

Hadassah, The Women's Zionist Organization of America, Inc.

Membership Standards of Behavior Policy and Accountability Process

Purpose: The purpose of the Membership Standards of Behavior Policy and Accountability Process (the "Policy") is to establish consistent standards of behavior with which Hadassah members are expected to comply and to provide an organizational process for National Hadassah and its chapters, regions and groups to follow when considering the expulsion of a member of Hadassah.¹

Employees of Hadassah are specifically excluded from this Policy and shall be subject to the employment-related policies of Hadassah.

Policy:

- As set forth in Hadassah's Constitution and Bylaws, any woman is eligible for Hadassah membership if she is or has been an American citizen or resides in the United States, its territories or possessions, and accepts the objects and purposes of Hadassah.
- In accepting the objects and purposes of Hadassah, a member is required to conduct herself in an ethical, professional and respectful manner consistent with Hadassah's Standards of Behavior as set forth herein, and in accordance with Hadassah's bylaws, constitution, policies, procedures, and mission (collectively, the "Hadassah Governing Principles"), including without limitation, when attending an event with or on behalf of Hadassah and when participating in any Hadassah-sponsored activity, meeting, event, program, trip and/or convention, whether conducted virtually or in-person.
- Failure to comply with Hadassah's Standards of Behavior, any violation of the Hadassah Governing Principles, the non-payment of membership dues, or conduct which is considered contrary to the interests of Hadassah as further described in this Policy will constitute "cause" and may result in appropriate disciplinary action, which may include censure, suspension, expulsion or termination of Hadassah membership as further set forth in this Policy.

Standards of Behavior:

Hadassah's Standards of Behavior is a guide for the professional and respectful ways we are expected to treat each other, based on the principles of integrity, compassion, respect, teamwork and Hadassah's mission. Hadassah's members are expected to work together to make sure everyone is acting according to these Standards of Behavior.

INTEGRITY

- Build trust by acting responsibly and foster honesty in your Hadassah relationships
- Refrain from sharing confidential information with others
- Avoid spreading gossip
- Admit when you are wrong

COMPASSION

- Be empathetic to the feelings of others

¹ This Policy is intended to apply to Hadassah's general membership and is to be considered a separate policy from the Volunteer Accountability Procedures which applies specifically to Hadassah's leadership volunteers.

- Actively listen without judgment
- Accept feedback from others and express opinions while being mindful of others' feelings
- Encourage one another

RESPECT

- Treat people with dignity and professionalism
- Speak up if witnessing disrespectful or unsafe behavior
- Be accountable for your actions
- Follow through on commitments and responsibilities

TEAMWORK

- Listen actively to fully understand other ideas
- Create a welcoming environment
- Resolve or mediate conflict with team members
- Share feedback on team's processes

OUR MISSION

- Your efforts help achieve Hadassah's goals
- Empower others to advance Hadassah's mission
- Align individual Hadassah priorities and responsibilities with Hadassah's overarching goals, not allowing them to divide us or compete against each other
- When we have integrity, compassion, respect and teamwork, we're in the best possible position to further Hadassah's organizational mission

Procedure:

The following steps shall govern the process for responding to inappropriate or improper behavior by a Hadassah member in violation of Hadassah's Standards of Behavior or the Hadassah Governing Principles. More serious violations may result in skipping steps.

First Violation: The first violation shall result in a meeting with the member and the chapter with which she is associated (or if there is no associated chapter, then with the National Hadassah Human Resources Chair ("HR Chair")) to discuss the violation, its impact on Hadassah, and next steps in the event of future violations. This will be the first warning to the member that she must comply with Hadassah's Standards of Behavior and the Hadassah Governing Principles or may be subject to expulsion. The Chapter (or the HR Chair, if applicable) must document the first violation in writing for their records.

Second Violation: The second violation shall result in a written warning from the Region President of the region with which the member is associated (or if there is no associated Region, then with the HR Chair). This will be the second

warning to the member that she must comply with Hadassah's Standards of Behavior and the Hadassah Governing Principles or may be subject to expulsion. The Region (or the HR Chair, if applicable) must document this second violation in writing for their records.

Third Violation: After the third violation, the chapter and/or region president (or the HR Chair, if applicable) will present the matter and all relevant information regarding the violations to the attention of National Hadassah (e.g., written documentation, names of those involved, emails, etc.).

National Hadassah will evaluate the need for further and/or an independent investigation based on the information received from the chapter and/or region president (or the HR Chair, if applicable) and attempt to resolve the matter with local Hadassah leadership and the member(s).

If National Hadassah determines that the matter cannot be satisfactorily resolved with local Hadassah leadership and that further action is warranted, National Hadassah will notify the member(s) of her/their involvement in the matter and will grant the member(s) ten (10) days to respond in writing regarding the violations of the Hadassah Governing Principles. National Hadassah will review and evaluate all relevant information from the chapter/region (or the HR Chair, if applicable) and the member(s) involved and provide such information to the National Board of Hadassah (the "National Board") which will be responsible for determining whether to censure, suspend, expel or otherwise discipline the member(s).²

Upon deciding to institute a proceeding for censure, suspension or removal of a member (the "Proceeding"), the National Board shall:

- (i) give the accused member reasonable notice 21 days prior to the date, time, and place scheduled for a hearing on the Proceeding;
- (ii) along with the notice, furnish the accused member with a copy of a statement of charges or complaint as to the basis for censure, suspension or removal; and
- (iii) invite and give the member the reasonable opportunity to be heard in person or in writing or through an authorized representative at such hearing on the Proceeding;

Authorized representatives from the National Board shall present the case against the accused member at the hearing (and, thereafter, such representatives shall recuse themselves from any deliberations or vote at such hearing on the Proceeding).

The National Board shall determine whether corrective action is warranted based on a case-by-case basis and the specific findings at such hearing on the Proceeding, and shall have the power to censure, suspend or expel a member for "cause" as defined as: (i) non-payment of membership dues, (ii) any violation of Hadassah's Standards of Behavior or the Hadassah Governing Principles, or (iii) conduct which in the National Board's opinion: (a) is prejudicial to the interests of Hadassah, violates the fundamental objects and purposes of Hadassah, and if persisted in and allowed would

² Depending on the timing, facts, and circumstances, the Executive Committee is granted the authority to make any determination (as such determinations are referenced throughout this Policy) in lieu of the National Board. In the event the Executive Committee makes any determination(s) in accordance with this Policy, the Executive Committee shall report its findings to the National Board.

thwart those objects and purposes or bring Hadassah into disrepute; or (b) inimical to the interests of Hadassah in maintaining a harmonious program for the benefit of all the members and is deemed divisive and disruptive.

The National Board shall base its decision only on testimony and other evidence presented at the hearing as to whether the accused member's conduct constitutes "cause" as defined herein and shall take action accordingly.

National Hadassah will provide notice to the member of its decision in writing. If the member is suspended from Hadassah's membership, National Hadassah will inform the member of the length of her suspension and any other requirements with which the member must comply before her membership can be re-activated. If expelled from Hadassah's membership, the member must immediately terminate her involvement and relationship with Hadassah and shall not otherwise be entitled to a refund of membership dues.