

Jewish Federation of Tulsa:

12.4 Donor/Participant/Volunteer/Lay Leader Code of Conduct

1. Purpose and Values Statement

At the Jewish Federation of Tulsa, we are committed to fostering a community that reflects our core values of inclusion, respect, equity, and integrity. Consistent with these principles, we aim to maintain an environment where all members of our community—whether staff, volunteers, or beneficiaries (community recipients, program participants, service recipients)—feel safe, valued, and respected in their interactions. This policy reinforces our dedication to ensuring that our mission and values guide every relationship we build.

Our organization is rooted in the ideals of Jewish tradition, which demand respect for all individuals, uphold human dignity, and promote fairness and justice. Through this Code of Conduct, we aim to protect the well-being of our community while preserving the integrity of our work and mission.

2. Definition of Inappropriate Behavior

To maintain a healthy and positive relationship between donors/participants/volunteers/lay leaders and the Jewish Federation of Tulsa community, the following behaviors are deemed unacceptable and will not be tolerated:

- **Harassment** of any form, including but not limited to sexual harassment, discriminatory remarks, or verbal abuse towards staff, volunteers, or community members.
- **Invasive or inappropriate behavior** during events or communications, such as unwanted attention, unsolicited gifts, repeated unwelcome contact, or requests for private information.
- **Disrespectful conduct** toward the values, culture, or religious practices of the Jewish community.
- **Unprofessional conduct** that jeopardizes the mission, reputation, or existence of the Federation, including threats, coercion, cyberbullying or harassment through digital platforms, or attempts to manipulate organizational decisions.
- **Violation of privacy** concerning sensitive community data and attempts to gain access to personal or sensitive data, including misuse of information shared during events or campaigns.

These guidelines apply to all interactions within our organization, including in-person meetings, virtual communications, and events hosted by the JFT or its partners.

3. Reporting Process

The Jewish Federation of Tulsa is committed to addressing inappropriate behavior swiftly and sensitively. Community members who experience or witness inappropriate conduct from a donors/participants/volunteers/lay leaders are encouraged to report the behavior through one of the following channels:

- **Anonymous reporting** via an online form accessible through the Jewish Federation of Tulsa's website. Reports will be directed to a designated recipient within the organization.
- **Identified reporting** via an online form or email submission sent to a designated staff member.
- **In-person reporting** by scheduling a private meeting with the Executive Director of the Federation.

Reports will be handled by Human Resources or a designated Internal Complaints Officer, who will assess the situation and work with senior leadership to determine appropriate actions. All reports will be treated with confidentiality and care, ensuring that the safety and concerns of the reporter remain a priority.

Timeline for Investigation

1. Acknowledgment:

- Upon receipt of the complaint, HR or the Internal Complaints Officer will acknowledge receipt within **48 hours**.

2. Investigation Timeline:

- **Initial Review:** Within **5 business days of receipt of the complaint**, an initial review of the complaint will be conducted to assess the nature of the complaint and determine if it falls under this policy.
- **Full Investigation:** If deemed necessary, a full investigation will begin within **10 business days** of the complaint's submission. Investigators may interview the complainant, any witnesses, and the accused parties, and review any relevant documents or evidence.

3. Investigation Completion:

- The investigation should be completed within **30 days** of the complaint being filed. If more time is required, the complainant will be notified and given an estimated completion date.

4. Support:

Depending on the outcome of the investigation, support (emotional, legal, etc.) will be provided by JFT to the employee making the report in concert with the employee and their wishes.

Repair Process and Repercussions

We believe in holding individuals accountable while offering opportunities for repair when appropriate. Should a donor/participant/volunteer/lay leader engage in behavior that violates our Code of Conduct, the following steps may be taken, depending on the severity of the infraction:

1. **Initial Conversation:** Accused individuals will be given the opportunity to respond to allegations and will be approached by senior leadership to discuss the inappropriate

behavior and its impact on the community. This conversation will focus on education and reconciliation where possible.

- 2. Warning or Caution:** In less severe cases, the individual may receive a formal warning outlining the unacceptable behavior and a reminder of the Code of Conduct. The donor/participant/volunteer/lay leader will be asked to correct their behavior moving forward.
- 3. Removal of Public Recognition:** If the behavior persists or is deemed serious, the JFT may choose to remove any public acknowledgment or recognition previously extended to a donor (e.g., revoking naming opportunities) and participants/volunteers/lay leaders may be asked not return to the facility or programs.
- 4. Return of Donation:** In cases of extreme misconduct, the organization reserves the right to return donations and sever all ties with donors to protect the integrity and well-being of the community.

Each situation will be addressed on a case-by-case basis, ensuring a fair and consistent process aligned with the values of the JFT.

The Jewish Federation of Tulsa values the generosity and partnership of its donor community. We invite our donors to partner with us in upholding the values of respect, dignity, and fairness that guide our mission as we continue to serve our community with integrity. This Code of Conduct serves as a proactive measure to protect our community from harm and to uphold the values that guide our mission. We are committed to fostering a positive, respectful environment.