

Temple Anshe Sholom

Code of Conduct for Employees and Volunteers

Introduction

Temple Anshe Sholom (“**TAS**”) is a congregation whose innate purpose includes the fostering of ethical and moral values. For that purpose to be carried out successfully, it is necessary for TAS employees and volunteers to remain continually mindful of these values. This Code of Conduct (“**Code**”) has been created to provide guidance to employees and volunteers as to how to conduct themselves in fulfillment of TAS’s mission.

To whom does this Code Apply?

This Code applies to employees and volunteers of TAS. This Code was not created for members or visitors to TAS. Members and visitors remain subject to expectations of ethical and moral conduct, but this Code has been created specifically for TAS employees and volunteers. Of course, TAS volunteers will usually be members of TAS. When acting as volunteers, members are expected to abide by the Code.

Where and when does this Code Apply?

This Code applies wherever and whenever employees and volunteers are acting in the course of their duties of employment or in the performance of volunteer activities. Accordingly, this Code applies not only on the property of TAS, but in any location while an individual is engaged in a TAS function or activity.

A Financial Matters and Conflict of Interest

TAS’s resources must be used for the exclusive purpose of carrying out its responsibilities to its membership and the community at large.

1. Resources and Records

Resources and records must not be misappropriated. All TAS property must be used only for disclosed, legitimate, and intended purposes of TAS.

Individuals who prepare, maintain, review or have custody of TAS records and reports should ensure that such documents are accurate and complete; that they clearly reflect the assets and transactions of TAS; that they are safeguarded from loss or destruction; and that they are maintained in confidence.

Financial matters should be conducted, and records maintained in compliance with applicable laws, rules and regulations.

2. Conflict of Interest

A conflict of interest occurs when a person is in a position to influence decisions or outcomes on behalf of a party and such decisions or outcomes could directly or indirectly accrue personal benefit to that person or their family or friends.

A potential conflict of interest can be difficult to discern. You have a responsibility to consult others about any real or potential conflicts.

Any real or potential conflicts of interest must be proactively and fully disclosed to the person you report to or the Board of Trustees. An individual having a real or potential conflict of interest must not engage in the decision-making process or otherwise attempt to influence outcomes with respect to matters as to which there is a conflict unless and until there has been full disclosure and an approved plan is in place, that fully addresses the conflict issue.

It is prohibited to accept a bribe, gift, refund or anything else of tangible value in exchange for favourable action. This does not prevent volunteers from being provided with meals in the course or providing volunteer services, or awards of minimal value given by TAS in appreciation of extraordinary contributions.

B Non-Discrimination, Harassment and Respect and Dignity

It is not possible for TAS to function without ensuring its organization upholds fundamental values regarding the treatment of others. This includes not discriminating against individuals, and not harassing others.

TAS has a comprehensive Non-Discrimination and Harassment Policy, and all employees and volunteers are required to comply with that policy. The Code includes highlights of that policy, for purposes of emphasis. All employees and volunteers should review the complete policy.

1. Discrimination

Discrimination occurs when individuals are treated adversely due to personal characteristics, including gender, sexual orientation, race, ethnicity, religion and disability.

All such discrimination is prohibited.

2. Harassment

Harassment is a course of vexatious comments or conduct worker that is known or ought reasonably to be known to be unwelcome, including workplace sexual harassment.

Harassment can take many forms, including bullying, ostracizing and gossip.

Harassment of other employees, volunteers, members or anyone else is prohibited.

3. Respect

In keeping with TAS's role as a nurturing and loving congregation, employees and volunteers should aspire beyond simply not discriminating against or harassing others. Employees and volunteers should aspire to communicate with others in a respectful manner, which honours the innate dignity of others as human beings.

C Confidentiality and Privacy

Confidentiality involves keeping information and documents about individuals private, in keeping with the reasonable privacy expectations of the individuals, including employees, volunteers, members, donors and any other sources of private information. Confidentiality also includes maintaining confidentiality of TAS records, including financial information.

Personal and financial information is confidential and should not be discussed publicly or disclosed to unauthorized individuals. Care should be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in areas accessible by unauthorized persons or inadvertently shared.

On occasion, it may be appropriate and essential to break confidentiality so as to prevent physical or emotional harm to vulnerable individuals, or to report illegal conduct, such as fraud. All such situations and decisions rest with the Rabbi and Board of Trustees whose will decide whether disclosure of the situation is necessary or appropriate.

D Internal and External Communications

Employees and volunteers should demonstrate professionalism and good judgment when using any communication technology. Care must be taken to protect confidentiality when required. This is especially the case when using social media, including blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others.

1. Social Media

TAS encourages its employees and volunteers to make positive use of the internet and welcomes the dissemination of ideas that this mode of communication makes possible. Sharing TAS-created content in a positive way advances its mission. But all must avoid posting impulsively or without verifying information from third parties before posting it. In addition, TAS employees and volunteers must remain aware that what they post on social media may have an impact on TAS's reputation and must recognize the difference between a professional and a personal presence on social media. Employees and volunteers shall not post on social media as speaking on behalf of TAS, unless they have received actual authority to do so, from the Board or the Rabbi.

Social media use should not interfere with one's responsibilities to TAS. In particular, employees are not to post on social media in a manner which insults or disparages TAS, its members or others connected to TAS.

2. Email and text messages

In addition to following the above guidance concerning social media, all email communications must be handled carefully to avoid unauthorized or inadvertent disclosures of confidential information, for example, by leaving confidential information on computer screens.

Viewing or sending pornographic jokes or stories on TAS communications systems is prohibited.

3. Intellectual Property

Employees and volunteers should recognize, respect and protect the intellectual property rights of other parties. Employees and volunteers should not engage in unlawful distribution of copyrighted works.

E Reporter Protections

If an employee or volunteer becomes aware of wrongdoing being committed by another employee or volunteer (including a violation of this Code), TAS has an expectation for such wrongdoing to be reported to an appropriate person in authority.

It is prohibited for anyone to exercise adverse action against any employee or volunteer because that person has reported wrongdoing, so long as such report is not made in bad faith.

F Sanctions

TAS is confident that by setting out this Code, the overwhelming majority of employees and volunteers will honour their obligations and responsibilities. However, in the event of a violation, TAS may find it necessary to impose sanctions as are reasonably appropriate in the circumstances. Such sanctions may include a reprimand, suspension or termination of employment or removal of volunteer status.