

TEMPLE BETH EL
Policies and Procedures Manual
Revised: February 2022

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A: Bar/Bat Mitzvah

1: Eligibility

Religious School: Current enrollment in religious school and completion of a minimum of four (4) years of religious school education at Temple Beth El or an approved equivalent is required, although participation in the full religious program is encouraged.

Membership: Parents of children who have resided in New Castle County, DE or adjacent counties are expected to have maintained membership in Temple Beth El for four (4) years prior to the Bar/Bat Mitzvah.

Testing: The Rabbi shall test children not attending religious school at Temple Beth El to determine if they have reached the appropriate level for Bar/Bat Mitzvah.

Dues: Temple Beth El dues must be current prior to starting Bar/Bat Mitzvah training. Furthermore, dues and fee payments must be current on the date of the Bar/Bat Mitzvah. Payment deficiencies will bar the student from re-enrollment in religious school and the Bar/Bat Mitzvah may be delayed.

Non-enrolled Students: Students not enrolled in the religious school must pay a fee equivalent to one day per week religious school tuition.

Handbook: Bar/Bat Mitzvah candidates and their parent(s)/guardian(s)

Must adhere to the latest version of the Temple Beth El Bar/Bat Mitzvah Handbook & Community Guidelines.

2: Role of the Family

Workshops: Bar/Bat Mitzvah candidates and their parent(s)/guardian are expected to participate in Bar/Bat Mitzvah workshops.

Volunteerism: The parent(s)/guardian(s) of each Bar/Bat Mitzvah shall volunteer 10 hours to the Catering Committee during both the Dalet and Hai class years.

Oneg/Kiddush: Bar /Bat Mitzvah parent(s)/guardian(s) shall sponsor the Oneg Shabbat on Friday Night and the Kiddush on Saturday morning. The Temple Beth El Kashrut policy must be followed.

Dress code: The attire of the Bar/Bat Mitzvah family should be appropriate. There are no specific dress requirements.

Mitzvah Baskets and/or Flowers: The Bar/Bat Mitzvah family may beautify the Sanctuary with a basket of flowers and a centerpiece in the social hall. Flowers shall be delivered before the office closes on Friday afternoon. Use of balloons in the Sanctuary is not allowed.

Kepot: The Bar/Bat Mitzvah family shall provide kepot (yarmulkas) for the Bar/Bat Mitzvah service.

Donation: The Bar/Bat Mitzvah family traditionally makes a donation to Temple Beth El in honor of the occasion, as specified in the latest version of the Temple Beth El Bar/Bat Mitzvah Handbook & Community Guidelines.

3: Honors during Bar/Bat Mitzvah Service

Torah Service: Torah service honors are restricted to people who are Jewish. The Bar/Bat Mitzvah family shall provide, to the Rabbi at least one week prior to the Bar/Bat Mitzvah, the names of all participants, including individuals to lift and to dress the Torah. The Hebrew name must be provided for those receiving Aliyot.

There will be up to seven (7) Aliyot; couples can share a single Aliyot. The first two Aliyot are to be offered to a Cohan and Levi, respectively, although these Aliyot may be given to Israelites.

Ushers: Bar/Bat Mitzvah family shall appoint an usher/ushers to require that all men wear kepot (yarmulkas), distribute any books/pamphlets and aid in orderly seating.

Readings: The Bar/Bat Mitzvah family, with consent of the Rabbi, may assign selected English readings to family members and friends.

4: Special financial considerations related to Bar/Bat Mitzvahs (Approved by Board of Directors on 6/6/07)

While the current policy of Temple Beth El requires the Bar/Bat Mitzvah family to sponsor the Oneg Shabbat on Friday night and Kiddush on Saturday morning, the Board is aware that situations may occur where the family is financially unable to bear the cost of these events. Upon recommendation of the Rabbi in consultation with the Administrator and Director of Education and approval of the President, a complimentary Oneg/Kiddush will be provided at costs no more than \$600.00 (This is not to be a subsidy, but funding for the entire Oneg/Kiddush). Funding will be provided by the Rabbi's Discretionary Fund.

The Rabbi and/or Administrator will contact the Sisterhood President regarding arrangements. Sisterhood will coordinate all the details and arrangement with the family.

B: Board of Directors Meetings/Congregation Meetings

1: Meeting Attendance

Members who miss three (3) consecutive or four (4) non-consecutive meetings that are not excused by President) shall be asked to resign.

2: Awards

Man/Woman of the Year is an honor determined by the Presidents of the Temple Board, Men's Club and Sisterhood. Anyone who received the award within the last five (5) years is not eligible. Winning candidates must be submitted to the Finance Committee prior to being presented to the Board of Directors.

The Meritorious Service Award is given to person(s) recognized for specific contributions to the Temple. The selection committee is comprised of the President, 3rd Vice President, Rabbi and Administrator (ex-officio).

3: Rules of order

Quorum: The quorum needed for a congregational meeting vote is 10% of Temple Beth El membership. (As of October 2013)

Finance Committee Review of Changes: The Board of Directors established, as policy, that any motion to modify dues, fees or other financial items that is not proposed by the Finance Committee shall automatically be tabled and the Finance Committee asked to review the proposal.

Authorized Signers: The President and Treasurer are authorized signers of the Endowment Fund Investment Accounts

Expense Approval: The Temple Board of Directors must approve any expenditure by an auxiliary organization in excess of \$200 and for purchase of items with a useful life greater than one (1) year

Decision Process: The Board of Directors may decide to defer any decision to the Congregation. Any decision or policy established by a vote of the Congregation can only be modified by a vote of the Congregation.

4: Bima Duty

Board members shall share the responsibility of being on the Bima during Friday night and Saturday morning services as well as on High Holy Days and Festivals. The Rabbi shall prepare appropriate information of responsibilities and review them with the members of the Board annually.

C: Contributions/Donations

1: Contributions

Minimum contributions to the General or Restricted Funds are:

Bricks	\$ 10.00
Leaf (on Tree of Life)	\$ 72.00
Mazel Grams	\$ 5.00
Memorial Plaques	\$ 200.00
Pentateuch	\$ 100.00
Prayer Books	\$ 48.00
Temple Grams	\$ 5.00
Minimum donations (to all other funds)	\$ 18.00

2: Donations

The Board of Directors must approve the donation of any specific item to Temple Beth El. The Board of Directors has the sole power to determine the amount of contribution that results in a dedication plaque; the Board of Directors, on August 7, 1985, established that the minimum contribution level be \$3,000.00.

Temple Beth El will acknowledge single donations that are greater than or equal to \$250 per IRS threshold for donations that require receipts. When eligible single donations are made to TBE in general, e.g., not in honor of a specific person: A form letter will be sent to the donor on behalf of the Board. It will include the amount of the donation. The TBE Board President will sign the letter or designate another Board member to sign on their behalf. If the donation was made in honor of a specific person, that person (the honoree) will be informed of the donation, but they will not be informed of the dollar amount.

➤ **The following items may be designated:**

Bimah	\$ 12,500.00
Bimah Dressing Room	\$ 3,000.00
<u>Classrooms and Furnishings</u>	
Original Building –Room	\$ 7,500.00
Original Building –Furnishings	\$ 3,600.00
Both	\$ 10,000.00
Kalin Wing – Room	\$ 5,000.00
Cloak Room	\$ 6,000.00
Memorial Board	\$ 18,000.00

3: Recommended donations to Rabbi’s Discretionary Fund for Life Cycle events

	MEMBERS	NON-MEMBERS
Baby Naming	\$150	\$300
Bar/Bat Mitzvah	\$350	N/A

Funeral (Member)	\$150	\$450 (\$800 to TBE)
Funeral (Child/Parent of Member)	\$	\$300
Mezzuzah Hanging	\$150	\$300
Wedding (Member)	\$350	N/A
Wedding (Adult Child of Member)	\$350	N/A

D: Employment

1: Employment

Temple Beth El is an ‘Employment-at-Will’ employer. No internal document, benefit plan description, or statement by any member of Temple Beth El’s staff or Board of Directors may be construed as a contract or guarantee, implied, or expressed, of employment between a sample member and Temple Beth El. Temple Beth El and its employees have the mutual right to terminate employment at any time for any reason.

Assignment of any of these classifications does not imply or guarantee that employment is for a defined period of time:

Full-time – Compensated based on monthly salary

Part-time – Compensated solely for hours worked.

Temporary – Employee hired for a short-term assignment for a limited, specific period of time regardless of the number of hours worked per week. They are compensated solely for hours worked.

EOE: It is the policy of Temple Beth El to comply with all county, state and federal laws prohibiting discrimination in employment and to make all personnel decisions without regard to race, national origin, color, religion, sex, age, marital status or disability, and to make reasonable accommodation for the precise limitations imposed by known disabilities of applicants and employees who are otherwise qualified to perform essential functions of the job, provided accommodations do not create an undue hardship. Implicit in this policy is the commitment of Temple Beth El to maintain a place of employment and work environment that is safe, productive, and free from racial or sexual harassment. This policy includes, but is not limited to, personnel actions such as recruiting, hiring, training, promotions, compensations, benefits, layoffs, discipline, or discharge.

2: Wages, Salaries and Pensions

Compensation for the Rabbi is defined in his/her contract, as approved by the Board of Directors and Congregation.

Compensation for the Administrator and Educational Director is defined in his/her contract, as approved by the Board of Directors.

Other Employees: Compensation for all employees that report to the Administrator or Educational Director is established by the Administrator or Educational Director, pending approval by the Board of Directors.

Annual salary increases are recommended by the Finance Committee and approved by the Board of Directors. Temple Beth El strives to provide appropriate compensation based on the skills of the employee, local cost of living and individual performance. The Finance Committee shall authorize a salary survey of peer organizations within the first quarter of the calendar year, considering the position description and prevailing salaries/wages. The Administrator and/or Educational Director will review the available information, consider the financial health of Temple Beth El and with input from the President and appropriate Vice President, make recommendations to the Finance Committee no later than April 1st. The Finance Committee will make recommendations to the Board of Directors for approval at the June meeting. Salary adjustments will be effective on September 1st the beginning of the fiscal year.

Temple Beth El established, as of July 1, 1995, a 403(b)-tax deferred annuity plan for eligible employees. Eligibility requirements are:

- Must be employees of Temple Beth El

- Must have completed one full year of employment without a break

- Employee must work at least 1,000 hours annually

Temple Beth El will contribute, at least quarterly, an amount equal to 5% of the eligible employee's monthly gross salary to a 403(b) plan of their choice. Eligible employees will be permitted to make additional contributions to their 403(b) plan as permitted by law.

3: Policy Regarding Use of TBE Issued Credit Cards

Temple Beth El, Inc. (“TBE”) will issue company credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such credit cards.

- Any credit card TBE issues to an employee must be used for business purposes only, in conjunction with the employee’s job duties and authorized spending limits. Employees with such credit cards shall not use them for any non-business, non-essential purpose (i.e., for any (i) personal purchase, (ii) other transaction that is not authorized or needed to carry out their duties or (iii) transactions for the benefit of anyone or anything other than TBE).
- Receipts for all credit card charges with a company issued credit card must be delivered to the Administrator of TBE within thirty (30) days of such charges. The employee may retain a copy of such receipts for the employee’s own records.
- If any employee uses a TBE credit card in violation of this policy, whether for personal purchases or for any other type of unauthorized transaction (e.g., incurs financial liability on TBE’s part that is not within the scope of the employee’s duties or the employee’s authorization to make business related purchases), the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse TBE until the unauthorized amount is fully repaid.
- Use of TBE issued credit cards is a privilege, which TBE may withdraw at any time and will withdraw in the event of any serious or repeated abuse. Any purchases an employee makes with a TBE credit card in violation of this policy may result in disciplinary action beyond withdrawal of credit card usage rights.
- In the event of severe and repeated violation of this policy by, and abuse of the credit card privileges referred to under this policy granted to, an employee, the TBE Board shall have complete discretion regarding appropriate disciplinary action.

Adopted by the TBE Board on April 1, 2015.

E: Fundraising

1: Religious Considerations

No fundraising shall be done on Shabbat

2: Other

All fundraising shall be conducted in accordance with the regulations of the State of Delaware.

Written receipts shall be provided for every donation

Payment by major credit cards is offered for purchases at temple events but not for payment of membership dues. (November 2012)

F: Funeral, Cemetery, and Shiva

1: Religious Considerations

Funerals of members in good standing can be held in Temple Beth El. However, the body may not be placed in the Sanctuary.

2: Montefiore Mutual Benefit Society - Cemetery

The Montefiore Mutual Benefit Society of Wilmington, Delaware has designated a section of their cemetery as the Temple Beth El section. Membership in the Montefiore Mutual Benefit Society is required in order to be eligible for benefits. Eligible for internment on the section are member couples, dependent children, parents of members, and close relatives.

Guidelines for the Temple Beth El section are to be consistent with the internment regulations of the Jewish Community Cemetery Association.

- No non-Jewish burials
- Sites cannot be used as a fundraiser
- Traditional burial (Chevra Kadisha) is recommended
- Jewish Customs, such as wooden caskets, are recommended
- Use of a Jewish Funeral Director is recommended

3: Non--Member Funeral Policy

The fee for the Rabbi(s) performing a funeral for a non-affiliated individual is \$800.00 to the General Fund and \$ 450.00 paid directly to the Rabbi; the latter amount was determined by the Rabbinical Association of Delaware. The Rabbinic check is to be made out directly to the Rabbi and is his honorarium. The Schoenberg Funeral Home normally collects these fees. An appropriate donation is \$450 personally to the Rabbi, or to the Rabbi Discretionary Fund is customary but not mandatory. As always there is no charge for use of the sanctuary by members.

4: Shiva

Temple Beth El, through the Sisterhood, shall provide one meal for the immediate family during the first three days that Shiva is observed. This includes families that sit Shiva out of town, and then sit locally. Meals of condolence and/or Shiva, when at Temple Beth El, will require payment of our room rental fees and any other fees that apply.

G: House and Grounds

1: Repairs

The President, Rabbi, Education Director, Second Vice President, Treasurer or Administrator can approve House & Grounds Committee expenditures of up to \$500.00 for emergency repairs.

2: Parking

- No parking/no standing areas shall be designated.
- Students should not be dropped off or picked up in front of the building. Cars should be parked in marked spaces and children escorted to and from the building
- Traffic flow patterns shall be designated

3. Kitchen Exterior Door Code Policy (updated 3/2022)

The Temple Administrator holds the primary responsibility for the maintenance of the Kitchen exterior door codes. Responsibilities include: (a) creation of door codes for individuals (no group codes are to be created, with limited exceptions) and (b) removal of door codes from those that no longer have a legitimate need to access the building off hours. The majority of the door codes should be set up as **Temporary** for only the dates/times that are required. For any Permanent access, they should be set as **Recurring** with only the days/hours required for access. **Always** access should be only granted in limited cases to that have a legitimate need for such access, as an example, most do not require access during the middle of the night.

Except for distribution by the Temple Administrator, the code should only be given out by others in extenuating circumstances and any such distribution of the code must then be reported to the Temple Administrator as soon as reasonably possible.

The list of Kitchen exterior door codes will be reviewed for continued validity twice a year. The review conducted by the 4th VP (House & Grounds), or his/her designee, and the Temple Administrator, and approved by the President(s).

4. Un-association of Staff or Members with keys and/or door code(s)

(updated 3/2022) In the event of Temple Beth El staff (paid or non-paid) or Members who are in the possession of (i) keys to exterior/interior doors of the main Temple building and/or the Temko building and/or (ii) the kitchen exterior door code become unassociated with Temple Beth El the following is to be accomplished by the Temple Administrator: (a) if (i) above, (I) retrieval of all keys in the possession of the individual(s) becoming unassociated with Temple Beth El on or before the last day of their association and (II) in case of exterior keys, unless determined by the President(s) of the Temple

to be unnecessary or unwarranted, all exterior door locks should be re-keyed within two (2) weeks of the last day of their association, and (b) if (ii) above, removing the code to the kitchen exterior door as prescribed by the Temple's Kitchen Exterior Door Code Policy within one (1) week of the last day of their association.

5. Security Review (updated 3/2022)

A security review (walk thru) for both the main Temple building and the Temko building will be completed by the 4th VP (House & Grounds), or his/her designee, on a quarterly basis to verify that all (a) exterior doors open properly and close securely and (b) exterior lights and cameras (interior and exterior) and any other security-related devices and equipment are functioning properly. The 4th Vice President shall report to the Board at the next Board meeting following such security review, the results of the review either as part of his/her consent agenda report or in person at the meeting.

The list of exterior doors (Temple and Temko building) key holders will be reviewed for continued validity twice a year. The review will be conducted by the 4th VP (House & Groundsw), or his/her designee, and the Temple Administrator, and approved by the President(s)/

6. Security and Safety committee (updated 3/2019)

A security and safety committee of the Board shall be formed, and its members appointed by, the President(s) of the Temple every three (3) years to review existing policies, procedures, measures, systems, and equipment of the Temple to provide a secure and safe environment for Temple Members and guests. The committee shall report to the Board within 90 days of its formation regarding the status of existing security matters and to recommend any changes or revisions to maintain security and safety at Temple Beth El.

H: Inter marriage and Conversion

Recognizing that conversion prior to marriage is the preferred approach, Temple Beth El allows its Rabbi, at his/her discretion to perform interfaith marriages under the following limitations.

Temple Beth El members, or children of Temple Beth El members are the only eligible candidates; three (3) consecutive years of membership in good standing are required unless the interruption in affiliation is due to relocation outside the area.

The couple, prior to marriage, is required to commit that all children from the marriage will be raised as Jews. This includes instruction in Jewish customs and traditions, with the expectation of Bar/Bat Mitzvah

A period of orientation and/or study, consisting of a basic Judaism or 12 hours of study with the Rabbi, is required prior to the marriage ceremony.

No co-officiating will be allowed during the Jewish marriage ceremony. Participation of other clergy, at other times during the wedding celebration, may be allowed at the discretion of the Rabbi.

The wedding ceremony may not be held on Temple Beth El property.

I: Membership

1: Dues and other Fees

ASSOCIATE MEMBERSHIPS- (Revised August 2021)

Choots Labayit for anyone living 125 miles or more from Newark at an annual fee of \$500.

Babayit established for those living within 125 miles of TBE and verified to be a full member in good standing of another synagogue at an annual fee of \$500.

Both Associate Membership categories are subject to the following conditions:

- No Building Fund contribution
- No voting rights
- Not eligible to hold either elected or appointed office
- Not entitled to privileges that pertain to religious school, B'nai Mitzvah or weddings.
- Associate Members who are Jewish are entitled to funeral privileges at TBE subject to the guidelines found in TBE Policies and Procedures, Section F (Funeral, Cemetery and Shiva).

(4/2022)

Gross Family/Individual Income	Dues	Gross Family/Individual Income	Dues
>325,000.....	4,600	85,001.....<100,000.....	2,325
280,001.....<325,000.....	4,275	70,001.....<85,000.....	2,000
240,001.....<280,000.....	3,975	55,001.....<70,000.....	1,750
200,001.....<240,000.....	3,750	45,001.....<55,000.....	1,500
165,001.....<200,000.....	3,325	35,001.....<45,000.....	1,250
130,001.....<165,000.....	2,825	<35,000.....	1,000
100,001.....<130,000.....	2,575		

First year- may pay ½ of the dues amount with other appropriate charges such as school & building fund at full rate.

Young Adult - Under age 30 (before September 1 of the membership year) free membership. All additional charges/fees apply.

Young Adult Family – The oldest spouse under age 30 (before September 1 of the membership year) free family membership. All additional charges/fees apply.

President's Circle - A special category intended to recognize those who generously pledge 150% or more of the scheduled dues amount. Your name will be included on the President's Circle plaque located in our lobby. If you are able, please consider this additional donation to help us provide more to our community than our operating budget allows.

T’rumah - An additional voluntary donation to help Temple Beth El meet its expenses.

THE SYNAGOGUES “FAIR SHARE” POLICY EXPECTS MEMBERS TO PLACE THEMSELVES IN THE CORRECT CATEGORY. THE PRESIDENT AND TREASURER RESERVE THE RIGHT TO RETURN PLEDGE FORMS THAT DO NOT INDICATE AN ACCEPTABLE LEVEL OF COMMITMENT.

Income is defined as the gross income of member(s) including all sources of revenue. This is essentially the adjusted gross income as defined by the IRS. Retirees who use other sources to subsidize this amount should include these withdrawals as part of their gross.

BUILDING FUND - \$2,000.00
(One Time Assessment for New Members)

Over the course of the first five (5) years of TBE membership, each member is asked to contribute \$2,000 to our Building Fund. This ensures a steady stream of income specifically designated for building projects and improvements. The following is the minimum payment schedule for your Building Fund pledge. If desired, you can pre-pay more of your \$2,000 commitment.

All members \$400 / year

(5/2018)

<u>One day per week</u>	<u>Two days per week</u>
Pre-K/K, 1, & 2.....\$400/student	3 rd - 5 th\$600/first student
Confirmation.....\$450/Student	6 th & 7 th\$800/first student

\$50 discount for additional sibling

****Tuition includes Book/Activity/Snack fees. Trip Fees are additional.**

REMEMBER: Your contribution to Temple Beth El, exclusive of Religious School fees, is tax-deductible

2: Other

Membership requires a minimum dues pledge. Special financial arrangements may be made with the President or Treasurer.

Dues payments: Payment of 25% of the total pledge is required when joining Temple Beth El, with the balance payable in no more than 10 equal payments over a period of 10 months.

Members who join after the High Holidays shall pay a proportion of the scheduled dues and fees, based on the time of year that they join.

New members who belonged to another synagogue must have paid all prior obligations before joining Temple Beth El.

Weddings of non-members require that the couple become members of Temple Beth El for one year.

J: Miscellaneous

1. Policy on Youth Groups as of 4/11/13

BBYO: Temple Beth El's Teen Youth Group is the Newark BBYO chapter. BBYO chapter activities should be integrated into and coordinated with TBE programs. The Youth Group falls under the purview of the Youth Activities Committee

The 3rd Vice president has overall responsibility for the committee, although another person can act as Chairperson. Other committee members shall be appointed by the President. The BBYO Advisor, BBYO President, Rabbi, and Director of Education shall be ex-officio members.

All BBYO local events will be open to all TBE 9th – 12th graders.

- BBYO regional membership events, such as conventions, are recognized as separate activities. Notification of these dates will be given to the TBE Director of Education and the TBE Administrator will establish the calendar at the beginning of the religious school year or as soon as possible. Confirmation students shall notify their teacher that they will not be attending class in order to attend a BBYO event.

- The TBE Youth Activities Committee will take into consideration the schedule of Regional BBYO events.

Facility use for Youth Activities

- The TBE Administrator and BBYO Advisor will coordinate use of the TBE facilities.

- All Newark BBYO Activities held at TBE will be chaperoned by the BBYO Advisor. When the Newark BBYO Advisor is unable to do so, the advisor will notify the TBE Administrator of the substitute adult chaperone at least 24 hours prior the event.
- Additional adult supervision (chaperone) is required for all activities that involve more than 20 people. The BBYO Advisor shall provide the names of the additional adult supervisors, at least three days prior to the event, to the TBE Administrator.
- Both Temple Beth El and BBYO shall maintain appropriate insurance policies to cover both individuals and the organizations. It is the TBE Board of Directors' understanding that youth of families that are TBE affiliated and are not BBYO members that attend BBYO activities at TBE will be covered under the TBE insurance policy. All other youths attending such activities will be covered under the BBYO insurance policy.
- All calendar events will be coordinated through the TBE Calendar committee preferably 6 – 12 months ahead of the event. Requests for all Newark BBYO Chapter weekend/overnight activities shall be brought to the Calendar Committee at the beginning of the Calendar year or as soon as possible.
- All TBE facilities will be left in a clean and orderly condition. The Newark BBYO Advisor or designated adult supervisor shall secure the facilities at the end of the program.
- All TBE policies shall be followed.
- All Newark BBYO Chapter activities, with the exception of regional events, shall be scheduled so that they do not conflict with TBE religious school activities. All programming will be consistent with TBE policies and procedures.
- Facility/building rental fees may apply for activities that occur in accordance with the rental fees for TBE Facilities. The TBE Board will make the determination if a facility/building rental fee would be assessed.
- All Newark BBYO Chapter Board Presidents are expected to:
 - Have a Jewish presence in the synagogue.
 - Be aware of the confirmation schedule and purpose as an extension of Jewish learning.
 - Have the necessary communication skills to maintain a relationship with the Youth Activities Committee.
 - Be available for TBE functions and meetings at the synagogue.
 - Encourage BBYO members to participate in TBE functions.
 - Be knowledgeable about TBE policies.

- Maintain a positive relationship with TBE members and administration.
- Newark BBYO Chapter is strongly encouraged to attend and participate in TBE holiday events, carnivals, and general community gatherings.
- The Jason Bell Award will be awarded annually to a Young Leader of the Newark BBYO Chapter that is affiliated with TBE.
- The Newark BBYO Advisor/ President shall communicate with the 3rd VP of the TBE Board monthly.
- The 3rd Vice President of Temple Beth El or designee(s) will assist in contacting all un-affiliated BBYO families to reach out to them for membership.

Driving: For BBYO conferences hosted by Temple Beth El, no teenage person shall drive other teens during the event. Parents of BBYO convention participants will acknowledge the policy, in writing, prior to the event. Any teen that violates the policy will not be allowed to attend the next three (3) conventions.

Allocation for Youth Activities is to be used for scholarship and other activities at the discretion of the BBYO advisor with consent of the 3rd vice president.

2. Pet Policy

Animals, with the exception of service animals, are not allowed inside the buildings of Temple Beth El. Animals are allowed on the property outside the building but must be restrained at all times and the owner is responsible for ensuring proper sanitary conditions are maintained.

K: Publications, Content,

Content in Temple Beth El publications and communications, such as the SHOFAR, should be limited to materials of interest to the Jewish community and/or activities supported by or in support of Jewish organizations.

Advertisements: Commercial ads in the SHOFAR are permitted. Advertisements are approved by the Administrator. Price for ads are, per issue, \$25.00 for a 2” x 3” (business card) and \$60.00 for a 3” x 5” ad. Payment prior to publication is required.

No personal ads are allowed.

POLICY ON TEMPLE BETH EL PUBLICATIONS AND DISSEMINATION OF INFORMATION

(Version as of 4/11/13 FINAL)

Authorization of Input: The President, 1st Vice President, 2nd Vice President, 3rd Vice President, Sisterhood President, Men's Club President, Rabbi, Administrator and Education Director are each authorized to submit Temple Beth El related information for inclusion in any Temple Beth El publication, including, but not limited to, the Shofar, weekly (Thursday) e-mails, or announcements to be read by the Board member on the Bimah; the membership packet can be considered to be an issue of the Shofar. Other individuals may submit Temple Beth El related information to be considered for publication by the Administrator.

Shofar articles should be limited to a single page, weekly (Thursday) e-mail items to a paragraph of no more than 5 sentences (additional information can be included as an attachment), and Bimah announcements to two sentences. Shofar articles shall be submitted at least 7 days in advance and weekly (Thursday) e-mail items on the Tuesdays prior to publication. Weekly e-mail announcements and Bimah announcements shall be limited to preferably two (2) times, but no more than four (4) times, with the text refreshed after two (2) weeks.

Shabbat Bimah announcements should include all Temple Beth El events, including fundraisers, as well as appropriate general community announcements. Reminders can also be included. The Administrator, as editor, shall edit all submitted items, but significant changes beyond those in these guidelines shall be discussed with the submitter.

Special e-mails to the religious school parents may be authorized for issuance by the Director of Education or the President.

Posters may be placed in the atrium entrance to highlight important upcoming events. Posters shall be displayed no more than 4 weeks prior to the event. The event chairperson or the office may make the poster. The Administrator, as editor, will review the poster based on the information provided by the submitter, but changes beyond correction of typographical errors, must be discussed with the submitter. Administrator, as editor, will review for editorial and graphic content and discuss and resolve any concerns with the requestor.

All signs on Temple Beth El property (external to the buildings) must be approved by the Administrator. The requestor shall arrange for the installation of any signs and their removal within 4 days after the event.

The president shall resolve all disagreements related to any aspect of this policy.

Social Media/Website Content **(Approved by Board 3/2/2022)**

The Digital Communications Committee will publish events/activities as per the following guidelines. These policies apply to platforms that are open to the public which specifically include at the time of establishment, Temple Beth El's Facebook, Instagram, and Website.

Promote any activity that is one the TBE website and/or TBE calendar. If we have questions about the details surrounding the post, we will reach out to specific committees/individuals sponsoring the event for clarification.

Post information on Shabbat services in an engaging manner. Some examples of these are pictures of congregants preparing for Shabbat, promotion of specific Shabbat services, differentiated Shabbat fliers with a sense of current timing.

Will post pictures of individuals including children, unless those individuals express concerns about having their pictures posted on TBE's social media/website. A written statement will be provided for attendees advising them to notify picture takers if they prefer not to be on social media at specific events.

Federal holidays will be posted, only when there is a corresponding event that TBE is hosting.

Life Cycles (ex. Bar/Bat Mitzvahs, Shivas etc.) will be posted as per the family's wishes and guidelines.

Major antisemitic attacks will be addressed on our website, social media, and emails. The wording should be approved by the 4th VP (Technology/House Grounds).

Fundraising events by the other Jewish entities whose services impact Temple Beth El's congregants will be promoted on our forms of website, social media, and emails.

Temple Beth El will promote publications/news articles originating from the Jewish Federation and other Jewish entities that serve as points of interest for TBE congregants on our social media. This does not need to include our website or emails, unless specifically specified .

L: Rabbi

Guidelines for use of Rabbi's Discretionary Fund and Travel Fund (Approved by Board 4/1/09)

The Rabbi's Discretionary Fund (RDF) and the Rabbi's Travel Fund (RTF) are considered to be temple funds that belong to the synagogue and are funded in accordance with the existing contract between the Rabbi and Temple Beth El.

Rabbi's Discretionary Fund: The RDF can be used for deductible charitable purposes only. Expenditures from the funds are made at the sole discretion of the Rabbi but must be in compliance with the following guidelines for use. The Rabbi of the synagogue is authorized to use the monies contributed to his or her discretionary fund for needs and project consistent with the religious, educational, or charitable purposes of the synagogue. No monies from the RDF shall be used or distributed for personal purposes or benefit of the Rabbi or his/her family, nor are the funds available to subsidize travel expenses. Use of the RDF should comply with all relevant tax laws and comply with the tax-exempt status of the donations and organization. Auditors shall confidentially review the use of the RDF annually to determine that it is being used properly and report to the Temple Board. The Rabbi is required to report to the Temple Board in writing twice annually the date, category, and the dollar amount of individual disbursements without compromising the confidential nature of these disbursements.

Rabbi's Travel Fund: The Rabbi of the synagogue is authorized to use the monies designated to his or her travel Fund to offset travel expenses incurred solely by the Rabbi in fulfillment of his or her responsibilities. No monies from these funds shall be used for personal purposes or to offset any expenses incurred by members of the Rabbi's family or anyone other than the Rabbi. Expenses would include:

- Mileage expenses, exclusive of routine commuting expenses as allowed by, and consistent with Federal tax codes.
- Registration and travel to appropriate conventions, seminars, or other events for professional development and/or education. This requires Temple Board approval prior to commitment of funds.
- Other travel expenses benefiting the rabbi and the Congregation that may be incurred by the Rabbi, providing the proposed expenses are presented to and approved by the Temple Board in advance of any expenditures.
- Meal expenses incurred by the Rabbi during travel are reimbursable as long as the expenses are reasonable and customary, and consistent with applicable tax law. Receipts and a description of all expenses are required for and prior to reimbursement of travel expenses.

The Rabbi is required to report to the Temple Board writing twice annually the date, description, and amount of individual disbursement from the RTF.

Expenditures below \$500.00 can be made without board approval by the temple rabbi, education director and administrator. Expenditures above \$500.00 are to be approved by the temple board of directors.

2: Events

For TBE-sponsored event for which it is expected that the Rabbi and his/her family will attend, such as TBE Class Shabbat Dinners Special Shabbat Dinners or Temple Celebrations, the cost of the Rabbi and his/her family will be complimentary. Fundraisers or events sponsored by Sisterhood or Men's Club shall be exempt from this policy unless the sponsoring auxiliary or the Temple Board determines that the Rabbi and his/her family should attend.

For Community wide events such as Federation Shabbat or celebrations at other synagogues or interfaith events, Temple Beth El will incur the cost of the Rabbi and his/her family to attend unless those organizations bear the expense.

M: Religious School

1: General

The Krinsky Award of \$25.00 shall be given to outstanding Hai student(s)

Children who are 13, Bar/Bat Mitzvah'd, or graduated from Hai class are eligible to enroll in the Confirmation class.

Confirmation students shall act appropriately. A parent/teacher conference shall be held to discuss the behavior of disruptive students. Excessive absences (>6) will result in the requirement of writing a paper.

N: Restricted Funds

(Revised 3/2022)

The Finance Committee moves, as detailed below, to categorize existing TBE funds, known as restricted funds, into four (4) categories and, second, close, combine and/or rename certain funds.

Furthermore, the table in the Policies and Procedures Manual dated September 5, 2012, is replaced by a revised version of the document, now dated March 5, 2014. See table that follows.

These specific purpose funds shall be categorized as follows:

- **Designated Purpose Funds (DP)** -- Money contributed for a designated purpose that has been recognized by Temple Beth El. The use of these funds shall be used to meet the designated purpose.
- **Endowed Funds (E)** -- Funds donated to, and invested by, Temple Beth El wherein only the income may be spent, by the Board, for the designated purpose.

- **Holding Funds (H)** -- Money collected for a specific purpose that is to be disbursed within 364 days of receipt.
- **Reserve Funds (R)** -- Money that has been saved or retained for future use.

The existing funds shall be categorized and/or modified as follows:

Building (2761) – Classify as a Designated Purpose (DP) Fund

Education (2762) – Classify as a Designated Purpose (DP) Fund

Keren Ami (2763) – To be fully distributed on an annual basis to charities as coordinated by the Education Director and as determined by a vote of the Religious School student body.

Krinsky (2764) – Close the fund. Move remaining money into the School Other line (4355) of the Operating Budget and fund future Krinsky awards through line 6030 of the Operating Budget.

Landscaping (2765) – Classify as a Designated Purpose (DP) Fund.

Library (2766) -- Classify as a Designated Purpose (DP) Fund

House and Ground Maintenance Reserve (2767) – Close the fund. Move remaining money into the Contingency fund (2781)

Men’s Club Consecration (2768) – Close the fund. Move remaining money and responsibility for this activity back to the Men’s Club.

Prayer Book/Sanctuary (2769) – Classify as a Designated Purpose (DP) Fund.

NOTE: New name due to merger of funds. The Sanctuary Fund account (2772) will be CLOSED.

Social (2770) - Close the fund. Move remaining money into General Fund (4315) of the Operating Budget and fund future Social Activities through line 6230 of the Operating Budget.

Social Action (2771) – Classify as a Designated Purpose (DP) Fund.

Sanctuary Fund (2772) -- Close the fund. Move remaining money into the Prayer Book/Sanctuary (2769).

BBYO Activities (2777) - Classify as a Designated Purpose (DP) Fund.

TBE Players (2778) -- Close the fund. Move remaining money into the Artists and Speakers Fund (2795).

Jewish Youth Experience (2779) – Classify as a Designated Purpose Fund

NOTE: New name.

Presidents Circle (2780) - Close the fund. This action was decided previously.

Contingency Fund (2781) - Classify as a Reserve (R) Fund.

60th Anniversary (2784) – Classify, for now, as a Holding (H) Fund. Close the fund after the 60th Anniversary event, but no later than 12/31/14, and move any remaining money the General Fund (4315) and fund further event through the line 6230 of the Operating Budget.

eBay (2778) -- Close the fund. Move any remaining money to General Fund (4315).

Student Rabbi (2790) – Close the fund. Move any remaining funds to Education Fund (2762) and use High Holiday Expense Line (6270) for future needs.

Temple Beth El Endowment (2792) – Classify as an Endowment (E) Fund. Income is to be used to support Board approved Temple Beth El projects.

Social Action Endowment (2793) – Classify as an Endowment (E) Fund. Income to be used to support Board approved Social Action projects within Temple Beth El or the greater Newark Delaware communities.

Artist and Speakers Fund (2795) -- Classify as a Designated Purpose (DP) Fund.

To summarize, the funds will be grouped by category as follows:

- **Designated Purpose Funds (DP)**

Building (2761)

Education (2762)

Landscaping (2765)

Library (2766)

Prayer Book/Sanctuary (2769)

Social Action (2771)

BBYO Activities (2777)

Jewish Youth Experience (2779)

Artists and Speakers

- **Endowed Funds (E)** -- Funds donated to, and invested by, Temple Beth El wherein only the income may be spent, by the Board, for the designated purpose.

Temple Beth El Endowment (2792)

Social Action Endowment (2793)

- **Holding Funds (H)** -- Money collected for a specific purpose that is to be disbursed within 364 days of receipt.

Keren Ami (2763)

- **Reserve Funds (R)** -- Money that has been saved or retained for future use.

Contingency (2781)

- **Closed Funds**

NOTE: ** means that fund is being merged into another fund.

Krinsky (2764)

Men's Club Consecration (2768)

Social (2770)

President's Circle (2780)

eBay (2778)

Playground (2799)

- **SPECIFIC PURPOSE FUNDS OF TEMPLE BETH EL (Revised 3/2022)**

FUND (Category)(Number)	SOURCE	PURPOSE	APPROVAL
Anniversary Fund (H) (2784)	Donations and income from event	Event expenses (To be CLOSED by 12/31/14, with excess moved to the General Fund).	Administrator (<\$500) or Board of Directors (>\$500)
Artists and Speakers (2795)	Donations	Support artists/speakers	Board of Directors
Bank of America Credit Card (H) (4361)	Income via credit card	Hold income and distribute to appropriate account	Treasurer
BBYO Activity (DP) (2777)	Donations and monies in Youth Activity Operating Budget (6300) not spent at end of fiscal year.	Support of Temple Beth El sanctioned youth activities/convention	Treasurer
Building (DP) (2761)	Donations and building fund pledge obligations of members	Construction of facilities	Board of Directors
Contingency Fund (R) (2781)	Surplus (deficit) from income/expenses of previous years	As deemed appropriate by the Board of Directors	Board of Directors
Education Fund (DP) (2762)	Donations and fund raising	School equipment and educational programs, including teacher training/conventions	Director of Education and Rabbi (<\$500) or Board of Directors(>\$500)
TBE Endowment (E)	Donations	Income to be used to support specific Temple Beth El projects	Board of Directors
Jewish Youth Experience (DP) (2779)	Donations and allocated funds from Operating Budget	Support Jewish experiences for children of TBE members.	Administrator (<\$500) or Board of Directors (>\$500)
Keren Ami (H) (2763)	Donations from Students	To be fully distributed, on an annual basis, to charities as coordinated by the Education Director and as determined by a vote of the religious school student body.	

Landscaping (DP) (2765)	Donations	New and replacement plantings	Administrator(<\$500) or Board of Directors (>\$500)
Library (DP) (2766)	Donations	Maintenance and improvements to the library	Administrator (<\$500) or Board of Directors (>\$500)
PrayerBook/Sanctuary (DP) (2769)	Donations	Purchase of additional/ replacement prayerbooks currently approved for Temple Beth El use and purchase/repair of other items to be used in the Sanctuary	Administrator (<\$500) or Board of Directors (>\$500)
Social Action (DP) (2771)	Donations to the fund and grants for social action purposes received from the Jesse Ball DuPont Foundation	Support programs directed at needs of temple and Greater Newark,DE community	Concurrence of two of three of President, 3rd VP and Administrator(<\$500) or Board of Directors (>\$500)
Social Action Endowment (E) (2793)	Donations	Income to be used to support Social Action projects	Board of Directors
Stained Glass Windows (H) (2796)	Donations	Stained Window project with excess funds going into the General Fund (to be CLOSED when last window is dedicated).	Board of Directors

O: Ritual

1: Services

Participation in rituals involving Torah, the Ark, candle lighting, Kiddush and all High Holiday honors shall be available only to Jewish participants.

The prayer books used for services at Temple Beth El are Etz Hayim (Torah and Commentary), Siddur Hadash (Shabbat and Festivals), and Mahzor Hadash (High Holidays). Replacement with a different prayer book requires Congregational approval.

Music: Appropriate instrumental music is allowed during services on Rosh Hashanah.

No instrumental music is allowed during Erev Yom Kippur and Yom Kippur services. Up to five (5) places in the Erev Yom Kippur and Yom Kippur services may be assigned to congregants as solo presentations.

Multiple Shofar blowing during the Shofar service and a single Shofar sounding during the Musaf service are permitted.

The Shofar will not be blown when High Holiday falls on Shabbat.

The leader of a service conducted by an outside group, such as Hadassah, shall be a member of Temple Beth El.

Men called to the Bimah are required to wear a tallit and kippah (yarmulke).

Women called to the Bimah are encouraged to wear a tallit and kipah (yarmulke).

Balloons are not to be used as decorations on the Bimah.

Havdalah services shall be held before every Saturday night event sponsored by Temple Beth El or its auxiliary organizations on Temple Beth El property. The service does not have to take place in the Sanctuary, and it is not mandatory for all participant to attend. Events sponsored by other organizations or individuals are exempt from this requirement

2: Shabbat

Prohibitions for Shabbat: Fundraising shall not be done on Shabbat.

Photography is not allowed in the Sanctuary on Shabbat (Congregational vote).

Photography, candle lighting and music are permitted at a luncheon in the social hall on Shabbat.

Telephones should not be used for non-essential business on Shabbat.

Tallit shall not be worn in bathrooms.

3: Other

Birkat Hamazon shall be recited after every Temple sponsored meal eaten in the building.

Kashrut: The kitchen follows Conservative kashrut standards. The Ritual Committee recommends that the practice of holding potluck community meals be extended to parts of the Temko building. The kitchen in the Temko Building will remain kosher and we will help create guidelines for these potluck meals so as to still be able to use this space for kosher catering events as of May 18, 2014 (approved by congregation).

Off-site meals at synagogue events shall not include shellfish or mix milk and meat.

4: Kashrut

(This is an updated Kashrut policy that supersedes the previous Kashrut policy with the potluck policy exception adopted in 2014)

Only kosher foods prepared in kosher kitchens are allowed in the main floor of the Sanctuary building. This includes the kitchen, social hall, foyer, and sanctuary. (The Rabbi determines Foods allowed in the office area.)

The classroom wing of the Sanctuary Building and the Temko Building are defined as Dairy/Parve areas. This means that the only allowable foods are Dairy and Parve, but they do not have to be kosher.

Policy on Acceptable Purchase of Bagels (as of 5/2018)

Bagels brought in for use at Temple Beth El's main building may be purchased from a store that adheres to these minimum standards:

1. Bagels set aside for TBE purchase will not be co-mingled with other bagels at the store or following purchase en route to the Temple.
2. The store shall designate an area to cut the bagels for TBE and use a dedicated knife to cut them.
3. The store shall clean the area and the knife only with disposable towels, water, and dish soap.

5: Potluck Policy (as of July 2015)

In order to engender a sense of community at Temple Beth El, we are planning, during the Festival of Sukkot, and periodically on Shabbat, potluck meals. Meals brought in must be Kosher Style Dairy or Parve (non-meat, non-dairy, non-poultry) and be marked as such. Potluck meals will be limited to the former criteria. No potluck meals will take place during life cycle events at Temple Beth El. Rabbi or a member of the Ritual Committee will have final decision on whether a food item meets the criteria. The

TBE Kitchen and Social Hall are not to be used for these Pot-Luck Dinners. In case of inclement weather, the dinners will take place in Religious School Wing. Food will be set up in Multi-Purpose Room on Special Tables and eating will taking place in classrooms. Our subcommittee is poised to conduct a congregational survey and continue a more comprehensive review of our kashrut guidelines.

P: Temple Facilities

1: Fees (revised 2/2022)

ROOM/AREA	FEE FOR MEMBER	FEE FOR NON-MEMBER	TERM/CONDITIONS
Kitchen - Self Baker	\$125	N/A	During Temple office hours for a period of 30 days
Social Hall - Limited kitchen use	\$200	\$400	4 hours max., Kitchen for set up only
Social Hall - Full kitchen use	\$300	\$600	4 hours max.

Social Hall - Full kitchen use: Friday night dinner	\$100	N/A	Room cleared by 7:15 PM
Social Hall - Full kitchen use; second event on same day	\$200	N/A	4 hours max.
Additional hour beyond 4-hour max.	\$60	\$90	Max. rental is 5 hours
Children's Village - Limited kitchen use	\$200	\$400	4 hours max., Kitchen for set up only
Children's Village - Full kitchen use	\$300	\$600	4 hours max.
Temko Multipurpose Room - Limited kitchen use	\$200	\$400	4 hours max., Kitchen for set up only
Temko Multipurpose Room - Use of kitchen	\$300	\$600	4 hours max.
Temko Center (Both floors) - Limited kitchen use	\$300	\$600	
Center (Both floors) – Full kitchen use	\$425	\$850	4 hours max.
Additional hour beyond 4-hour max.	\$60	\$90	Max. rental is 5 hours
Classroom - During office hours	\$40	\$60	
Classroom - After office hours & Sundays	\$60	\$90	
Classroom - Contracted extended use	TBD	TBD	Fee determined by Administrator
Classroom - Non-profit organization /During office hours	No fee	No fee	

Classroom - Non-profit organization/After office hours	TBD	TBD	Fee to cover custodian and/or supervision as determined by Administrator
Sanctuary	Donation to Rabbi's Discretionary Fund recommended	\$500 and a donation to Rabbi's Discretionary Fund recommended	See administrator about donations

ADMINISTRATIVE NOTES:

- \$100 deposit required to hold reservation
- Full payment due one (1) week prior to event

2: Rental Policies:

The facilities of Temple Beth El are to be used primarily in the worship and religious education of Temple Beth El members and their families. Other secular uses that do not interfere or conflict with the activities of Temple Beth El and correspond to the standards of good taste and acceptable behavior as defined by the Board of Directors are permitted.

As any usage imparts an expense onto the members, guideline have been established to determine when a user fee/rental charge is appropriate.

Q. Temple Beth El Harassment Prevention Policy (as of 9/ 2/2020)

1: Guiding Principle and Purpose:

Temple Beth El (TBE) is committed to a work environment in which all individuals are treated with respect and dignity. TBE depends on trust, civility, and a willingness to recognize the dignity and worth of each person, as this conduct is essential to our mission of creating and sustaining a vibrant Jewish Community. All individuals have the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, it is the responsibility of all TBE employees, Board Members, and volunteers to respect the personal dignity of others.

2: Policy:

Temple Beth El does not permit actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation, or sexual misconduct ("prohibited conduct") to occur in the workplace or at any activity

sponsored by or related to it. To create an environment free from discrimination and/or harassment, harassment in any form is not tolerated at TBE, and we are committed to the enforcement of the Harassment Prevention Policy in addition to complying with applicable federal, state and municipal laws/regulations.

Sexual harassment is a form of sex discrimination that will not be tolerated and is prohibited by this policy. Discrimination, including sexual harassment and discriminatory harassment is also unacceptable and will not be tolerated in the workplace. Harassment and discrimination based on race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender, marital status, disability, veteran status, or other protected classifications are also prohibited by this policy to the extent required by applicable laws.

Consistent with the foregoing, all employees of TBE will treat all unwelcome actions, behaviors or symbols that create a hostile working environment as harassment to be dealt with according to the procedures outlined in the policy.

3: Scope of Policy – Individuals and Conduct Covered

The prohibitions against unlawful discrimination and harassment set forth in this policy apply not only to employees of TBE but also to non-employees (for example, our members, volunteers, vendors, suppliers, and contractors) with whom our employees come into contact in connection with their employment with the organization. This policy also prohibits harassment, not only in the workplace, but in any work-related settings outside the workplace, such as during TBE related trips, meetings, and social events.

4: Definitions of Harassment

Sexual Harassment: A form of discrimination that consists of unwelcome sexual advances, request for sexual favors or other verbal or physical acts of a sexual nature. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different genders.

Quid Pro Quo Sexual Harassment: A form of sexual harassment that consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual and physical conduct of a sexual nature, wherein submission to the conduct is made either an explicit or implicit condition of employment and/or submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.

➤ Examples of Sexual Harassment and Quid Pro Quo Sexual Harassment include but are not limited to:

- Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly "brushing" against someone, or impeding the movement of another person.
- Preferential treatment or a promise of preferential treatment to an employee, in exchange for sexual conduct; or the denial of, or threats to, any term or condition of employment for refusal to consent to the advances (Quid Pro Quo Harassment).

- Sexually offensive comments such as slurs, jokes, epithets and innuendos, sexually oriented "kidding" or "teasing," or sexually oriented "practical jokes".
- Suggestive or obscene written comments in notes, letters, invitations, e-mail, social media or any other medium ; inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions.
- Offensive visual contact such as staring; leering; gestures; displaying obscene objects, pictures, or cartoons; or inappropriate or suggestive comments about another person's physical appearance or dress.

6: Discriminatory Harassment

Unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, creed, sex, national origin, age, disability, citizenship status, veteran status, sexual orientation, gender identity, marital status or any other characteristic protected by law, where such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

➤ Examples of Discriminatory Harassment include, but are not limited to:

- Epithets, slurs, or negative stereotyping.
- Threatening, bullying, intimidating or hostile acts.
- Denigrating jokes and displays or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email, social media or any other medium).
- Preferential treatment to another employee based on his or her race, color, religion, sex, age, national origin, sexual orientation, gender identity, marital status, disability, veteran status, or other protected **classifications to the extent required by law**

7: Hostile Work Environment

Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

➤ Examples of Hostile Work Environment may include but are not limited to:

- Verbal and/or emotional abuse.
- Actions intended to intentionally undermine another person.
- Actions intended to antagonize or intentionally cause distress.
- Conduct that is antagonistic and openly offensive.

8: Complaint Procedure

TBE encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome to the extent that this is possible. However, TBE also recognizes that such a confrontation may be uncomfortable, or even impossible, for the target of the prohibited behavior due to the respective position in the organization of the offender and the target, or because of other factors.

All employees are required by this policy to report all incidents of discrimination, harassment, or sexual harassment, regardless of the offender or the person toward whom the offensive conduct is directed. If you believe that any supervisor, subordinate, co-worker, agent or non-employee of TBE has engaged in “prohibited conduct” against you with regard to any term or condition of your employment and in violation of our Harassment Prevention Policy, or you have witnessed such actions directed at someone in the workplace, you should report, preferably in writing, the alleged violation immediately to the President of Congregation or any TBE Board officer with whom you feel comfortable speaking about the issue.

- If the individual cannot provide a written statement, or prefers not to do so, the person receiving the allegation should document what was reported and when. If possible, have the individual review and verify the documented statement and agree to it with a signature.

- Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, TBE strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. TBE will make every effort to stop alleged harassment before it becomes severe or pervasive but can do so only with the cooperation of its employees and volunteers.

- False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made “in good faith” - meaning a report is made based on a genuine belief about the act in question, not on intentional dishonesty) may be the subject of appropriate disciplinary action up to and including the possibility of termination if an employee, or potentially revocation of membership in TBE if a volunteer/member.

9: Retaliation Is Prohibited

TBE prohibits retaliation against anyone, including an employee, volunteer, board member, student or individual, who “in good faith” (meaning a report is made based on a genuine belief about the act in question, not on intentional dishonesty) reports “prohibited conduct”. Retaliation against a participant in the investigation is also prohibited.

Anyone who retaliates against someone who has made a good faith allegation of “prohibited conduct” or intentionally provides false information to that effect may be the subject of appropriate disciplinary

action up to and including the possibility of termination if an employee, or potentially revocation of membership in TBE if a volunteer/member.

- Examples of retaliation include but are not limited to:

Disciplining, changing work assignments, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment or discrimination. It can also include intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct.

10: Investigation and Outcomes

The Investigation Process: We take all allegations of “prohibited conduct” seriously. All TBE Board Members have an affirmative duty to report an allegation of harassment promptly and factually to the TBE Board President. Once a credible allegation is reported we will:

Promptly initiate an investigation to determine whether there is a reasonable basis to believe that the “prohibited conduct” has occurred.

The investigation may be undertaken by a team designated by the TBE Board President or we may seek outside resources including the possibility of hiring an independent third party.

If undertaken internally, the team will consist of 2 to 4 congregants in good standing, who have demonstrated objectivity, sensitivity, confidentiality, and independence and can quickly convene to determine if there is probable cause supporting the allegation.

The investigation will be conducted in a fair, objective and timely manner and will ensure all parties involved are afforded the opportunity to provide evidence, site witnesses and state their version of events in a non-judgmental environment.

- TBE employees are required to cooperate with harassment allegation investigations.

We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies, and we may refer the complaint and the result of our investigation to those agencies.

If allegations are directed at an employee, we reserve the right to place the employee on an involuntary leave of absence or reassign that person to responsibilities that do not involve personal contact with individuals or students.

11: Confidentiality

To the fullest extent possible, but consistent with our legal obligation to report suspected “prohibited conduct” to appropriate authorities, we will endeavor to keep the identity(ies) of the target(s) of the investigation as well as the alleged victim(s) confidential.

In all cases, the person who initiated the procedure will be informed at the conclusion of the investigation of the findings and disposition of the matter.

12: Responsive Action/Discipline for Engaging in Harassment

Results: Conduct that is inconsistent with this policy will be dealt with appropriately. If the investigation substantiates the allegation by determining evidence sufficient to support cause, TBE will take any action it deems necessary to correct and prevent any future unacceptable conduct. While the wishes of the complainant will be seriously considered, the TBE Board will

be responsible for determining the appropriate action. Given the circumstances of the incident, the TBE board will determine the appropriate responsive action which may include any action up to, and including, termination.

When a guest, vendor or other person not employed by TBE is found to have engaged in “prohibited conduct”, TBE will advise the person and if applicable his or her employer of TBE’s policy against such harassment and will take such other action as is appropriate under the circumstances.

When a volunteer or member is found to have engaged in “prohibited conduct”, our policy provides for disciplinary penalties, potentially including, but not limited to, revocation of membership and rights as a TBE member.

13: Other

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under state or federal law.

14: Consensual Romantic Relationships:

Sometimes social relationships may develop at work. While you have a right to consent to such relationships, you also have an absolute right to refuse them and to expect that your wishes will be respected. You may not continue, or continue your efforts to establish, any type of social relationship with a person with whom you interact at TBE once that person has told you that he or she does not wish to do so. In addition, you are prohibited against retaliating in any way against a person who is not interested in establishing or continuing a social relationship with you. Consequently, you will be subject to severe disciplinary action, up to and including the termination of your employment, if you act in any manner that violates this provision of our Sexual and Other Harassment Prevention Policy.

Consenting romantic and/or sexual relationships between persons in supervisory positions and less senior or non-supervisory employees, or between co-workers, may lead to unforeseen complications. TBE may reassign or rearrange reporting functions or other roles of parties involved in a consenting relationship to avoid potential problems.

If you feel any unwelcome pressure to become involved socially with any manager, supervisor, subordinate, co-worker, volunteer, agent, or non-employee with whom you interact while performing your work responsibilities, we urge you to report the matter in accordance with the procedures set forth

in this policy. However, if you do not communicate your complaint, TBE will assume you willingly have entered into a workplace social relationship.

15: Implementation:

This policy will be reviewed with all employees of TBE, and all employees are required to sign indicating they have read, understand, and accept the policy. This will be renewed on an annual basis.

When hiring a new employee, the policy will be reviewed with the individual when they are first engaged as a new employee, and they will also be required to review and sign indicating understanding and acceptance.

This policy will be reviewed with the Board of Directors of TBE annually, following election of a new Board to ensure all members of the incoming Board understand their role and responsibilities in support of this policy.

This policy will be made publicly available for any member of TBE to read and understand.

This policy will be updated as deemed appropriate by the TBE board.

R: Covid-19 Facility Guidelines & Procedures

(Revised 3/17/2022)

Vaccination:

- Vaccine requirement is rescinded as of April 4, 2022.
- All employees (full and part time, including teachers) are required to be vaccinated unless exempted.
- Exempted employees must submit to weekly Covid testing and provide proof of negative results.

Masks:

- Masks are required for everyone in the building for events (services, meetings, get-togethers). Masks shall not be required when speaking or singing on the Bimah. Masks may be removed briefly if eating or drinking.

Other policies:

- Social distancing: no formal requirement at this time.
- Air flow: recommend opening windows in religious school room 30 minutes prior to class time.

- Physical barriers: Rabbi's discretion whether they remain in the sanctuary.

Additional Note:

- The COVID Committee will continue to monitor conditions and may make additional recommendations in the future as caseloads warrant.