

# **Congregation Beth Shalom of Naperville**

## **Sacred Spaces Policy**

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## Introduction of Policy & Statement of Values

Congregation Beth Shalom of Naperville (CBS) is a Jewish community of warmth, purpose, vitality and joy. We are a diverse congregation where Jews and their interfaith families throughout the Western suburbs can find friendship, belonging, and goodwill; a congregation built upon the mutual respect of its members. CBS is a place where we can deepen our knowledge of Judaism and our practice of mitzvot. We are an institution dedicated to creating a religious and spiritual home open to all types of Jewish practice, and to strengthening the very core of Jewish life.

CBS celebrates our diversity and recognizes the fact that Jews are and always have been a multi-racial, multi-ethnic people. We welcome all who choose to join our community, including partners of other faiths and cultural backgrounds. CBS commits to the ongoing, sustained work of becoming an anti-racist synagogue and supporting People of Color in our community. We are a congregation which celebrates and supports the lives, the relationships, and the individual and group contributions of its LGBTQ+ members and friends. We affirm and promote individuals with disabilities and everyone's full participation in the life of the congregation and community. We commit to showing that all members of our community and their families are valued and respected equally.

In order to put these values into practice, we have developed this policy for addressing potential discrimination, abuse, and harassment in our community, which includes all clergy, staff members, congregants, extended family members, and guests. We take seriously the Biblical statement that all people are created "B-tzelem Elokim", in the image of G-d, and therefore should be treated with dignity and respect. We also understand that humans sometimes fall short of this ideal in their treatment of one another. It is our obligation to promote a culture that is safe and inclusive, and thus holds our community to the highest standards for preventing and addressing harassment, abuse, and discrimination based on race, gender identity or expression, sexual orientation, religion, national origin, sex, age, physical or mental disability.

This policy is meant to be an evolving document. As time passes, and we learn from both our individual experiences and our collective implementation, this policy will be reviewed and amended over time, in accordance with CBS bylaws. Such changes are integral to a healthy process that will enable us to be responsive to evolving circumstances and the practical needs of our community.

# **Roles and Responsibilities of the Standing Sacred Spaces Committee**

In keeping with Congregation Beth Shalom's commitment to building a respectful and welcoming community environment, a standing Sacred Spaces Committee ("Committee") will be established to oversee the implementation and monitoring of institutional policy. The guidelines included in this policy, along with the ongoing educational opportunities that the Committee will provide, are at the core of our efforts to create a safe and sacred space in our greater Congregation Beth Shalom community.

## ***Role***

The Committee's role is to coordinate and oversee:

- Implementation of the policy
- Educational forums for clergy, staff and congregants
- Ongoing maintenance of and compliance with the policy
- Advisement to the Board of Directors on questions of prevention and response
- Timely and responsible handling of reported concerns, policy violations, and other allegations of misconduct

## ***Committee Members***

The initial Sacred Spaces committee was created and charged with establishing policy and educating the community. The members of that committee included Rabbi Marc Rudolph, Cantor Hasha Musha Perman, School Director Dore Tarr, Board Member Chris Igo, synagogue members Al Barshefsky, Jill Lexier, Ann Rabin, Julia Rabin, and Erica Scott.

The standing Sacred Spaces Committee members shall be congregation members in good standing who have the ability to be effective in sensitive situations.

The Rabbi, Cantor, and Congregation Beth Shalom's Board President will collectively designate a Chairperson for the Committee, with the approval of the Board of Directors. The Chairperson, in consultation with the President, Rabbi, and Cantor will recruit Committee members as necessary, to be approved by the Board of Directors. The Committee shall consist of at least three, and no more than five members. Initially, each Committee member shall commit to a two-year term. At

the discretion of the Chairperson, a member may remain on the Committee for an additional consecutive term of two years. With the exception of the first Chairperson, the Chair will be appointed from those who have served on the Committee for at least one year. These terms shall be staggered so that when feasible, the entire Committee membership is never replaced in any twelve-month period.

Additionally, the President, Rabbi, and Cantor shall be ex-officio members of the Committee without voting privileges. They shall be invited to participate in all meetings, deliberations, and regular communications of the Committee.

Committee members shall keep all meetings and communications confidential, except as otherwise stated within this policy. Committee members must agree to follow the protocols as outlined in this policy.

### ***Meetings***

The Committee shall meet a minimum of three times each year to oversee maintenance of this policy. Meetings may be held in person, or virtually via Zoom or other electronic means. One of these meetings shall be dedicated to the annual policy review. Additional meetings will be held as necessary to address policy-related concerns that arise.

A majority of voting Committee members must be in attendance to conduct a meeting. Committee Decisions relating to policy compliance require a majority vote of the Committee. In the event that a majority vote cannot be reached, the President shall be granted a vote. Committee members shall recuse themselves from deliberations and actions relating to family members and other situations in which there is a conflict of interest. At the discretion of the Chairperson, the Committee may meet in closed session, from which ex-officio members are excluded.

Initial discussions by the Committee about a policy violation should be encouraged, whenever possible, to be name/identity blind - excluding the alleged violator's name, the name of the complainant or violated individual, and the name of the individual reporting the incident.

***Screening and Training***

Prior to their appointment, all Committee members, including ex-officio members, shall undergo thorough screening, which will include a signed affirmation and commitment to synagogue policy, Internet Search, including a Google search, and a search of social media, check of any arrest records, check of the National Sex Offender Public Website, <https://www.nsopw.gov>, conversation regarding policy and expectations.

Committee members, including ex-officio members, are required to have additional abuse prevention and response training beyond the standards noted for other members of the community. Annual training will be part of the Committee responsibility.

# Prohibited Conduct and Key Definitions

## ***Definitions***

When reviewing a person's actions or intent, the definitions below are judged as they would be perceived and determined by a reasonable person.

**Agent** refers to the person receiving the report of alleged policy violation or abuse.

**Consent:** Sexual activity of any kind requires "consent," which consists of the following:

- Consent means clear and voluntary agreement between participants to engage in the specific act.
- Consent requires a clear "yes," verbal or otherwise; it cannot be inferred from the absence of a "no."
- Consent cannot be obtained from someone who is under the age of 18, unconscious, asleep, physically helpless, or incapacitated (including, but not limited to, mentally incapacitated). A person is incapacitated when they are unable to make a rational decision because the person lacks the ability to understand their decision.
- Consent cannot be obtained by pressure, threats, coercion, or force of any kind, whether mental or physical. Consent means actually agreeing to the specific sexual activity.
- Consent must be ongoing throughout a sexual encounter and can be revoked at any time.
- Consent to some sexual acts does not necessarily imply consent to others.
- Past consent does not imply ongoing or future consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent must be obtained prior to commencing the sexual activity; consent does not apply retroactively.

## ***Prohibited Conduct***

Congregation Beth Shalom prohibits harassment, bullying, sexual misconduct, racism, or other inappropriate behavior. CBS further prohibits any form of retaliation. Engaging in conduct prohibited by this Policy may result in disciplinary



action as described in the Procedure for Reporting, Investigating and Remediating complaints.

**Bullying:** Bullying is usually seen as acts or verbal comments that could psychologically or 'mentally' hurt or isolate a person. Sometimes, bullying can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate a particular person or group of people. It has also been described as the assertion of power through aggression.<sup>1</sup>

**Harassment:** Harassment is where behavior is meant to or has the effect of either: violating your dignity, creating an intimidating, hostile, degrading, humiliating or offensive environment.<sup>2</sup>

**Relationship Violence:** The term “relationship violence” means violence committed by an individual against someone with whom they are or have been in a romantic/intimate relationship, including marriage. It includes but is not limited to sexual or physical violence and the threat of such violence.

**Domestic Violence (Gender-Based Violence):** The term “domestic abuse”, or “gender-based violence” is a systematic pattern of power and control within a given household for the sole purpose of manipulating a partner. It can take many forms: physical, verbal, emotional, psychological, spiritual, financial and sexual.

**Hostile Environment:** A “hostile environment” results from unwelcome and discriminatory conduct that is so sufficiently severe, pervasive, or persistent that it unreasonably interferes with the ability of a member of the community to participate in or to receive benefits from CBS programs and/or activities.

**Stalking:** To engage in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. This includes cyber stalking.

**Sexual Misconduct:** The term “sexual misconduct” includes sexual harassment, sexual assault, relationship violence, and stalking, irrespective of whether it occurs between people of different sexes or the same sex and includes both domestic and other relationships.

**Sexual Assault:** The term “sexual assault” includes, but is not limited to:

- Nonconsensual sexual intercourse or rape, which is any act of sexual intercourse with another individual without consent.
- Nonconsensual sexual contact, which includes:
  - Any intentional touching of the intimate parts of another person, or causing another to touch one's intimate parts without consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or any other body part that is touched, under any circumstances, in a sexual manner;
  - Disrobing or exposure of another without consent or any other sexual acts.

Resistance of any form need not occur for any of these situations to be prohibited.

**Sexual Harassment:** The term "sexual harassment," includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexual assault and other verbal, non-verbal, electronic or physical conduct of a sexual nature when:

- submission to such conduct is implicitly or explicitly a term or condition of an individual's employment or participation in a program;
- submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or advancement; or
- such conduct creates a hostile environment.

Sexual harassment can take many forms: physical, psychological, or verbal. Some examples of conduct that may constitute sexual harassment include, but are not limited to:

- unwanted sexual, abusive or lewd language, or suggestive jokes, including sexualized comments on one's appearance;
- staring at someone or making obscene gestures or noises;
- impeding movement, and/or touching (such as brushing, pinching, patting, etc.);
- repeatedly asking someone on a date;
- spreading sexual rumors;
- asking or commenting about a person's sexual activity or preferences;
- sharing information about one's own sexual activity
- rating peers or colleagues with respect to sexual performance or sexual attractiveness;
- non-consensual observation, photographing, or recording of sexual activity or nudity/partial nudity; non-consensual distribution or dissemination of photographs or recordings of sexual activity or nudity/partial nudity,

including distribution or dissemination of photographs or recordings that were made consensually;

- allowing a third party to observe sexual activity without the consent of all parties;
- Behavior that perpetuates sex-based stereotypes;
- Prostituting or trafficking another person;

**Retaliation** means intimidation, threats, coercion, discrimination or attempts thereof, directly or indirectly, against a person who makes a complaint or report of sexual misconduct, or participates in the investigation or resolution of a complaint or report, or who exercises their rights or responsibilities under the Policy, these Procedures, or the law.

<sup>1</sup> Definition modified from the Canadian Centre for Occupational Health and Safety

<sup>2</sup> Definition modified from [source-citizensadvice.org.uk](https://source-citizensadvice.org.uk)

## Interactions, Operations, and Physical Space

Congregation Beth Shalom (CBS) is committed to creating a worship, learning, and work environment in which all individuals are treated with respect and dignity as a religious imperative. It is our obligation to proactively create a culture that is safe and warm, and ensure that our behavior is in no way suggestive of harassment, misconduct, sexual assault, racism, or otherwise inappropriate. All community members are responsible for each other, and therefore all of our members have the ethical imperative to report when one member of the community is being threatened, harassed, or hurt by another member of the community.

The goal of this document is not to supervise every interaction and ensure compliance, but rather to create a culture of shared expectation. Violations of these interaction guidelines will be met with conversation and education. Violations which are repeated, intentional, or especially egregious, will also factor into the report of the Committee, and could lead to further disciplinary measures.

The following is a policy that clearly states our community standards for anyone wishing to enter our community and for those who already call CBS home. The following policy is applicable as we convene in our synagogue as well as to any synagogue-related activities in personal homes and public spaces. It provides guidance for physical/emotional interaction as well as protection through physical space guidelines.

### ***Safe Boundaries Guidelines***

Every individual within the Congregation Beth Shalom community has the right to define which types of physical contact feel comfortable and appropriate for them. We are proud that our institution unites a wide spectrum of people - young and old, Jews spanning the denominational spectrum, and people from different cultures and countries-all of whom may have different behavioral norms regarding physical contact. There are those who, for religious reasons, refrain from touching members of the opposite gender; those who feel comfortable touching all genders; people who by nature use touch as a main form of communication; and those who prefer not to be touched at all. **These individual choices should be respected by all, and personal boundaries should not be crossed. Ideally, consent should be sought before any form of physical contact.** We strive to create a culture where all community members feel comfortable to voice their needs regarding physical

interactions with others and to communicate discomfort at any point regarding someone's behavior in this realm. As a community, we aim to be sensitive to individuals' cues, body language and preferences, and we acknowledge and respect that not everyone feels similarly about touch and personal space. **If one is unsure of how to behave, the best policy is to ask.**

A safe space is also created by those within the community and the interactions they hold, meaning it is important to establish safe boundaries. Every person should be treated with respect and dignity. Clergy and leadership should set an example in doing no harm. Clergy must set a positive example and insist that the community is accountable for respectful interactions among all participants.

It is always the responsibility of the person in the position of greater power to maintain appropriate boundaries with others (e.g. a synagogue leader with any congregant, any adult with a child, an older teen with a younger child). There is never a justifiable excuse for anyone to cross appropriate boundaries, especially with someone who is more vulnerable, whether that person is an adult, a youth, or a child.

Common categories for safe boundaries include: Physical Interaction, Isolation, Healthy Communication, Respecting Agency and Emotional Boundaries, and Information related to Deception, Manipulation, and Secrecy. Below we outline expected guidelines for each category, to provide clarity around safe boundaries.

### ***Physical Interaction***

Guidelines for healthy physical boundaries among congregants, between congregants and clergy, between congregants and lay leaders:

- Healthy touch is touch that is welcomed by the other person, whether an adult or a child.
- If in doubt, just ask and respect the answer (e.g. May I give you a hug?) Pay attention to body language as some adults and children will communicate clearly with their body language rather than verbally.
- Healthy touch is not secret, but visible to others.
- Touch should never be sought to gratify a need of a person in a position of authority over another (e.g. clergy, teacher, volunteer or other leader).
- Recognize that sexual consent is not possible between those in positions of trust and authority over others (e.g. adults with children, synagogue leaders with congregants).

Concerning touch from clergy, leader, or another adult in a position of authority or trust would include:

- Physical touch with a congregant that is not welcomed, done in private (especially initiated by the person in greater power), or is kept secret from others
- Any caressing, sensual, or intimate touch (touching face, hair, or giving a massage)
- Any progressively more intimate touch (e.g. holding hands longer, hugging longer, back/shoulder touch to lower on the back or rubbing the back, progressively more intimate touch)

Any touch of private areas or intimate parts (those which would be covered by a swimsuit), or any romantic or sexual touch, including intentional touching of the intimate parts of another person, or causing another to touch one's intimate parts

### ***Isolation***

Those in positions of power should be careful about spending time in isolation with those who are more vulnerable or hold less power. There are times where privacy is needed for counseling, etc., yet this should be done in ways that provide accountability. For example, meetings should be held in public locations, or in rooms with visibility into the room. Clergy and other leaders should refrain from touch at any times of counseling behind closed doors.

Concerning behavior related to isolation from clergy, leaders, or other adults in a position of authority or trust would include:

- Requesting to spend frequent time in isolation or increasing time in isolation without a specific purpose
- Time in isolation that involves physical contact
- Isolation in times or situations that seem unusual or are extremely isolated (e.g. on a trip or in a home without anyone else present)
- Isolation is suddenly injected into a situation that they control or they had claimed to arrange in another way (e.g. "unexpectedly" you are the only one there)
- Insisting on or generously giving time under the guise of "mentoring" or as a requirement (stated or implied) of employment that involves a great deal of, or increasing time in, isolation or without accountability

## **Healthy Communication**

Words can be used to build up or to tear down, manipulate, or deceive. Clergy especially must use words with care recognizing the responsibility that comes with the power and impact of their words. All CBS congregants have a responsibility to use respectful language and hold each other to that standard. These standards apply whether the interaction is taking place in person or virtually.

Concerning behavior related to words or communication from clergy, leaders, or other adults in a position of authority or position of trust would include, whether spoken or written:

- Any language that objectifies (e.g. commenting on a congregant's body or sexual attractiveness whether or not they are present)
- Words spoken to a congregant designed to arouse, harass, degrade, intimidate or threaten
- Any romantic or sexual communication directed at an individual, (e.g. texting or interaction on social media, including sexual conversation, even jokes or in the name of education, or sending or requesting sensual or explicit photographs or content)
- Any attempts to spiritualize or justify physical or sexual contact or interaction using God, the Torah, or spirituality

## ***Respecting Agency and Emotional Boundaries***

Healthy communities respect appropriate relational and emotional boundaries. As much as leaders are called to impart and embody wisdom, leaders do not domineer, control, or usurp agency from congregants. Healthy leaders focus on setting an example, equipping, and empowering others instead of making decisions for or ordering the lives of congregants. All members of the congregation are expected to respect one another, the clergy, and staff.

Clergy, leaders, and adults should respect the privacy of others and not press for information that they are not yet ready to share, or seek an undue level of influence or control in the lives of others no matter how well-intentioned their motives.

Both Congregation Beth Shalom Clergy and Lay Leaders (Gabbai, Teachers, Board Members, Committee Chairs) have contributed to developing robust policies with the aim of preventing abuse in our community. These policies include behaviors that promote a healthy communal environment. All clergy serving the congregation, and all lay leaders, will make personal commitments to maintain proper physical,

emotional and psychological boundaries between themselves and anyone with whom they work.

Concerning behavior related to emotional boundaries from clergy, leaders, or other adults in a position of authority or trust would include:

- Seeking undue control in a person's life (e.g. making decisions for someone or taking control of an aspect of their life such as directing their finances, career, or social life)
- Volunteering personal information of sexual nature, or asking someone to reveal intimate information about themselves when that person is not ready or comfortable doing so.
- Using personal information to threaten or control or in a way that does not respect privacy.
- Focusing inordinate attention or favor on a specific congregant, particularly in a way where they feel unable to say no.
- Any attempts to cross the boundaries of the synagogue's policy or one's personal boundaries (e.g. you say no and they ignore it, or persisting in their desire to get one to an isolated place or somewhere at an unusual time)

### ***Coercion, Deception, Manipulation, and Secrecy***

Any type of deception, manipulation, or secrecy is concerning, and especially in relation to the areas above.

- Manipulating or coercing someone into crossing boundaries (e.g. using charm or spirituality to deceive or their position as one's supervisor in an attempt to coerce)
- Asking for secrecy or manipulating someone into keeping their behavior secret (e.g. through guilt or focus on consequences or shame that will keep you silent)
- Begging for forgiveness and secrecy in response to misconduct, policy violations, or abuse
- Any attempts to blame others or justify crossing boundaries or abuse

Abusers are often skilled at explaining away concerning behavior. Targets of abuse often report feeling flattered and then later confused, upset, guilty, or ashamed. These individuals should be reassured that these feelings are normal, and they are not at fault. Those in positions of power and trust are responsible for respecting appropriate boundaries.



### ***Physical Spaces Guidelines:***

CBS strives to meet the following criteria in regards to building safety. Those with the most power have an obligation to set an example in modeling ethical boundaries and welcoming stronger accountability. We recognize the need to balance privacy with safety. We aim for maximum visibility and transparency, and our top priority is safety. Our goal is to have all spaces be either supervised and visible (i.e., observable/interruptible), or locked and inaccessible. This includes, but is not limited to the following guidelines:

### ***Meetings/Open Door Policy***

The following applies to staff/staff, students; congregants/staff; board members/staff, clergy/board member; clergy/congregants, congregants/congregants, and students/students:

- As a general rule, meetings at CBS should take place in spaces that are observable or interruptible in order to prevent even the appearance of inappropriate conduct.
- Interior doors are never to be locked with people inside (regardless of number).
- CBS has installed windows in all interior doors. Private two person meetings should take place in a room with a window in the door, or with the door ajar.
- When meeting with less than three people during off-hours, or at night, the Facilities Manager or VP Administration should be told in advance.
- Private meetings in public spaces (e.g., parks, restaurants, etc.) are acceptable.

### ***Safe Space Policy***

- If a space is unused or unsupervised, it should be locked (e.g., custodial areas; closets; storage rooms; roofs; etc.). Keys to these spaces should be in the hands of designated staff members only. Classrooms should be locked when not in use.
- While the building is occupied, but events (services, meetings, classes) are not occurring, hallway doors, doors to the sanctuary, and social hall shall remain open to improve line of sight visibility into these areas.
- All spaces, particularly those with minimal traffic should be well-lit.
- Darshan, office staff, Board members, or responsible chaperones will conduct periodic walk-throughs of the synagogue premises to minimize isolation.

- Supervised spaces will be designated where children are welcome to spend time. At this time, the CBS Lobby and the Youth Lounge are child designated areas.

***Last one out protocol/Access after-hours:*** The following applies to all areas of the building:

- Students may be in the building in a group of three or more. The other two people can be either students or staff.
- If a parent is running late, the teacher or staff member should stay with the student in the front lobby, or ask another adult to remain present with them. Students should not be in the building alone.
- Small groups of people should not remain at CBS after 10 pm. If there is a need to be there later, (except for planned and calendared religious or social events), the Facilities Manager or VP Administration should be told in advance

## Policy for Overnight Hosts - Adults

Congregation Beth Shalom (CBS) is committed to creating a worship, learning, and work environment in which all individuals are treated with respect and dignity as a religious imperative. It is our obligation to proactively create a culture that is safe and warm, and thus prevents inappropriate behavior. This is true within the walls of our synagogue, but also during activities associated with, yet occurring outside of, our building. This policy includes those who are hosting individuals in their homes for a synagogue-related activity, including for an overnight stay, such as a Shabbaton, or hosting visitors, such as visiting clergy, visiting scholars, etc. We must ensure that our behavior is in no way suggestive of harassment, misconduct, sexual assault, or otherwise inappropriate behavior. All community members are responsible for each other, and therefore all of our members have the ethical imperative to report when one member of the community is being threatened, harassed, or hurt by another member of the community.

Below is a policy clearly stating our community standards for anyone wishing to enter our community and for those who already call CBS home. This policy is designed for the protection of both Hosts, as well as Guests, in these overnight situations. A copy of this policy should be provided to all Guests at the time arrangements for their stay are made.

Every individual within the CBS community has the right to define which types of physical contact feels comfortable and appropriate for them. **If one is unsure of how to behave, the best policy is to ask.** This is further explained in the Sacred Spaces Policy: Interactions and Policy Guidelines. Please refer to it for details.

CBS is deeply appreciative of those who are willing to open their homes to synagogue guests. As a matter of policy, for the protection of hosts and guests, when any member of CBS hosts an adult individual(s) overnight in their home, for a synagogue-related activity, hosts and guests agree to the following behavioral guidelines.

- Realizing that someone may misinterpret your actions
- Acting within appropriate boundaries, and respecting all boundaries between host and guest, even in difficult circumstances
- Encouraging an open and transparent environment, where guests or hosts can challenge inappropriate attitudes or behaviors

- Not using inappropriate, suggestive or threatening language, whether verbal, written or online
- Respecting each person's right to personal privacy
- Having separate sleeping accommodations for hosts and guests
- Excepting emergencies, hosts should avoid entering a guest's room. In situations that require personal conferences or discussions, a separate section of a public area should be utilized (e.g., hallway, dining room, etc).
- Refrain from bringing or using any weapons, firearms, or anything that may be construed as a weapon.
- All hosts and guests will be subject to a screening, which will be conducted by CBS staff, prior to hosting an event. This includes:
  - Conversation regarding policy and expectations.
  - Signed affirmation and commitment to synagogue policy,
  - Internet Search, including a Google search, and a search of social media
  - Check of the National Sex Offender Public Website, <https://www.nsopw.gov>
- Violations of this Policy should be reported immediately to a designated member of the Sacred Spaces committee, CBS Board President, VP Administration or VP Education.
  - Sacred Spaces committee designee: Ann Rabin: 630-536-9060
  - CBS Board President: Elizabeth Sigale: 312-925-5590
  - VP Administration: Ben Felch: 847-691-8059
  - VP Education: Michelle Javaherian: 847-207-0416

## Policy for Overnight Hosts - Youth

Congregation Beth Shalom appreciates the kindness and generosity of volunteers offering to host an overnight youth event! The following is our policy for overnight hosts, both for your protection and for the youth you will be hosting.

CBS is committed to creating a worship, learning, and work environment in which all individuals are treated with respect and dignity as a religious imperative. It is our obligation to proactively create a culture that is safe and warm, and thus prevents inappropriate behavior. This is true within the walls of our synagogue, but also during activities associated with, yet occurring outside of, our building. We must ensure that our behavior is in no way suggestive of harassment, misconduct, sexual assault, or otherwise inappropriate. All community members are responsible for each other, and therefore all of its members have the ethical imperative to report a policy violation.

Every individual within the CBS community has the right to define which types of physical contact feel comfortable and appropriate for them. **If one is unsure of how to behave, the best policy is to ask.** This is further explained in the Sacred Spaces Policy: Interactions and Policy Guidelines, please refer to it for details.

Below is a policy that clearly states our community standards for anyone wishing to enter our community and for those who are already members of CBS. This policy protects supervisors, hosts, and guests in these overnight situations. It includes those who are hosting individuals on CBS grounds or in their homes for a synagogue-related activity, including for an overnight or extended stay (e.g. Shabbaton, youth group sleepover, Israeli Scouts).

### ***Policy for Youth Overnight Events held Off Site in Connection to CBS:***

- All hosts will be subject to a screening, prior to hosting an event, which will be conducted by CBS staff. This includes:
  - Conversation regarding policy and expectations
  - Signed affirmation and commitment to synagogue policy
  - Internet Search, including a Google and social media search
  - Check of arrest records
  - Check of the National Sex Offender Public Website (<https://www.nsopw.gov>)

- Excepting an emergency, hosts should avoid entering the guest's room. In situations that require personal conferences or discussions, a separate section of the public area should be utilized (e.g., hallway, dining room, etc). In the event of youth group sleepovers (3+) in a shared space, intermittent adult supervision is appropriate and required.
- The sleeping arrangements — including with whom the guest(s) will share a room, if applicable — must be made clear to the youth/guardian in advance of the visit, and the youth/guardian must consent ahead of time.
- Youth should be assigned to share rooms (if applicable) with members of their same gender. In cases where gender identity may cause discomfort for anyone, that individual may request roommates in a way that is comfortable for all in the room.
- For hosting Israeli Scouts (in accordance with their corporate requirements):
  - Two separate sleeping areas for same gender Scout pairs (i.e. a bedroom and a basement with a bed, or 2 guest bedrooms) are required of all hosts.
  - If more than one person is visiting in the room (e.g. another Scout), the door to the sleeping area should remain open.
- The host may not sleep in the same room as the individual guest, except in the case of children, with the mutual consent of both sets of parents/guardians.

***Policy for Youth Overnight Events (e.g. BBYO, or other Youth Group):***

- Youth, staff, and advisors will create a safe, inclusive, and welcoming environment, and treat everyone with respect at all youth gatherings.
- Respectful attire must be worn at all times.
- Youth may not leave the program venue without prior approval by staff unless part of the event sanctioned agenda.
- Visitors may not attend youth programs unless they are registered as guests by staff and screened in advance.
- For overnight programs, a sleeping area will be assigned. Participants must sleep in their assigned sleeping area.
- Sexual activity/intimate contact is not permitted at youth programs between any participants.
- Social media must be used responsibly at all times- including during overnight/immersive experiences. Posts with malintent that slander other youth, staff, volunteers, speakers/guests or from anonymous accounts that

use program images, logos or the official program names will not be tolerated.

- For safety and security reasons, participants should avoid sharing the location of youth events on social media (example, don't say "at a Lock-in at Congregation Beth Shalom").
- Incidents of prohibited social media posts are grounds for discipline.
- During lock-ins, participants may have access to the kitchen, social hall, lobby, Youth Lounge, and restrooms. Use of other areas will require prior consent and supervision by a chaperone.
- The use of cannabis, alcohol and any illegal substances, including by chaperones, is strictly prohibited during overnight youth events. Grape juice may be used for Kiddush, Havdalah, etc.
- Violations of these policies will result in discipline, including parents being called, the participant being required to leave the event, or even expulsion from the group.

***Expectations of Hosts at Overnight Youth Events at CBS:***

- All Chaperones will be subject to a screening, prior to hosting an event. This includes:
  - Conversation regarding policy and expectations
  - Signed affirmation and commitment to synagogue policy
  - Internet Search, including a Google and social media search
  - Check of the National Sex Offender Public Website (<https://www.nsopw.gov>)
- All chaperones should expect to remain onsite for the duration of the event, except in case of pre-scheduled shifts, or in the case of an emergency.
- At least two adults should remain onsite until the last participant has left the building.
- Chaperones are expected to check participants in when they arrive, and out when they leave. Youth participants should only be released to a parent/guardian, or someone designated in writing in advance of pickup by the parent/guardian.
- During the event, chaperones must be aware of the location of all participants at all times. Discourage two people, or small groups, leaving the main area together.
- Chaperones must enforce that participants remain only in allowed areas of the building.

- The use of cannabis, alcohol, and any illegal substance is strictly prohibited for the duration of youth events, for the safety and clear judgement of all participants.



## **Hiring Policy**

Congregation Beth Shalom (CBS) is an equal opportunity employer and does not discriminate on basis of an individual's race, color, creed, sex, national origin, sexual orientation, gender identity, age, disability, marital status, veteran status or other status protected by law.

### ***Application***

All applicants for positions at CBS shall complete an application for employment. The application shall be provided upon job opening.

### ***Interviews***

CBS will interview all applicants prior to an offer of employment. The interview should be used to assess the applicant's fitness for the position, as well as the applicant's willingness and ability to respect our synagogue's values and uphold its behavioral expectations.

Telephone interviews may be used as a preliminary interview; as a method of identifying candidates for reference checks and in-person interviews. If the responsible Board members and supervising staff-member agree, telephone interviews may also be appropriate during health emergencies, or when the candidate is distant. Whenever possible, applicants will be interviewed by two different individuals, in separate interviews. Interviewers will compare their notes and impressions after interviews to ensure that candidates' responses were consistent.

### ***References and Resume Verification***

It is the policy of CBS to check all applicant and employee references, job histories, and educational qualifications. Each applicant shall provide names of at least two (2) persons able to give character and/or professional references for the applicant.

### ***Internet Search***

As part of its screening procedures, CBS will perform an internet (Google,, or another search engine) search using the applicant's name, address, and/or phone number. Social media platforms such as Facebook, Twitter, etc. will be checked.. This search should be reserved for serious candidates after the interview stage. When doing an Internet search as a part of a background check, we will consider the following:

- ☐ Public databases re: sex offender registry
- ☐ Any public arrest records or imagery
- ☐ A basic Google search

### ***Background Check***

CBS conducts certain background checks for positions within the synagogue. The purpose of these background checks is to confirm and supplement personal information about qualifications, experience, and character and assist CBS in determining suitability for employment or continued employment, and work assignments of applicants and employees. Employment or continued employment is contingent upon acceptable results of these routine background checks.

Applicants should be informed that any offer of employment is contingent upon successful completion of, and meeting the requirements of, a background check. Applicants under serious consideration may be asked to complete a consent form for a background check. Failure to complete documentation to authorize background checks may result in the rescission of an offer of employment, or termination of an employee's existing employment.

All information obtained as part of a background check investigation should be treated as strictly confidential.

Reasons that lead to the failure to meet the requirements of background check include:

- Inconsistency of information provided by applicant versus information obtained in a background check.
- Omissions of significant information provided by the candidate versus that obtained by the background check.
- Unsatisfactory information uncovered by the background check. (Example: recent job-related felony/misdemeanor convictions which have a substantial relationship to the position held or sought.)
- Pursuant to SB1480 Amendment to the Illinois Human Rights Act, CBS will consider the following factors to determine if there is a substantial relationship between a criminal conviction and the position held/sought.
  - The length of time since the conviction
  - The number of convictions that appear on the criminal record
  - The nature and severity of the conviction and its relationship to the safety and security of others
  - The facts or circumstances surrounding the conviction
  - The age of the employee at the time of the conviction
  - Any evidence of rehabilitation of the employee

In the instance of an unsatisfactory or failed background check the employee or employment candidate will be provided with an Pre-adverse Action Notice, a copy of the background check report, and information on their right to respond to the notice and provide mitigating information before the decision is final. The employee or candidate will be allowed at least 5 business days to review the report for accuracy and to respond to questions regarding the report. CBS cannot make a final decision without giving the employee an opportunity to respond to the preliminary decision.\*

***Commitment To Synagogue Policy***

Upon acceptance of employment, employees agree to uphold the CBS Sacred Spaces Policies and will sign a statement affirming their commitment to uphold those policies. Failure to do so may result in disciplinary actions up to and including termination. Such determinations are the purview of the CBS Board of Directors and administrative staff.

*\*See Illinois SB1480, Amendment to the Illinois Human Rights Act, effective March 23, 2021*

# CBS Employment Policy

## ***Employment Policy***

Congregation Beth Shalom (CBS) is an equal opportunity employer and does not discriminate on the basis of an individual's race, color, creed, religion\*, sex, national origin, sexual orientation, gender identity, age, disability, marital status, veteran status or other status protected by law. CBS has created a Sacred Spaces Policy which establishes the expectation and responsibilities of members, clergy, staff, and employees of Congregation Beth Shalom. CBS has created a Sacred Spaces Policy which establishes the expectation and responsibilities of members, clergy, staff, and employees of Congregation Beth Shalom.

## ***Non-Discrimination, Non-Harassment Policy***

It is the policy of Congregation Beth Shalom to provide an environment free from harassment based on race, color, creed, religion\*, sex, national origin, sexual orientation, gender identity, age, disability, marital status, veteran status, or other status protected by law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, and harassment.

Whenever possible, CBS will make reasonable accommodations for job applicants with disabilities to the extent required by law. CBS is committed to creating an environment where people of all abilities are comfortable in the workplace. Employees who would like to request a reasonable accommodation should contact the CBS Office Manager, VP Administration, or President.

**Discrimination Defined:** Discrimination includes, but is not limited to, making any employment decision (e.g., hiring) or employment related action (e.g., promotion, dismissal) on the basis of race, color, religion\*, creed, age, sex, disability, national origin, marital status, veteran status, or any other status protected by applicable law.

\*Unless, as CBS is a religious organization, religion is a necessary component of the job.

**Harassment Defined:** Harassment is where behavior is meant to or has the effect of either: violating your dignity, creating an intimidating, hostile, degrading, humiliating or offensive environment.<sup>2</sup> Harassment in the workplace may include unwelcome verbal or non-verbal conduct that denigrates or shows hostility or aversion toward the person, and which affects the person's employment

opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes, display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion to an individual or group based on the categories listed above, or others protected by law. The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.

**Sexual Harassment Defined:** The term "sexual harassment," as defined on page 9 of this policy, includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexual assault and other verbal, non-verbal, electronic or physical conduct of a sexual nature when:

- submission to such conduct is implicitly or explicitly a term or condition of an individual's employment or participation in a program;
- submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or advancement; or
- such conduct creates a hostile environment.

Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment. Sexual and sex-based harassment may include, but are not limited to: Requests for sexual favors; Unwanted physical contact, including touching, pinching, or brushing the body; Verbal harassment, such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions and threats; non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling or obscene gestures; and acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (even if not sexual in nature). The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.

**Reporting:** Any CBS employee who feels that they have been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of their supervisor, the VP Education, VP Administration, President, or a Sacred Spaces Committee Member. Procedures for reporting, and CBS response to

a report, are detailed below, in the Organizational Response section. An investigation and its results will be treated as confidential to the extent possible.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. Reports of retaliation will be treated with the same seriousness as any report under the Policy. If the employee feels that they have been retaliated against, they should file a complaint using the procedures stated above, and in the Organizational Response section of this Policy.

### ***Drug-Free / Alcohol Free Policy***

Employees are prohibited from consuming, using, being under the influence, distributing, possessing, or selling, controlled substances, such as drugs or alcohol, while on duty. Consuming small amounts of alcohol for ritual purposes, or at approved social functions is permitted.

### ***Synagogue Property***

Employees are not permitted to visit sexually explicit online sites nor download any sexually explicit images on Synagogue computers. Employees are not permitted to download any “pirated” software, files or programs, and must receive permission from Office Manager and VP Administration before installing any new software on a synagogue computer. Files or programs stored on synagogue computers may not be copied for personal use.

### ***Social Media, Online Activities:***

CBS has a Social Media Policy (stored online and available to all staff) that employees should be familiar with and conform any social media posts to this policy. Unless specifically authorized, Synagogue equipment, computers, or network should not be used to write, or publish personal content for social media, or personal blogs. Such activities should not be done during employee’s synagogue work hours.

Synagogue policies prohibiting harassment, stated above, apply both online, and in the physical world. Bullying and harassment will not be tolerated.

The Employee does not represent CBS online and should make sure that any views they express online are clearly their own and not identified as speaking for CBS, unless expressly authorized to do so by CBS, e.g., Rabbi, Cantor, Office staff, President or supervising Board member, and on a formal CBS account.

Social media posts that are abusive, discriminatory, racist, sexist, harassing or depict illegal actions are grounds for discipline, up to and including dismissal.

### ***Communications***

When using CBS computers or other electronic equipment, employees are expressly prohibited from sending any messages or materials containing obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images. The use of material containing racial offensive, sexually explicit, discriminatory, bullying, or similar comments or jokes is forbidden.

Employees are reminded that there is no expectation of privacy in their use of company computers or other electronic equipment. Such messages also may be subject to disclosure to outside third parties, including the court system and law enforcement agencies, under certain circumstances. Employees should not send any email messages they would not want to have seen by persons other than the intended recipients. Similarly, employees should refrain from making any posts on social media, messaging on Zoom or similar platforms, as well as comments made in conversation that they would not wish to be shared beyond the intended audience.

## **Organizational Response**

To Ensure a Safe and Ethical Environment at Congregation Beth Shalom

### ***Procedure for Reporting, Investigating and Remediating Summary:***

Making a report, seeking an investigation, or reporting a crime does not mean that CBS is accusing or passing judgment before the investigation occurs. Rather, it means that CBS takes the report seriously and will follow a prescribed process prior to reaching any conclusions. In case of reporting an alleged crime, this process allows professionals, who are independent and trained to investigate whether a crime has been committed, to make a determination. Synagogue leaders are not trained to conduct criminal investigations.

### ***Full Complaint Procedure:***

#### **Where to turn: The Sacred Spaces Committee**

In order to further ensure a safe and ethical environment at Congregation Beth Shalom (CBS), as part of the Sacred Spaces policy, a Sacred Spaces committee has been created, charged with establishing policy and addressing violations.

In the event of the need to make a report regarding concerns of policy violations, or abuse, individuals may file a report with one of the following reporting agents:

1. Sacred Spaces Committee- [sacredspacescontact@napershalom.org](mailto:sacredspacescontact@napershalom.org)
2. Board President- [President@napershalom.org](mailto:President@napershalom.org)
3. VP Education- [Education@napershalom.org](mailto:Education@napershalom.org)
4. VP Administration- [Administration@napershalom.org](mailto:Administration@napershalom.org)
5. If an employee, with their supervisor, or any of the above

The person receiving the report of alleged policy violation or abuse will be referred to as “the Agent” in this document. All members of the Committee must be notified by the Agent, in writing, of the existence of a complaint within 48 hours, or the next business day, of its submission, and the Agent will also acknowledge receipt of the complaint to the individual who filed the complaint within 48 hours, or the next business day. CBS considers both the responsibility of taking the report and protecting the rights of those named in the report, as religious imperatives.

#### **Processing Complaints and Reports**

CBS reserves the right to address all reports of policy violations it receives, regardless of where the conduct which is the basis for the complaint allegedly



occurred, including in private homes or public places, if related to synagogue-sponsored programs. The Committee may also determine that an investigation is warranted without a report if CBS has sufficient notice that violations of this policy may have occurred.

Once a report is received and the committee has been made aware of the report, the committee will meet within 7 business days to receive the details of the complaint from the Agent, and determine how to proceed.

The Committee may choose to address the initial report in one or more of the following ways. 1) a conversation, 2) an educational program, or an article in a CBS publication, 3) recommend a change in procedure or activity to the appropriate VP or the CBS Board, 4) an internal investigation by members of the Committee, 5) an external investigation by an appropriate organization skilled in investigating allegations of discrimination and harassment, 6) to recommend that a criminal complaint be filed. The decision to initially proceed with one option, does not limit the committee from pursuing another or multiple options as more information is received.

### **Reporting to the Committee and the Decision to Initiate an Investigation**

The Committee must be notified of all reports of policy violations. The reporter and Agent may reserve the right to keep this notification anonymous and undetailed. If this situation occurs, the notification to the Committee shall state why it was handled in this manner.

Any case that involves allegations of severe misconduct or sexual violence will entail an investigation. Cases of smaller infractions, such as violations of building use or miscommunication between individuals may be treated with discretion.

Even if it is determined by the Committee that an investigation is not warranted, CBS will take prompt, responsive action to support a reporter and will take steps to eliminate, prevent, or address a hostile environment if it determines that one exists. Such steps might include providing increased security or supervision at locations or activities where a pattern of violations exist; providing education and training materials for congregants or employees; reviewing applicable sexual misconduct or disciplinary policies.

## **Investigations**

### **Discretion and Anonymity in Investigations**

The goal of this policy is to provide members of the community with a positive environment that is free from abuse and misconduct. Reports of misconduct will be investigated in a manner that is consistent with this goal.

CBS cannot promise complete confidentiality in its handling of misconduct reports, but will make every reasonable effort to handle inquiries, reports, complaints, and related proceedings discreetly, and in a manner that is sensitive to the privacy of all parties.

The safety of victims is of paramount concern. CBS will endeavor to treat reports in a way that balances protecting the reporter, the accused, and the community at large. CBS is committed to confidential handling of the report, and to a recognition of the presumption of innocence of the accused.

If questions arise, CBS will consult with a mental health professional specializing in this field.

### **Prompt Complaint Procedures**

CBS can most effectively investigate and respond to alleged violations of this policy if the report is made as promptly as possible after the alleged violation occurs. CBS does not, however, limit the time frame for reporting. In addition, if the respondent is not a member of the CBS community at the time of the report, CBS will still provide reasonably available support for a complainant. Time or distance may limit CBS' ability to investigate and/or take action. CBS will assist a complainant in identifying external reporting options, if necessary.

### **Retaliation**

Retaliation against the reporting party, witnesses, and anyone else who participates in the investigation is prohibited and will be addressed as a policy violation. The Committee will respond immediately to any indication of retaliation and take appropriate action.

### **Conflicts of Interest and Independent Auditor**

CBS will endeavor to avoid conflicts of interest, real or reasonably perceived, by those investigating or adjudicating allegations under this policy.

A conflict of interest exists, or might appear to exist, when an individual with knowledge of the matter has personal or professional relationships with the reporter, respondent, or witnesses that would preclude the individual from being able to investigate or adjudicate the case fairly and impartially. Reporters or Respondents who wish to challenge an investigator's participation because of a perceived conflict of interest may do so by contacting the Agent or any member of the committee via email within five business days of an investigator being appointed. The Committee retains sole discretion to determine whether a conflict exists and to otherwise take appropriate actions to address the issue in a prompt and equitable manner.

### **Memorializing**

All proceedings of the investigation, recommendations of the Agent, Committee proceedings and decisions will be properly recorded and documented. Such documentation shall be maintained and preserved in the designated files of the Committee and kept confidential except as needed by the Committee. Only in exceptional cases in which public safety or other concerns are relevant, can these records be made available, and may be redacted so that only the necessary information is shared. The committee will review any open cases and any cases in which remedial action has been taken annually.

### **Appeals**

The reporter or respondent may appeal a decision by writing an email to the Committee. Both parties may participate equally in the appeal procedure even if one party did not file the appeal. The appeal must be made within ten business days of the date of the written notification of the conclusion of the investigation, or if a sanction is being appealed, within ten business days of the date of the written notification of the sanction imposed unless good cause is shown for failure to meet that deadline, such as international travel, hospitalization, etc. An appeal must be in writing, submitted to the Committee, and specify the substantive and/or procedural basis for the appeal.

All appeals will be reviewed to assess adherence to the procedures laid forth in this policy. Grounds for appeal also include:

- A. *Partiality*. The inability of the investigator to refrain from acting upon predisposed or developed bias during the investigation or the determination of its outcome.
- B. *New Evidence*. Information or material which was unable to be known at the time of the investigation. The appealing party is expected to demonstrate why such evidence was unable to be known at the time of the original

investigation and proceedings. Evidence that was known or was accessible during the investigation, but which the party chose not to or neglected to present, does not constitute a sound basis of appeal. In those cases where new evidence becomes known after the period of filing for an appeal has expired, and reasonable grounds for an appeal seem substantial, access to the appellate process may be granted at the discretion of the Committee.

- C. *Disregard for Rights*. That a party was not afforded a significant right provided by this policy.
- D. *Arbitrary and Capricious Decision*. The decision is arbitrary and capricious in that it was not made on reasonable grounds.
- E. *Inappropriateness of the Sanction*. A sanction is inappropriate if it does not reflect a proper alignment between the nature of the offense, the individual's previous disciplinary record, other factors which should be considered, and the sanction administered. Because these multiple factors are incorporated in each individual disciplinary decision, previous decisions do not establish precedent in CBS disciplinary hearings.

The Committee will share the appeal with the other party or parties, who has the right to file a response and request an appeal on the same grounds or different grounds. All members of the committee will conduct an initial review to determine if the appeal request meets the limited grounds and is timely.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appealing party has standing, the Committee will review the appeal. In conducting the review, the original finding and sanction are presumed to have been reasonably and appropriately decided, thus the burden is on the appealing party (parties) to show clear error. The Committee must limit their review to the challenges presented.

The Committee may affirm or change the findings and/or sanctions of the original investigation but only according to the permissible grounds. Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation.

All decisions of the Committee are to be made within fifteen business days of submission (though this may vary based on the scope of the investigation or unforeseen circumstances) and are final. A written decision will be provided to both parties.

While an appeal is pending, any interim or final measures that have been put into

place shall remain in effect unless and until the Committee decides otherwise.

### **Further Appeals**

Either party may file an additional appeal of the decision to the Board of Directors [or a subcommittee of the Board of Directors] by notification to the President of CBS. The appeal must be made within ten business days of the date of the written notification of the conclusion of the investigation, or if a sanction is being appealed, within ten business days of the date of the written notification of the sanction imposed unless good cause is shown for failure to meet that deadline, such as international travel, hospitalization, etc. An appeal must be in writing, submitted to the President, and specify the substantive and/or procedural basis for the appeal (see grounds detailed above).

The decision of the Board of Directors [or a subcommittee of the Board of Directors] shall be final and not subject to further appeal.

While an appeal is pending, any interim or final measures that have been put into place shall remain in effect unless and until the Committee decides otherwise.

**External Investigations:** There are situations where it may be determined that an external investigation, in which skilled professionals external to CBS, specializing in investigations of harassment and discrimination is the best course of action:

1. When suspected abuse has been reported to law enforcement, but after the investigation by law enforcement the allegation is “unfounded” or “unsubstantiated” (the terms “unfounded” or “unsubstantiated” are not the equivalent of “innocent” or “exonerated”) and further due diligence is typically required to determine a course of action.
2. When the suspected abuse is a crime but the local authorities decline to investigate or bring charges (e.g. the statute of limitations has expired).
3. When the alleged policy violation is abuse, but it is not a crime under state or federal law.
4. When the alleged policy violation is a serious boundary violation or a pattern of boundary violations but as yet does not rise to an allegation or suspicion of abuse.

The results of the criminal investigation, or the independent investigation will be used to craft a response, recognizing the high standard of proof in a criminal court (proof beyond a reasonable doubt) need not be met to take a range of appropriate actions in a local house of worship.

When choosing an organization to conduct an independent investigation, consideration shall be given to the following:

1. The organization shall be completely independent from the synagogue.
2. The organization shall use professional and experienced investigators.
3. The organization shall have education and experience in handling cases of abuse and sexual misconduct.

### **Simultaneous Criminal Reporting**

To the extent a violation of this policy may also violate a criminal law, affected individuals are encouraged to report their complaint to local law enforcement. A member of the committee will be available to accompany the individual to report their complaint, if desired. A list of local outside resources, which may be able to be of assistance, are provided in Appendix A at the end of this document. Any person making a complaint under this policy may pursue a complaint with CBS and the police simultaneously. The police and CBS will independently investigate complaints of sexual misconduct. The police investigate to determine whether there has been a violation of criminal laws. CBS investigates to determine whether there has been a violation of CBS policy and to ensure safety. The investigations may proceed concurrently, and the outcome of one investigation may not determine the outcome of the other investigation.

Occasionally, CBS may need to briefly suspend the fact-finding aspect of its investigation at the request of law enforcement while the police are in the process of gathering evidence. CBS will maintain regular contact with law enforcement about the progress of the police investigation in order to determine when and if CBS may begin or resume its investigation. If this occurs, CBS will promptly resume its investigation as soon as possible. CBS will keep the complainant and relevant parties updated in these situations.

### **Providing Support for Victims, Accused, Bystanders, and the Community**

- If you are a victim of abuse, harassment or sexual misconduct, you deserve and need support. The Agent commits to providing a discrete, listening, non-judgmental ear. Every effort will be made to protect you from retaliation, further victimization, stigmatization or blaming.
- If you decide to report your complaint to the police, the Agent will assist in finding a social service counselor who can accompany you through this process to provide you with support, if desired. Similarly, should you need to visit the hospital, the Agent can accompany and support you.

### **Phone numbers and contact information**

- Committee Chair: Ann Rabin - (630) 536-9060
- Board President: Elizabeth Sigale - 312-925-5590
- VP Education: Ben Felch - 847-691-8059
- VP Administration: Michelle Javaherian - 847-207-0416

# Implementation, Education and Evaluation

## Ongoing Training & Education

Congregation Beth Shalom (CBS) is committed to regular training and education around issues of preventing and addressing harmful conduct. We value the safe space that a religious organization should provide for all, and appreciate the efforts of everyone involved to make that a reality. To that end, the Sacred Spaces committee is charged with ensuring the issues of bullying, racism, sexual harassment and safety stay on everyone's radar, by:

- Being the point-people for everyone to send articles of interest/new research on preventing/addressing racism, bullying, and sexual harassment in an educational institution.
- Regular dissemination of relevant information on the topic.

In order to educate and raise awareness, CBS commits to:

- Include an excerpt from the CBS policy with a link to the full policy in the student orientation handbook, membership renewals, AND in the student/parent literature.
- Short or electronic annual Employee and Board training, with full training being repeated every 3-5 years. The first full employee and board member training will be held in 2021. New staff and board must attend the annual training, as well as watch the recorded version of the first full training.

In order to initially roll out this policy to the congregation, CBS will:

- Build a set of links for the CBS website and (possibly) the Facebook Group outlining each segment of this policy and linking to the relevant descriptions and resources.
- Record summary videos of each major section, including an introductory/explanatory overview.
- Educate the Board of Directors with Videos and matching Policy sections.
- Provide links to videos and policy sections on our website and other appropriate online media.
- Include a link to one video summary in our weekly Connections email each month to introduce the policy to the congregation.



## History and Revisions

A history of policy changes will be recorded below to maintain transparency and continuity, including the section changed, when changes go into effect, and a summary of major differences.

- Change 04/13/2021. Original board approval.

## Documents, Forms, and Other Resources

Below you will find the Code of Conduct for Adult Hosts and Guests to sign, a Youth Code of Conduct, an Initial Incident Report Form, and other Resources.

### Code of Conduct: Adult Hosts and Guests

Congregation Beth Shalom (CBS) is committed to creating and maintaining the safest possible environment for all participants. It is the duty of all members to safeguard, to the best of their ability, the welfare of the staff, fellow congregants, and guests, and to prevent physical, sexual, or emotional abuse of those in the community with whom they come into contact. All CBS staff, congregants, guests and hosts must adhere to behavioral guidelines regarding relationships between hosts and guests.

This includes:

1. Realizing that someone may misinterpret your actions
2. Acting within appropriate boundaries, and respecting all boundaries between host and guest, even in difficult circumstances
3. Encouraging an open and transparent environment, where guests or hosts can challenge inappropriate attitudes or behaviors
4. Not using inappropriate, suggestive or threatening language, whether verbal, written or online
5. Respecting each person's right to personal privacy
6. Having separate sleeping accommodations for hosts and guests
7. Excepting emergencies, hosts should avoid entering a guest's room. In situations that require personal conferences or discussions, a separate section of a public area should be utilized (e.g., hallway, dining room, etc).
8. Refrain from bringing or using any weapons, firearms, or anything that may be construed as a weapon.
9. All allegations, suspicions and concerns should be reported immediately to a designated member of the Sacred Spaces committee, CBS Board President, VP Administration or VP Education. The CBS website shall contain the latest contact information. The following is the contact information for 2021.
  - Sacred Spaces committee designee: Ann Rabin: (630) 536-9060
  - CBS Board President: Greg Yedwab: (516) 776-0241
  - VP Administration: Chris Igo: (630) 464-6146
  - VP Education: [education@napershalom.org](mailto:education@napershalom.org)

I have received a copy of the Code of Conduct for Adult Hosts and Guests. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand CBS Sacred Spaces policy and will do everything in my power to maintain a respectful space. A violation of this code can result in disciplinary action, up to and including Board intervention and denial of membership at Congregation Beth Shalom, or being denied permission to access the CBS building or events,

I have read and agree to uphold all policy and behavioral guidelines outlined above. I will uphold, promote, and ensure these standards are met at all times.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Code of Conduct: Youth (for overnight events)**

Congregation Beth Shalom sponsors a number of youth groups that encourage meaningful relationships through teen engagement with Judaism. Our goal is to promote the creation of a Jewish youth community based on mutual respect and a sense of personal responsibility. We will treat others with kavod (honor and respect) in order to facilitate the feeling of *shalom b'bayit* (peace in the home) and create a welcoming community.

**Since our CBS youth groups feel incomplete without all our members fully present,**

**I will** attend and participate fully in the entire event, unless otherwise agreed upon with the program coordinator.

**I will** arrive on time, stay until the end, and remain on the event premises at all times.

**I will** abide by the event curfew announced by the leadership. At the time of the announced curfew,

**I will** go directly to my designated sleeping area, cabin, hotel room, or host home and remain there until the next session.

**As a sign of respect and for the well-being of the community and myself,**

**I will** refrain from sexual behavior at a youth group event.

**I agree** to exercise proper consent in any interaction with my peers.

**I understand** that consent is only given when someone gives positive and verbal permission, and that all people in a situation must feel comfortable saying an explicit "yes" or "no" of their own free will to any activity. Consent is a form of respect, and I will continue to show respect for my peers.

**Since CBS youth groups aim to be a safe and inclusive space for all participants,**

**I will not** participate in any activities before, during or after events that could be deemed as hazing, sexually harassing, demeaning, hurtful, or bullying.

**This includes** in-person interactions during affiliate or regional events, interactions over cell phone and email, and actions in online spaces including Facebook groups, Twitter, Instagram, and other forms of social media between events.

**If I hear of**, or see any misconduct, whether it be in person, over social media, or second hand, I will report it to my program director or trusted

adult.

**I agree not** to photograph or make video recordings of anyone without their express permission, and not to take any photographs in inappropriate, personal or intimate places, such as restrooms.

**To ensure** the well-being of myself and my peers, I understand that no guests are allowed at any event, unless adult leadership grants permission in advance, and any unauthorized guests will be asked to leave immediately.

**Because overnight events can cause a lack of sleep and create dangerous driving conditions, I will not** drive to, during, or from events, unless advance permission for a special situation is requested in writing by my parent/guardian and granted in writing by the event program director. This includes driving to/from my home to meet any designated transportation for the program. Special requirements may need to be met by some organizations (e.g. BBYO, Israeli Scouts) and will be communicated in advance.

**To promote a healthy and safe environment,**

**I will not** possess, consume, or distribute alcoholic beverages, even for Jewish sacramental purposes. Grape juice will be used for all such purposes.

**I will not** smoke, consume, or distribute tobacco products, including e-cigarettes, at any time during the event.

**I will not** possess, use, or distribute any marijuana or cannabis product, or any related paraphernalia at any time during, or immediately before the event.

**I will not** possess, use\*, or distribute any drug, controlled substance, or drug paraphernalia, unless prescribed by my physician, unless prescribed by my physician, regardless of the legality in the hosting state.

**I will not** commit any illegal act. I understand that vandalism, disturbing the peace, or other inappropriate behavior as determined by the adult leadership in accordance with the youth leadership will not be tolerated. I will have to pay for any damage that I cause.

**I understand** that no gambling is allowed, except for fundraisers approved by the adult leadership.

**If I am unsure** of any of these guidelines, I will ask for clarification.

CBS and our youth groups are a community that I want to keep safe and free of

violence; I will not bring or use any weapons, firearms, or anything that may be construed as a weapon.

CBS is a community that respects and appreciates leadership and each other; I agree to abide by any additional rules, pertinent to a specific event, which may be announced, and to accept the consequences of their violation.

I understand that elements of this Code of Conduct apply from the time that I leave home for the event, during the event itself, and until I return home after the event. Some elements include behaviors and expectations between events.

My signature, and the signature of my parent or guardian, on the attached Code of Conduct Form for CBS youth group, affirms my agreement to the rules and policies of CBS.

I also consent to having photographs taken of me participating in the activities, which may be posted on the CBS website or social media pages.

I have read and agree to uphold all policy and behavioral guidelines outlined above. I will uphold, promote, and ensure these standards are met at all times.

Name of Participant, Host, or Chaperone: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of Parent or Guardian of Minor: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Parents may complete a separate form detailing which prescription and nonprescription medications their child is allowed to possess or take, if necessary, during CBS sponsored or affiliated events.*

## Initial Incident Report Form

This form should be used to report to the Sacred Spaces Committee any violation of the Sacred Spaces Policy, boundary violations, disclosures of abuse, safety concerns, or other behaviors or allegations of behavior that concern you. Proof or firsthand knowledge of a behavior or incident is not necessary to submit this form. The information contained in this initial report will be treated with the utmost discretion and confidence; if necessary, the report will be shared with medical and law enforcement authorities.

Date and Time of incident/behavior: \_\_\_\_\_

Location of incident/behavior: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. Name of Individual(s) who accidentally or intentionally violated the policy or otherwise engaged in concerning behavior: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Name(s) of others who were affected or observed the incident:

\_\_\_\_\_  
\_\_\_\_\_

3. Describe, with as many details as possible, the incident/behavior:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Individual Submitting this report:

Name:

Email:

Cell phone:

Preferred method of contact:

Signature:

Date:

Submit this form in any of the following ways:

1. by email to the Sacred Spaces Committee
2. to any member of the committee, or
3. Placing in the secure Sacred Spaces mailbox in the synagogue office.

Sacred Spaces Committee Email: [sacredspacescontact@napershalom.org](mailto:sacredspacescontact@napershalom.org)



## **Incident Report Part II (for Officer or Committee use)**

1. Date/Time/Name of contact with individual submitting report:
2. Summary of conversation:
3. Date/time of full committee discussion of reported incident, including those  
in attendance:
4. Key discussion points, and actions recommended by committee:
5. Follow up to discussion, and recommended actions:
6. Additional information:

## Resources

- **Sacred Spaces**
  - <http://www.jewishsacredspaces.org/>
  - <https://www.jewishsacredspaces.org/resources/pledge-to-follow-ethics-code-for-jewish-leaders>
- **Sexual Misconduct Prevention Policy and Ethical Code for the Pardes Institute of Jewish Studies**
  - <https://www.pardes.org.il/wp-content/uploads/2021/01/sexual-harassment-prevention-and-response-ethical-code-29012021.pdf>
- **BBYO**
  - <https://bbyo.org/>
- **GRACE: Godly Response to Abuse in Christian Environment Arizona Presbytery Abuse Policy Recommendations for Churches**
  - <https://www.netgrace.org/>
- **CSAIR Safeguarding Our Children Policy**
  - <https://images.shulcloud.com/7780/uploads/safeguarding-our-children/safeguardingourchildrenpolicy.pdf>
- **NFTY- The Reform Jewish Youth Movement *B'rit Khilah*- Code of Conduct**
  - <https://www.bnaijehudah.org/wp-content/uploads/sites/74/2019/04/Brit-Khilah-2018.pdf>
- <https://www.metrofamily.org/fssofmfsd/>
- <https://shalvacares.org>
- <https://www.eehealth.org/locations/naperville/linden-oaks-outpatient-center/>