



Tabor 100
Members, Clients, & Volunteers
Handbook of Policies



Purpose and values

Our Mission. Our dedication. Our passion. Our pursuit.

Tabor 100 is committed to business development, economic power, educational excellence and social equity for African-Americans and the community at large.

Tabor is grateful for all who serve as members, volunteers or representatives, and have a commitment to the integrity and responsibility of the mission. All who volunteer or represent Tabor are asked to understand the policies and procedures that help ensure the confidence and responsibility of Tabor and our commitment to the community we serve.

Tabor also demonstrates its commitment to social equity through sustaining equitable internal and external practices, and maintaining transparency in our relationships with partners and supporters.

We create safe, healthy, and productive space for Tabor members, volunteers and workers so we can all do our best contributions. We greatly value the sponsorship, donations, and support from community, corporations, government agencies, and individuals who support the Tabor mission. Tabor seeks to be transparent and accountable to all donors, stakeholders, government agencies, and future patrons to succeed.

Chapter 1 : Membership, Client, & Volunteer Policies

These policies are to guide those representing and participating in Tabor such as:

- (a) members while they are representing Tabor; and
- (b) volunteers, beneficiaries, or clients using Tabor facilities or attending Tabor sponsored events.

References to volunteers, members, or similar terms are meant to include anyone participating or using Tabor facilities.

Membership

Tabor is grateful to those who chose to be a Tabor member, and encourages members to be active and participatory. All members enhance our understandings and strength in serving the community at large. We ask all those aspiring to be a Tabor member to support these policies. Members are asked to be attentive to membership fee renewal and submit their membership fees timely.

Conduct

Tabor seeks to ensure those representing Tabor work with integrity and contribute to the quality and reliability of Tabor as a service provider and advocate for the Tabor mission. Generally, it will be unacceptable for members or participants to act in the way that the Board may agree as unethical, unlawful, unsafe, or inefficient to Tabor.

Only in the rarest of situations, the Board may find a Tabor participant is unsuited to represent Tabor and the Board may seek a thoughtful communication to improve or even potentially limit participation.

Equal Opportunity

Tabor does not discriminate against any protected class. Tabor considers race; color; national origin or ancestry; citizenship status; creed; religion; sex and gender identification (including pregnancy or related medical condition; gender surgery and similar; sexual orientation; age (40 years of age and over); marital status; sensory, physical or mental disability; honorably discharged veteran or military; HIV/AIDS; genetic information; or the use of a trained guide dog or service animal among those protected.

Anti-discrimination and workforce equity policies and practices apply to participation in various forms, hiring, placement, promotion, termination, reduction in force, transfer, leaves of absence, compensation, and training. Tabor will comply with all applicable federal, state, and local laws that prohibit employment discrimination.

Prohibition on Harassment or Discrimination

Tabor intends an environment free from all verbal, physical, and visual forms of harassment. All participants are expected to be sensitive to and respectful of all with whom they come into contact while at any Tabor function, facility, or while representing Tabor. Tabor prohibits all forms of harassment for any reason.

Prohibited conduct includes, but is not limited to:

1. Using slurs or negative stereotyping about a person's racial, cultural, religious, sexual, gender, health, marital, military, or other background;
2. Committing threatening, intimidating, or hostile acts;
3. Bringing, displaying, or circulating written or graphic material that denigrate (or could be reasonably perceived to denigrate), or show hostility or aversion toward an individual or group;
4. Exhibiting intimidating, hostile, derogatory, contemptuous or otherwise offensive conduct or remarks that are directed to an individual or group;
5. Expressing vulgar comments, jokes, stories, or innuendo;
6. Sharing graphic or suggestive comments about someone's body or manner of dress;
7. Gossiping or questioning about someone's sexual conduct, orientation, or gender;
8. Inappropriately touching, leering, or gesturing at another (both absence or suggestive gesturing);
9. Repeated and unwelcomed flirting, requesting dates, or similar;
10. Pressuring another for sexual activity, despite how subtly or overtly, particularly when sexual advances are by a supervisor to a subordinate.

If at any time you believe or become aware of any conduct that may be considered harassment or discrimination within Tabor operations, promptly notify either a Tabor officer. This includes harassment or discrimination caused by anyone with whom an employee or volunteer comes into contact as part of Tabor participation. Tabor reserves the right to take corrective action such as investigation, termination of membership or employment. Tabor shall not permit retaliation against anyone who makes a good-faith complaint or who cooperates in good-faith within an investigation.

All complaints will be confidential to the fullest extent possible. Complaints will only be disclosed as necessary to investigate and respond to the complaint, to manage response and next steps, and to comply with legal requirements.

Anyone who the Tabor President concludes has violated the anti-harassment or anti-discrimination policies is subject to corrective action, including immediate discharge. The same is true of membership rights and board appointments. Corrective action will depend on the circumstances, including the gravity of the offense. Tabor will take whatever action deemed necessary to prevent an offense from being repeated.

Conflict of Interest

All individuals are expected to use good judgment, to adhere to high ethical standards and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of an individual conflict with the interests of Tabor. Both the fact and the appearance of a conflict of interest should be avoided.

Reporting Accidents

No matter how insignificant an injury may seem at the time, any volunteer or employee shall notify the Tabor Director and President immediately or as soon as practicable, if there occurs any injury on the Tabor facilities, premises, or while on the job.

Prohibition on Weapons

All individuals are prohibited from bringing weapons onto any Tabor premise or facility. All are prohibited from having weapons readily available near the premises (e.g. within a vehicle driven to the Tabor facilities). This policy applies to weapons including, but not limited to: guns, knives, and related paraphernalia such as ammunition. Carrying mace, pepper spray, or similar self-defense products is not a violation of this policy.

Email

Tabor email correspondence is not private. Correspondence through Tabor email is not protected as private or confidential. Any message sent through a Tabor email address is eligible to be forwarded, retrieved, and shared with anyone else. Even deleted emails are retrievable and can be shared. All individuals are to use respectful language and intent with email correspondence when using Tabor emails and/or corresponding to or on behalf of Tabor. Please take special care to avoid jokes, comments that would be inconsistent with policies prohibiting discrimination and harassment, offensive content and jargon, or similar.

Dress Code

Individuals are expected to dress and groom in a neat and appropriate manner consistent with the event in which the individual is representing Tabor. Individuals are expected to use reasonable judgment in selecting appropriate clothing and grooming.

Limited Cell Phone Use

Excessive personal cell phone calls during meetings or at events while representing Tabor, can interfere with productivity and can be distracting to others using the facility, premises, participating in events, and/or working. All employees, members, board members and others that are on the Tabor premises or facilities or at Tabor-hosted events or representing Tabor, shall restrict personal calls and shall use personal cell phones only during scheduled breaks or lunch periods, unless otherwise necessary. Tabor is not responsible or liable for the cost of loss or damage to personal cell phones or any other personal valuables brought into the workplace.

Confidential Information

Any individual (volunteer, board member, official, employee or other doing business on behalf of Tabor) acting in their role with Tabor shall consider information obtained about Tabor as confidential if such information is not generally known or is not intended to be known. Should any such individual be uncertain whether information is or should be considered confidential, the individual shall seek counsel and guidance from the Tabor supervisor, President, or any other officer.

Confidential information does not include information that is lawfully acquired by non-management individuals about wages, hours or other terms and conditions of employment, if used by them for purposes protected by the National Labor Relations Act, such as joining or forming a union, engaging in collective bargaining, or engaging in other concerted activity for their mutual aid or protection.

Nothing herein protects information that is in the public domain, including information that is subject to public disclosure law or any other whistleblower law, regulation or appropriate government authority.

Fundraising Policies

Tabor may call upon members or volunteers to assist with fundraising campaigns or activities. For this reason, the following policies regarding fundraising are shared with the Tabor community at large.

Fundraising

In all fundraising and sponsorships efforts, including but not limited to receiving gifts, donations, sponsorships, or contract agreements, Tabor will:

1. Maintain accountability and integrity;
2. Accept sponsorship, donations, gifts and in-kind contributions, as well as contract agreements that include deliverables in equal value to the funds;
3. Seek funding from a diverse range of sources, so that Tabor is not be dependent upon any single source for funding of its operations;
4. Use all funds and equivalents in a manner that will responsibly fulfill the Tabor mission;
5. Refuse funds from sources that are inconsistent with the Tabor mission (e.g. refuse investments for organizations promoting discrimination based on race or gender);
6. Honor all gift restrictions detailed in a donor's gift or pledge commitment;
7. Assure Tabor fulfills its expectations to donors in a reasonable timespan by encouraging multi-year pledges for major gifts for no longer that three to five years;
8. Accept gifts without restrictions and invest in ways that will help us meet the Tabor mission.

Compensation for Fundraisers

Generally, members will not be compensated in any way for fundraising activities. That said, upon occasion, a professional agreement may be entered into by the Board that requires appropriate compensation. The amount Tabor pays for such fundraising activities shall reflect the skill, effort, and time expended by the individual or firm on our behalf.

In-Kind Donations

In-kind donations must meet the standard charitable organization rules as outlined by the Federal Accounting Standards Board. Current standards require that contributed services be recognized and recorded. The following criteria must be met:

1. The donated services must be useful;
2. The donated services must create or enhance a non-financial asset;

3. The donated services require specialized skills and are provided by individuals with those skills.

Providing in-kind services and materials requires review and approval from the Tabor President or duly authorized representative, prior to acceptance. Only signed and approved donation forms are acceptable as evidence of the in-kind donation.

Gift Acceptance and Entry

Gifts, donations, sponsorships, and contract commitments shall be recorded promptly.

1. All gifts, donations, and sponsorship—including check—shall be sent to the appropriate employee for recording, then forwarded to the Assistant for depositing.
2. The Assistant shall update all donor information in the database or records, if the information on the check and/or response form is different. Such changes shall be dated as a change to the record.
3. The gifts, sponsorship, donation, or other, shall be recorded as to its intended use, e.g. restricted or unrestricted.

The Assistant shall record the source of the gift, donation, or sponsorship i.e. GALA, special event, personal solicitation, contract or other.

Gift Acknowledgement

As a courtesy to the donor, a best practice for Tabor will be to offer a notice confirming receipt of the donation or of the agreements offering funding, regardless of other naming or recognition that is provided from Tabor because of the donation or funding. Gifts, donations, sponsorships, and contract commitments shall be promptly acknowledged.

1. All gifts, donations, sponsorships, or other in-kind donations and contributions will typically be acknowledged with a thank-you letter to the donor prepared by the Tabor Assistant. Signature shall reflect the value of the gift.
2. All gifts of more than \$250 in value will be acknowledged with the appropriate thank-you letter signed by the President and include the required IRS language. If no goods or services were received in exchange for the gift, insert “no goods or services were received in exchange for your gift.” If a good or service was received, the letter shall inform the donor of its fair market value so the donor knows the tax-deductible portion of the contribution.

Donor Categories and Recognition

In addition to such acknowledgement, other forms of recognition may be considered by the Board. Tabor will seek recognition opportunities that are appropriate and meaningful both for the supporting individual or organization and for Tabor.

Donor Naming Opportunities

Tabor will seek and solicit funding through appropriate recognition programs. These may include such things as sponsorship and logo recognition on materials and at events, recognition, and naming at the facility or premises of Tabor.

Donor Privacy Policy

Staff, board members, and volunteers involved in fundraising often are privy to personal information about a donor's giving history, family, or credit data. It is vital to donors and to Tabor that this information remain confidential. In performing the duties, all such representatives of Tabor that have access to such information pledge confidentiality except as required for disclosures to federal, state, or local tax and law.