there will be no other choice then to enforce their removal by calling law enforcement for assistance.