



Isaac Agree Downtown Synagogue
SAFE CONGREGATION POLICY
Approved by Board of Directors 2/20/19

Equal Employment Opportunity

The Isaac Agree Downtown Synagogue (“Synagogue”) is committed to providing equal opportunity in employment, maintaining a diverse workforce, and prohibiting all forms of unlawful discrimination and harassment.

All employment decisions, policies, and practices, in terms of the recruitment process and other conditions and privileges of employment, will comply with applicable federal, state and local anti-discrimination laws. The Synagogue seeks, employs, promotes, and compensates qualified individuals based on ability, as demonstrated by performance, without regard to race, color, religion, national origin, citizenship, ancestry, sex (including sexual orientation and gender identity), age, physical or mental disability, pregnancy, genetic information, military status, veteran status, or any other protected status under federal, state (in Michigan: marital status, familial status, height, weight, and misdemeanor arrest record), or local law (individually and collectively, “Protected Class”).

Policy Prohibiting Discrimination and Harassment

The Synagogue expressly prohibits all forms of unlawful discrimination and harassment. This policy governs all aspects of employment, including hiring, promotion, job assignment, compensation, discipline, access to benefits, training, termination and other aspects of employment. The Synagogue will not engage in or tolerate unlawful discrimination or any form of unlawful harassment on account of a person’s membership in any Protected Class, whether the person is an applicant, employee, volunteer, intern, vendor, or otherwise engaged with the Synagogue. Discrimination or harassment of Synagogue employees by its leaders, contractors, coworkers, or nonemployees who are in the Synagogue is absolutely prohibited. Unlawful interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

The Synagogue is committed to providing a work environment that is characterized by professionalism and mutual respect. All employees must understand the aspects of the laws that apply to the performance of their jobs. Any employee who experiences or observes a harassing or otherwise discriminatory practice, must report it to the Executive Director or the Rabbi.

This policy applies to an employee’s interaction with other employees, contractors, congregants, visitors, and people served by the Synagogue. The Synagogue will also not tolerate such actions between or directed toward its congregants or other visitors.

Violation of this policy will subject an employee to disciplinary action, up to and including termination of employment. Violation of this policy will subject congregants or other individuals such as contractors, and visitors to appropriate action, which may include termination of their membership or contract with the Synagogue, or a ban on their presence at Synagogue functions or on Synagogue premises.

Definition of Unlawful Discrimination

The Synagogue's prohibition against unlawful discrimination means that individuals shall not be treated differently on account of their membership in a Protected Class, whether intentionally or unintentionally, based on disparate treatment or disparate impact. Disparate treatment discrimination would include treating someone differently because of his or her membership in a certain Protected Class. Disparate impact discrimination may occur when a policy, practice, or rule that appears neutral is applied in a way that has a disproportionately more or less favorable impact on members of a Protected Class. In addition, the Synagogue will abide by federal, state, and local prohibitions against other forms of discrimination not specifically mentioned here.

Definition of Unlawful Harassment

The Synagogue's prohibition against unlawful harassment means that individuals must not be subjected to any form of unwelcome conduct (whether verbal, visual, or physical, both overt and subtle), based on membership in a Protected Class, in such a way that creates either a hostile work environment or quid pro quo harassment.

"Hostile work environment" harassment occurs when unwelcome conduct based on a Protected Class is either severe or pervasive and: has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

"Quid pro quo" harassment occurs when unwelcome conduct is based on a Protected Class and:

- Submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions.

Unlawful harassment includes, but is not limited to, the following conduct, behaviors, actions, and speech, when they have the effect of creating an intimidating or hostile environment as a result of another individual's membership in any Protected Class:

- Verbal comments, such as epithets, slurs, name-calling, innuendos, stereotyping, and, jokes;
- Physical conduct, such as pranks;
- Written or graphic material on display or circulation, including e-mail jokes, photographs, messages, and offensive pictures or phrases on clothing;
- Requiring or coercing abandonment or change in religious beliefs to obtain a benefit or avoid punishment related to employment; and
- Other threatening, hostile, or intimidating acts.

"Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, resulting in either hostile work environment or quid pro quo harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome – regardless of the

actor's intent, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

Conduct is considered unlawful harassment only when it is "unwelcome." This inquiry often involves an assessment of whether the recipient made it known that the conduct was unwelcome. Remember that it is not always possible to tell whether jokes or suggestive comments are really "welcome" to another person. The best policy is to refrain from all such joking, comments or activity in the workplace and work-related settings. It is also important to understand that a third party can be offended by jokes or comments that are overheard.

Scope of Policy

Any unlawful harassing or discriminatory activity is unacceptable in the workplace itself and in all other work-related settings, including, but not limited to, business trips, off-campus Synagogue events, and Synagogue-related social events. Thus, these prohibitions against unlawful discrimination and harassment apply not only to your conduct relative to other employees of the Synagogue, but also with respect to the manner in which you interact with others who are not Synagogue employees but with whom you come into contact in the course of your employment. For example, this policy covers conduct toward any employee, applicant, contractor, any person who has a business, service or professional relationship with the Synagogue, congregants, visitors, and people served by the Synagogue. You have a right to respectful and non-discriminatory treatment from congregants and visitors to Synagogue premises and others having business with the Synagogue.

Reporting Responsibility

If you are subjected to unlawful discrimination or harassment, you are encouraged to (1) inform the perpetrator that the conduct is considered offensive and should stop, and/or (2) initiate the internal Complaint Procedure adopted by the Synagogue. Employees are not required, however, to complain first to any supervisor, manager, director or other person who they believe has engaged in or condoned the discrimination or harassment.

Any employee, contractor, congregant, or visitor who observes or suspects a discriminatory or harassing practice must also report it immediately pursuant to the Complaint Procedure.

Complaint Procedure

If you believe you may have been subjected to unlawful discrimination, harassment, retaliation, or otherwise subjected to any action in violation of law or a Synagogue rule, policy, or standard of conduct, you should report your concerns immediately in writing to the Executive Director, Rabbi,

or any member of the executive team by describing the specific details and dates of incidents forming the basis of the complaint. For purposes of this policy, the executive team shall include the Rabbi, Executive Director, and two Board members (including the President). You should not assume that the Synagogue is aware of any incidents of unlawful conduct or policy violations.

You are not required to follow any chain of command in reporting your concerns. You are also not required to report to any individual who is the source of your concerns. Nonetheless, the Synagogue encourages individuals who believe they are being subjected to conduct in violation of its policies to promptly advise the offender that the behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The Synagogue recognizes, however, that an individual may prefer to pursue the matter through complaint procedures. If you are not entirely satisfied with how your complaint and/or concerns have been handled, please notify the Executive Director or Rabbi in writing as soon as possible.

Investigative and Corrective Action

The Synagogue will promptly investigate all formal and informal reports of injuries, accidents, and violations of law, Synagogue rules, policies, and standards of conduct. The existence and nature of your complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or as may be necessary to take appropriate corrective measures.

All employees, contractors, congregants, and visitors are expected to fully and truthfully cooperate with Synagogue investigations. This will ensure the Synagogue has the ability to secure the safety of employees, contractors, congregants, visitors, and facilities, and also properly address any violations. Individuals who fail to provide truthful responses or who refuse to cooperate with the Synagogue investigations shall be subject to discipline or appropriate responsive action.

The Synagogue will take appropriate measures to investigate, resolve, remediate, prevent, or correct problematic situations in an expeditious manner. During the pendency of an investigation, individuals' membership/employment/relationship with the Synagogue may be suspended and/or individuals may be barred from entering the Synagogue premises, until an evaluation and determination has been made. Any director, officer, manager, supervisor, employee, agent or non-employee of the Synagogue who, after appropriate investigation, is found to have unlawfully discriminated, harassed, retaliated against an individual who engaged in protected activity, or otherwise engaged in inappropriate or unlawful behavior in violation of these policies will be subject to appropriate corrective and/or disciplinary action, up to and including termination of employment or other relationship with the Synagogue. The discipline will depend on various factors, including but not limited to the severity and the frequency of the offense or other conditions surrounding the incident.

Reporting Responsibility and Protection from Retaliation

The Synagogue encourages everyone to come forward to report a problem and improper or unlawful activity without fear of any repercussions. Anyone who, in good faith, reports a violation to the Synagogue, law enforcement, or other person should not fear harassment, retaliation, or any other consequence from doing so. Accordingly, the Synagogue prohibits all forms of discrimination, harassment, retaliation, intimidation, interference, restraint, or coercion against any person who engages in protected activity, including without limitation, registering a complaint

in good faith or serving as a witness on behalf of another person. However, individuals who submit false or malicious complaints, or fail to provide the truth or otherwise cooperate with Synagogue investigations, shall be subject to disciplinary action or appropriate responsive action.

Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Violence Prevention Policy

The Synagogue is committed to providing a safe and secure environment for its employees, contractors, congregants, visitors, and people served. Accordingly, employees and other individuals on Synagogue premises shall not commit acts of violence or make threats of violence against employees, contractors, congregants, visitors, or other persons. An act or threat of violence incorporates an action, words, or other behavior which expresses a present or future intent to injure, intimidate, abuse, or inflict fear upon a person, or damage property. Violence also includes the use of weapons, items, objects, or substances in a way that can result in injury or great bodily harm. For example, pushing, choking, fighting, threats, or intimidating acts of violence against any employee, contractor, congregant, visitor, person served, or other personal property or Synagogue property is forbidden. Threatening, intimidating, coercing, or otherwise interfering with the job performance, worship, or spiritual experience of a fellow employee, contractor, congregant, or visitor is strictly prohibited. This policy applies to prohibit violent actions, even if the individual attempts to claim that there was no intent to carry out the threat, the threat was a joke, a prank, or simply horseplay.

Individuals who feel they have been a victim of violence in the workplace must immediately submit a complaint according to the Complaint Procedure. Submitting a complaint will allow the Synagogue to undertake an immediate investigation and take whatever remedial action is deemed appropriate, which may include termination of employment of any responsible employee or terminating membership/access of a congregant, contractor, or other visitor. All employees, contractors, congregants, and visitors are expected to comply with this policy and fully cooperate with any workplace violence investigation.

If an employee, contractor, congregant, or visitor has any reason to believe that a fellow employee, congregant, visitor, or person served is unsafe, they have a duty to immediately report their suspicion to the Executive Director or Rabbi.

While the Synagogue respects the work spaces and equipment assigned to employees and the premises to which it has granted contractors access, the Synagogue reserves the right, at its sole discretion, to inspect all Synagogue owned, leased, and managed real and personal property including but not limited to vehicles, desks, work areas, cubicles, offices, containers, storage units, computer systems and files, email, internet use, and voicemail.

Any act of violence or threat to engage in violence while working on Synagogue property, attending Synagogue events or when representing the Synagogue is a violation of this policy. Failure to comply with this policy shall result in disciplinary action up to and including termination of employment, termination of membership/contract with the Synagogue, or a ban on their presence at Synagogue functions or on Synagogue premises.

Firearms and Dangerous Weapons

To reduce the risk of injury or casualties associated with accidental or intentional use of firearms and weapons, all employees, contractors, congregants, and visitors are prohibited from possessing, distributing, discharging, or otherwise using loaded or unloaded firearms, items and/or objects deemed by the Synagogue to be dangerous weapons while on Synagogue property, attending Synagogue events, or when representing the Synagogue. Exceptions to this policy may be provided based on the express written authorization from the Executive Director or Rabbi, and Board President, as required or otherwise expressly authorized as part of employment with the Synagogue, or as otherwise required by law. Individuals violating this policy shall be subject to disciplinary action, up to and including termination from employment or other appropriate responsive action. This policy is effective regardless of whether an employee, contractor, congregant, visitor has been issued a federal or state license or permit.

The Synagogue maintains the discretion to identify an item or object as a dangerous weapon. Dangerous weapons may be those identified by law or designed or construed to inflict injury or great bodily harm and include but are not limited to firearms, bows and arrows, switch blades, clubs, harmful chemicals (e.g., substances, compounds) or explosives (e.g., dynamite, and firecrackers).