



**Policy:** Good Neighbor

**Document No.:** 001

**Scope:** Board/Staff/Volunteer/Patron

**Effective Date:** 25 April 2017

**Policy Summary:**

Plenty! is committed to diversity and inclusion and that commitment is reflected in our mission, policies, programs, board of directors, committees, volunteers and staff and through our efforts to build and maintain a culture that respects each other's values and gathers strength born of our differences.

**Purpose:**

Provide all members of Plenty! (Board Members, Staff, Volunteers and Patrons) the definition of the organization's value "Neighbors Helping Neighbors", the acceptable behaviors associated to the value and corrective procedures if the value is not honored a member.

**Policy Statement:**

Plenty! founded on the value of "Neighbors Helping Neighbors" which we create a nurturing community, treating everyone as a neighbor where *all* feel welcomed. Regardless of one's socio-economic background, political ideology, religious beliefs, race, ethnicity, sexual orientation, age or gender, each individual will be respected, welcomed and received without judgment into Plenty!. We believe a diverse community, valuing a broad range of perspectives, creates a stronger, richer community.

- We affirm the inherent dignity and value of every person and strive to maintain a climate for building strong, neighborly relationships.
- We affirm the value of human diversity because it enriches our lives and Plenty!. We acknowledge and respect our differences while affirming our common humanity.
- We strive to understand one another as opposed to trying to persuade each other to adopt the same beliefs and opinions that we hold.
- We reject all forms of prejudice and discrimination, including those based on socio-economic background, age, color, disability, sex, sexual orientation, gender, gender identity, gender expression, marital status, immigration status, national origin, political affiliation, race, ethnicity, religion, criminal background and veteran status. We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others.
- We pledge our collective commitment to these principles in the spirit of the Plenty! motto of neighbors helping neighbors.

How do we treat each other as neighbors?

- Welcome one another
- Listen to and respect each other
- Value each person
- Help each other
- Be honest
- Be accountable
- Treat all people with dignity and courtesy

**Unacceptable Behavior**

- No offensive words/characterizations/jokes/innuendoes/hate speech which degrade or stereotype another group or person
- No offensive/unwelcome gestures - such as unwanted touching, blocking a person's movement, standing too close, or brushing against a person's body
- No literature, cartoons or drawings which is explicitly offensive or derogatory to a group or person
- No harassment or discrimination of any kind

**Corrective Procedures:**

It is the intent of this policy that Plenty! will follow a course of progressive discipline that fairly and consistently addresses the behavior, conduct, or performance that is incompatible with our values for employees and/or volunteers. Disciplinary actions must be founded on the principles of corrective procedures and will employ a range of corrective and disciplinary actions that are applied based on the nature and history of the misconduct or unacceptable behavior. Corrective and disciplinary actions must be administered through a prompt and fair process as described previously in this policy. The ultimate goal of this policy and its procedures is to help employees and volunteers become fully contributing members of the organization. Conversely, this policy is also designed to enable Plenty! to fairly and effectively discipline and/or terminate any employees, volunteers, or patrons whose conduct does not improve or where the misconduct and/or unacceptable behavior is of such a serious nature that a first offense warrants exclusion from Plenty!'s property and/or services.

If it is determined that conduct in violation of this policy has occurred by any staff, volunteers, or patrons, the following procedures will be administered by a senior staff member:

- 1) A responsible employee/volunteer must report relevant information received about an incident of conduct that potentially is in violation of this policy without delay after addressing any immediate needs of the victim of such conduct.
- 2) Two staff members or a staff member with a lead volunteer will have a conversation with the person engaging in the inappropriate behavior about why that behavior is not appropriate in this setting.
- 3) The person will be notified that if the behavior does not cease, sanctions will be determined by senior staff members which could result in but not limited to immediate removal and/or loss of services.
- 4) An incident report will be completed by the responsible employee/volunteer and the senior staff member who addressed the inappropriate behavior which will be submitted to the Executive Director.
- 5) If the inappropriate behavior requires the sanction of the person, the Executive Director will provide notice to the Board of Directors.

**APPROVAL**

**Executive Director**

  
Jonathan Vandergrift

Date: 4 / 25 / 2017

**Board of Directors, President**

  
Kim O'Donnell

Date: 5 / 18 / 2017