

adopted 8/8/18

Beit Am Employee and Board of Directors Standards of Conduct

DIVERSITY AND EQUAL OPPORTUNITY

Beit Am prohibits any kind of discrimination, harassment, or intimidation, whether committed by or against a supervisor, coworker, volunteer, donor, vendor, visitor, or Beit Am member. Discrimination and harassment, whether based on a person's race, gender, color, religion, national origin, age, disability, marital status, personal appearance, sexual orientation, gender expression, veteran status, or political affiliation are inconsistent with our mission.

DRUG-FREE WORKPLACE

Beit Am is a drug-free workplace. This includes any legally prescribed medications that would interfere with your job duties. In keeping with the intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace.

ORGANIZATION FUNDS AND ASSETS

You must use reasonable care to protect and safeguard all of Beit Am's assets entrusted to you, and use the same care you would to protect your own personal assets under similar circumstances.

You may use Beit Am's assets only for Beit Am purposes and in the best interests of Beit Am. You may not use work time, Beit Am property, or Beit Am services for personal benefit. You may not remove any equipment or property without prior permission from the Beit Am President or Treasurer.

CONFIDENTIALITY AND RECORD HANDLING

Personal and financial information that you obtain through the course of your duties at Beit Am should only be shared with specific, authorized individuals within Beit Am, as designated by the Board. The Treasurer will be responsible for letting you know who is authorized to access which types of data. Personal information or personally identifiable financial information or records should never be shared with anyone outside of Beit Am without explicit exception. Here is the current list of 3rd parties which may view some part of this data, on a business need-to-know basis only:

- A&S Accounting (payroll firm)
- Citizens bank (bank).

If in doubt whether the information is appropriate to share, please contact the Treasurer.

Do not destroy, alter or deface paper records that are retained by Beit Am unless explicitly asked to do so by the Treasurer in accordance with a Beit Am policy.

EMAIL GUIDELINES

For Office Administrator only:

You may email directly with donors or members about their individual pledges, payments or donations. However, since email is not secure, do not send any of the following by email:

- bank account information
- ACH forms
- anything containing Social Security numbers

Members should be discouraged from including any similar information in emails to the office. Do not store personal or confidential information in a manner that is insecure, and do not take such data home with you or email it to a personal account.

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For all employees or volunteers who utilize a Beit Am email address:

The office email account is property of Beit Am and can be viewed by appropriate Beit Am personnel as needed. Only Beit Am business should be sent from Beit Am email address. You must never use Beit Am's email to transmit or receive electronic images or text of a sexual nature or containing ethnic slurs, racial epithets, or any other material of a harassing, offensive, or lewd nature. Receipt of any such electronic image must immediately be reported to the President. As a nonprofit organization with tax-exempt status, the Organization is prohibited from endorsing political candidates, mobilizing supporters to elect or defeat candidates, or aligning itself with political parties. No such emails may be sent from the Beit Am email address.

CONFLICTS OF INTEREST

If either you or a member of your family has a financial interest in a supplier, contractor, or other business with whom you deal in your work at Beit Am, this presents a conflict of interest and you must disclose that relationship to the Treasurer or President. You may not participate in any transaction involving Beit Am if there is a conflict of interest, real or apparent, unless, after disclosure to the President or Treasurer, the transaction is addressed by the Board of Directors and approved in accordance with the Beit Am Conflict of Interest Policy.

ACKNOWLEDGEMENT

This is to confirm that I, _____, have read and understand Beit Am's Employee and Board of Director Standards of Conduct; and am familiar with its contents. I agree to comply with the terms of these Standards of Conduct, including the duty to report violations of the policy that I become aware of to a member of the Board of Directors.

Signature

Date