

DATE AFFIRMED BY BOARD: 4.21.15

DATE ADOPTED BY BOARD: 5.16.15

POLICY SET: IV. Management

POLICY NUMBER: IV. C

POLICY NAME: Care for People

POLICY PURPOSE: To define how the Board protects physical, emotional and legal wellbeing for members, staff and visitors.

IV.C Care for People

The Administry Team Leader shall be responsible for taking care to prevent harm to the members and guests who take part in Congregational activities or use Congregational property, and shall have the power to take all necessary steps to deal with situations where such persons are at risk. Policies and procedures will be written to address but not be limited to the following:

- 1. Health and safety.** The Administry Team Leader shall ensure that all facilities are maintained in a safe, sanitary, and secure condition, that required licenses and inspections are kept up to date. Regular inspections of the building and grounds will be conducted.
- 2. Emergency planning.** The Administry Team Leader shall maintain a written plan for responding to emergencies such as medical emergencies, fire, toxic conditions, weather problems, threatening communications, power outages, natural disasters, and other circumstances that create or threaten dangerous conditions.
- 3. Sexual harassment.** Sexual harassment of any member or participant in Congregational activities or any Staff member or applicant for employment is prohibited. In response to violations of this policy, the Administry Team Leader or Board, if necessary, shall take disciplinary action, which may include termination of employment or membership or exclusion from Congregational property and programs. The Board will be made aware of any investigation into claims of violation of this policy.
- 4. Child protection.** Because of our special responsibility for children and youth in the Congregation's care, the Administry Team Leader shall establish clear, written procedures for the selection, training, and supervision of all Administry Team members who work with persons age eighteen and younger.
- 5. Nondiscrimination.** No one acting for the Congregation shall discriminate on the basis of race, color, age, sex, marital status, sexual orientation, gender

identity, disability, national origin or ancestry, economic status. Religious beliefs and/or personal opinions shall be considered only to the extent that they may be (a) a bona fide occupational requirement, or (b) prevent an individual from behaving in a way that is consistent with our Principles.

6. **Universal access.** The Congregation intends to make its premises and activities accessible to persons with disabilities. We will strive to meet all legal requirements, and engage in continual examination of our properties, practices, and attitudes.
7. **Whistleblower policy.** Administry policies will be developed that are consistent with UUA Whistleblower Policy. Allegations of violations of the Administry Policy shall be referred to the Committee on Administry.
8. **Right Relations.** The well being, strength, and reputation of our Congregation depend on a sense of fellowship among the members, friends, and staff, which thrives in an atmosphere of trust, respect, and cooperation. To clarify our expectations and processes, the Board adopts the following:
 - a. **Statement of Values and Expectations.** Our Covenant of Right Relations (Appendix A) supports the growth of individuals and our community, helps to maintain a culture of mutual respect and personal safety, and sets forth the Congregation's expectations for our membership.
 - b. **Disruptive Behavior.** An Administry Policy regarding disruptive behavior will be developed and maintained.
9. **Firearms and other Weapons.** Firearms and other weapons are prohibited on the grounds of this Congregation.