

Mount Sinai Jewish Center  
Employee Rules and Guidelines

**STATEMENT OF POLICY**

Courtesy, respect, and professionalism in interactions with all employees, congregational members, and visitors are important and mandatory at Mount Sinai Jewish Center. Deliberate conduct which is inappropriate or even just gives the appearance of impropriety is strictly forbidden.

Sometimes problems or misunderstandings can occur in the workplace. An open communication process is critical in resolving misunderstandings and preserving good relations between an employee, congregants, co-workers and supervisors. Employees and their supervisors share the responsibility of working towards co-operative and productive working relationships. However, there are times when Mount Sinai Jewish Center will be forced to take further action, up to and including immediate termination. Mount Sinai Jewish Center may take into consideration factors such as the seriousness of misconduct, employment record, the effect on working or inter-personal relationships, and other factors.

Mount Sinai Jewish Center has an “open-door” policy intended to encourage employees to raise any work-related concerns as soon as possible after the event that causes the concern. This policy, which Mount Sinai Jewish Center believes to be important, cannot guarantee that every problem will be resolved to the employee’s satisfaction. Nevertheless, Mount Sinai Jewish Center values employee concerns and each employee should feel free to raise issues in good faith without fear of retaliation.

Mount Sinai Jewish Center believes that most issues are resolved best when handled directly by the employee and his or her immediate supervisor. If, at any time, an employee feels that there is a work-related problem or concern, the employee has the right and obligation to address that concern with his or her supervisor. If it is believed that the immediate supervisor is not the appropriate person with whom to raise a concern, the employee may raise it with the President or any other Officer of Mount Sinai Jewish Center with whom he or she feel comfortable.

Mount Sinai Jewish Center will attempt to keep all such expressions of concern, any investigation and the terms of any resolution confidential, to the extent reasonably possible. However, in the course of investigating and resolving the concerns, some dissemination of information to others may be necessary or appropriate.

**JOB REQUIREMENTS**

All employees are expected to conduct themselves and behave in a professional manner. Appropriate employee conduct includes:

1. Reporting to work punctually as scheduled and being ready to perform job responsibilities at the assigned starting time;

2. Notifying the supervisor when the employee will be absent from work or unable to report to work on time;
3. Treating all co-workers, congregational members, and visitors in a courteous, respectful, and professional manner;
4. Refraining from behavior that is or may appear to be offensive, unprofessional or inappropriate; and
5. Complying with Mount Sinai Jewish Center's policies, including the policies described herein.

### **HARASSMENT, DISCRIMINATION AND RETALIATION**

1. Employees are responsible for ensuring a workplace free of discrimination, harassment and retaliation. No one at Mount Sinai Jewish Center is exempt from this policy.
2. Employees must learn what constitutes harassment, discrimination and retaliation, and recognize the seriousness of the problem.
3. Employees should evaluate their own actions. Are employees engaging in conduct that could be considered harassment, discrimination or retaliation?
4. Should an employee feel that they are being subjected to or have witnessed harassment, discrimination or retaliation of any nature, the employee is encouraged to firmly and promptly notify the offender that their behavior is not welcome. Mount Sinai Jewish Center recognizes that it may be difficult to initiate such a confrontation. If this is the case, employees who witness or experience incidents of actual or perceived harassment or discrimination should follow the Complaint Procedure listed below. Personal confrontation should never be utilized if the objectionable conduct is physical or threatening in nature. In such cases, the employee should immediately remove themselves to a place of safety and report the conduct. If the conduct is violent in nature, law enforcement officials must be notified.
5. Do not retaliate against individuals who report harassment or discrimination or who participate in any investigation into such matters. Retaliation is a violation of Mount Sinai Jewish Center policy and will not be tolerated.

### **PROHIBITED CONDUCT**

With respect to workplace harassment, discrimination or retaliation prohibited conduct includes, but is not limited to, the following:

1. Racial or ethnic remarks, slurs, or jokes;
2. Any other conduct or comments that intimidate, offend or disparage individuals or groups based on any legally protected characteristic.
3. With respect to sexual harassment specifically, prohibited conduct includes the following:
  - a. Unwelcome sexual advances, requests for sexual favors, and all other verbal, visual, or physical conduct of a sexual or otherwise offensive nature, especially where:
    - i. Submission to such conduct is made, either explicitly or

implicitly, a term or condition of employment;

ii. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's terms or conditions of employment; or

iii. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

b. Offensive comments, jokes, innuendoes, and other sexually oriented statements, images, or conduct. Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

i. Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body;

ii. Grabbing, groping, kissing, fondling;

iii. Violating someone's personal space;

iv. Lewd, off-color, sexually oriented remarks, comments or jokes, foul or obscene language, unwanted or offensive letters, poems, or other communication in any form;

v. Leering, staring, stalking;

vi. suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons, offensive or inappropriate email or voicemail messages;

viii. Sexually oriented or explicit remarks;

ix. Repeated requests for dates after such a request has been refused;

x. Sexual favors in return for employment rewards, or threats if sexual favors are not provided;

xi. Sexual assault or rape; or

xii. Any other conduct or behavior that violates our policies against discrimination and harassment, or that is otherwise deemed inappropriate.

### **GENERAL RULES OF CONDUCT**

In addition to strong policies prohibiting harassment, discrimination and retaliation, Mount Sinai Jewish Center maintains other, more general rules governing employee conduct. The following list, in no particular order of importance, gives examples of conduct that is also prohibited and may lead to disciplinary action. This list is not exhaustive and merely illustrates types of conduct Mount Sinai Jewish Center finds unacceptable.

1. Assault or other unauthorized personal contact.
2. Unsatisfactory work quality or quantity.
3. Insubordination.
4. Excessive lateness or absenteeism. This includes leaving work without authorization.
5. Reporting to work while under the influence of alcohol or drugs. The unauthorized possession, sale or distribution of drugs, alcohol or other unauthorized substances is likewise strictly prohibited. PLEASE NOTE: Employees who are required to use prescription or over-the-counter

medications must report this fact to their supervisors to insure safety and to avoid the appearance of misconduct. This policy is not intended to apply to the appropriate consumption of wine or other alcoholic beverages incidental to participation in religious rituals or officially-sanctioned events.

6. Horseplay.
7. The use of profane or abusive language;
8. Harassment, discrimination or retaliation;
9. Failure to maintain the confidentiality of the information of Mount Sinai Jewish Center, congregational members, visitors, or employees; disclosing business information of a confidential nature to unauthorized persons, or any action by an employee that might interfere with Mount Sinai Jewish Center's business relationships or damage Mount Sinai Jewish Center's public image or reputation;
10. Dishonesty, fraud, theft or misrepresentation or omission of any material information, or falsifying any Mount Sinai Jewish Center record or report, including but not limited to, an application for employment, a time record, or other records;
11. Malicious or willful destruction of supplies or property belonging to Mount Sinai Jewish Center, another employee, a client or a visitor;
12. Excessive, unnecessary, or unauthorized use of Mount Sinai Jewish Center supplies, telephones, email, Internet, or other equipment, particularly for personal purposes;
13. Excessive use of personal digital assistants or cell or other telephones for personal purposes during work hours;
14. Gambling on Mount Sinai Jewish Center premises or while conducting Mount Sinai Jewish Center business. This policy is not intended to apply to participation in officially-sanctioned events such as fund-raisers.
15. Possession of a weapon on the premises of Mount Sinai Jewish Center; and
16. Any violation of Mount Sinai Jewish Center's policies, including the policies described herein.

#### **COMPLAINT PROCEDURE**

If any employee or congregant believes that they have been or may be subjected to discrimination, harassment, retaliation or other objectionable conduct, or if any employee believes that they have witnessed such conduct, they must immediately notify their own or any other supervisor, the President of Mount Sinai Jewish Center, or any other Officer of Mount Sinai Jewish Center as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. Any supervisor who receives such a complaint must immediately notify the President or any other Officer of Mount Sinai Jewish Center. Employees are required to cooperate in the investigation of complaints.

Upon receipt of any complaint, Mount Sinai Jewish Center will initiate an immediate investigation and, if warranted, take remedial action and such action as may be necessary to prevent future violations. An employee who brings such a complaint to the attention of Mount Sinai Jewish Center in good faith, or who participates in an investigation into allegations of harassment or discrimination in any way, will not be adversely affected as a result of such report or participation.

During the course of the investigation, the alleged offender and any alleged victims should be kept separate to the extent possible.

If Mount Sinai Jewish Center determines that a violation of its policies has occurred, appropriate remedial action will be taken. Any employee determined by Mount Sinai Jewish Center to have violated this policy will be disciplined, up to and including termination.

Mount Sinai Jewish Center will not retaliate against any employee for filing a complaint in good faith and will not tolerate or permit retaliation by management, employees or co-workers. Retaliation may take the form of disciplinary action or any adverse change in the employee's terms or conditions of employment. No employee of Mount Sinai Jewish Center is exempt from this policy

While Mount Sinai Jewish Center strictly prohibits any form of retaliation against any employee for filing a bona fide complaint, for opposing unlawful discrimination or harassment, or for assisting in a complaint investigation, if, after investigating any complaint of harassment, discrimination or retaliation, Mount Sinai Jewish Center determines that the complaint was not made in good faith, or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.