

Policy A: Staff/Volunteer Treatment

*Adopted November 13, 2009; Amended May 16, 2019 and August 15, 2019
Interpretations accepted August 15, 2019*

With respect to treatment of staff and volunteers, the Executive Team may not cause or allow conditions that are inhumane, unfair, or unprofessional.

Interpretation: Neither the Executive Team nor anyone who is subject to the Executive Team's authority is permitted to cause, engage in, or knowingly allow any practice, activity, decision, or condition that is inhumane, unfair, or unprofessional. The Executive Team is required to investigate immediately any reported experience of inappropriate treatment (or observation of it) and initiate appropriate remediation.

Definitions

- **Practice** means the formal or informal application of First Unitarian policy by paid staff or volunteers. It includes, but is not limited to, a routine or repeated activity that may be a mis-application of policy.
- **Activity** means the day-to-day behaviors, both required and voluntary, of supervisors, paid staff, and volunteers on church premises (or, if off-premises, in connection with church-sponsored events).
- **Decision** means a conclusion of judgement of a supervisor or ministry team leader that affects the working conditions and performance expectations of paid staff and volunteers.
- **Condition** means the daily circumstances that affect paid staff and volunteers. This term as used here is congruent with applicable government regulations, including the Iowa Occupational Safety and Health Act, Iowa Code Chapter 88 (The Act).
- **Inhumane** means cruel or without compassion.
- **Unfair** means without respect for principles of equity and justice.
- **Unprofessional** means contrary to the ethical and behavioral standards expected of religious professionals, including the provisions encompassed in the Unitarian Universalist Ministers' Association Code of Conduct (or, for non-minister professional, equivalent ethical rules).

Monitoring: The Executive Team is required to:

- (a) **Report [quarterly]:** any instance of non-compliance with this policy together with the actions taken in response and the ultimate outcome.

12/11/20 We report **COMPLIANCE**

EVIDENCE: No instances of non-compliance have been reported to, or been observed by, the Executive Team.