



LEAD for Pollinators, Inc.

Harassment Prevention Policy

LEAD for Pollinators, Inc. (LEAD) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work and volunteer in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, LEAD expects that all relationships among persons in the workplace, and in LEAD volunteer settings will be business-like and free of bias, prejudice, discrimination, and harassment.

In order to keep this commitment, LEAD maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws. This policy applies to all employer agents and employees, including supervisors and non-supervisory employees, and to nonemployees (customers, volunteers, and Independent Contractors) who engage in unlawful harassment in the workplace and in LEAD volunteer settings.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

1. Submission to such conduct is made an explicit or implicit term or condition of employment/volunteering; or
2. Submission to or rejection of such conduct by an individual is used as the basis of employment/volunteering decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work/volunteer performance or creating an intimidating, hostile, or offensive working/volunteering environment.

Customers/employees/volunteers/Independent Contractors who violate this policy are subject to discipline up to and including the possibility of immediate discharge from employment/removal from a LEAD sponsored event/program/activity.

Examples of unlawful harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct such as derogatory, threatening, and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures, or social media posts in an on-line community or shared with others from a personal page.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at an employee/volunteer/Independent Contractor because of the person's gender or other protected characteristic.

- Threats and demands to submit to sexual requests in order keep one’s job/Board or committee position or avoid some other loss, and offers of benefits in return for sexual favors.
- Retaliation for having reported or threatened to report unlawful harassment.

Any customer/employee/volunteer/Independent Contractor or other person who believes he or she has been harassed by a co-worker, supervisor, or agent/volunteer of LEAD or by a nonemployee should promptly report the facts of the incident or incidents and the names of the individual(s) involved to his or her supervisor, or in the alternative, to the Director of Human Resources (or whoever is responsible for human resource activities in LEAD). Upon receipt of a complaint, LEAD will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations.

If LEAD determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee/volunteer/Independent Contractor determined by LEAD to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

Customers/employees/volunteers/Independent Contractors will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation by customers/supervisors, co-workers, volunteers, committee chairs, project coordinators against any complainant or anyone assisting in a harassment investigation.

Employee/Independent Contractor/Volunteer / Customer Acknowledgement

This acknowledges that I have received a copy of LEAD’s policy to Prevent Sexual Harassment. I acknowledge that I am expected to read, understand, and adhere to LEAD’s harassment policy. I understand that if I have questions regarding the contents of this policy, I should ask my supervisor or the LEAD Personnel Committee for clarification.

For customers, this policy published on the LEAD website will represent customer awareness and acknowledgement. A LEAD website link to this policy will be listed in LEAD contracts for service to customers/speakers, etc.

Employee /volunteer/Independent Contractor signature

date

Print Name _____

Adapted from the Nonprofits Insurance Alliance Group 03/31/2016

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



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

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



**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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