



LEAD for Pollinators, Inc.

Alcohol and Drug-Free Work/Volunteer Place

The LEAD Insurance Policy does not permit LEAD events/activities/or LEAD collaborative events/activities to make, serve, or sell alcohol.

LEAD for Pollinators, Inc. (LEAD) prohibits the possession, sale, consumption, or being under the influence of alcoholic beverages or illegal drugs by Independent Contractors/employees/volunteers during LEAD business, (events, meetings, etc.). Any Independent Contractors/employees/volunteers found possessing, selling, consuming, or being under the influence of alcoholic beverages while representing LEAD will be subject to discipline, up to and including termination.

Any Independent Contractors/employees/volunteers who is using prescription or over-the-counter drugs that may impair the Independent Contractors/employees/volunteers' ability to safely perform the LEAD task, or affect the safety or well-being of others, must notify a committee chairperson/project coordinator/Board Officer of such use immediately before starting or resuming work while under the influence of such prescription or over-the-counter drugs.

If you have a problem with drugs and/or alcohol and wish to undertake rehabilitation, you can request an unpaid leave of absence for this purpose. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. No one will be discriminated against for undertaking rehabilitation.

From <https://blueavocado.org/hr-and-employment-issues/a-drug-and-alcohol-free-workplace-policy-for-nonprofits/>

Approved by LEAD for Pollinators, Inc. 2-21-20



LEAD for Pollinators, Inc.

Confidentiality Policy

All information concerning customers / members, former customers / members, our staff, volunteers, and financial data, and business records of LEAD for Pollinators, Inc. (LEAD) is confidential. “Confidential” means that you are free to talk about LEAD for Pollinators, Inc. and about your program and your position, but you are not permitted to disclose customers’ /staff/Independent Contractors/ members’ names or talk about them in ways that will make their identity known.

No information may be released without appropriate authorization. This is a basic component of customer / employee/member care and business ethics. The Board of Directors, staff and our customers / members rely on paid and volunteer staff to conform to this rule of confidentiality.

The LEAD for Pollinators, Inc. expects you to respect the privacy of staff/customers / members and to maintain their personal and financial information as confidential. All records dealing with specific staff/customers / members must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff and volunteers are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to customers / members.

Failure to maintain confidentiality may result in termination of you as an Independent Contractor/ committee chairperson/ collaborator/ partner, Director, or Board Officer, or other corrective action. This policy is intended to protect you as well as LEAD for Pollinators, Inc. because in extreme cases, violations of this policy also may result in personal liability.

Rationale

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or customer / member/staff/volunteer/partner/collaborator; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual customers / members/staff through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the customer / member / applicant and make it difficult to help the person.

Before you begin your assignment as a staff member/volunteer, you should be aware of the laws and penalties for breaching confidentiality. Although LEAD is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in LEAD's refusal

to support you in the event of legal action. Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both.

Certification

I have read LEAD for Pollinators, Inc.'s policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my Committee Chairperson / Project Coordinator/ Board Officer/LEAD Staff immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with LEAD for Pollinators, Inc.

Signature _____ Name _____

Date _____

Adapted From the National Council of Nonprofits

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**Protection of the Nonprofit Standards of Excellence of
LEAD for Pollinators, Inc.
in Collaborations, Affiliations, Partnerships, and Service**

We reserve the right to decline service, collaboration, affiliation, partnership, and similar with any group or individual who:

1. does not practice a standard of nonprofit excellence
2. does not abide by the laws of the state/nation
3. has been, or is being, disruptive to the provision of service
4. harasses or displays intimidating behavior to or about our employees, Independent Contractors, volunteers or other customers at any time (before, during, after an event)
5. displays safety and legal concern through their actions to others or to the organization
6. we know can't, or won't, pay
7. is intoxicated or high at our events, programs, and other service related activities
8. may challenge our ability to protect another customer/employee/Independent Contractor/volunteer's privacy

Adapted from Findlaw.com https://blogs.findlaw.com/free_enterprise/2011/11/have-you-reserved-your-right-to-refuse-service.html

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