



Code of Conduct: Speakers and Guests of BBYO

Throughout BBYO's 90-year history, the organization has brought leadership training, community service opportunities, Jewish education, a connection to Israel, and positive identity to thousands of Jewish youth in North America and beyond. Although the structure may differ depending upon the needs and design of the Jewish population, the basis is the same; BBYO provides fun and meaningful Jewish experiences for Jewish teens everywhere.

Mission

More Jewish Teens, More Meaningful Jewish Experiences

Vision

BBYO's pluralistic movement of Jewish teens, alumni, parents, volunteers and philanthropists will serve as the Jewish community's most valuable platform for delivering to the post- Bar/Bat Mitzvah audience fun, meaningful and affordable experiences that inspire a lasting connection to the Jewish people.

Core Values

Inclusivity

BBYO offers safe and welcoming opportunities for learning and growth to all Jewish teens regardless of background, denominational affiliation, gender, sexual orientation or socio-economic status, including those with a range of intellectual, emotional, and physical abilities.

Jewish Identity

BBYO encourages Jewish teens to find meaning in Judaism and to develop their own Jewish identities. Committed to a pluralistic experience, BBYO attempts to accommodate and provide a comfortable environment across the halachic (Jewish law) spectrum

Active Leadership

BBYO's international leadership model, AZA and BBG, prides itself on fun and meaningful teen-led programming, its responsibility to the global Jewish community, an unwavering commitment to the State of Israel, and its dedication to tikkun olam – repairing the world.

Tradition

BBYO's stakeholders define the organization and are the stewards of its brand. They must act in a way that represents and celebrates BBYO's rich history and tradition.

Introduction to our Code

Overview

The BBYO Code of Conduct is designed with the health, safety and well-being of staff, advisors, and participants in mind. BBYO is committed to high standards in ethics and professional conduct. Staff, advisors and participants are expected to adhere to these expectations and to act in accordance with the values of BBYO so that they are seen as role models within BBYO and the community at-large. We view this Code as an important means by which we can support the mission and values of the organization. By adhering to the guidelines and principles set forth in this Code, we can work toward our highest potential and maintain the confidence and trust of all people, beneficiaries, agencies, funders, and clients with whom we work, at home and around the world.

These standards of professional conduct apply to each consultant and authorized representative, and all others that may be acting on BBYO's behalf. We also expect those who represent BBYO's interests to strictly observe all U.S. laws and regulations and the laws of countries in which we work.

The Code is not intended to cover every situation you may encounter, nor does it replace other more detailed policies. The Code does not alter the terms and conditions of your contract with BBYO. Failure to adhere to the intent and spirit of the Code's principles and underlying policies could result in breach of contract with BBYO. In some situations, more specific rules may be required to ensure safety. When that is necessary, you will be made aware prior to the event you are contracted for and are expected to comply.

General Guidance

Each authorized representative of BBYO must strive to maintain the organization's reputation as an institution of integrity and must seek to avoid situations that might reflect negatively on the character of the organization, either in the United States or anywhere else.

To ensure proper compliance with all applicable laws and this Code, BBYO will, when appropriate train its participants, consultants or authorized representative. This training should include information regarding the appropriate laws, as well as BBYO's internal policies and procedures for dealing with prevention and reporting of potential violations. The following principles define our code and provide guidelines to govern our actions:

Principles That Define Our Code of Conduct

1. Treat Others with Respect

BBYO is proud of its congenial work environment and will take all reasonable steps to ensure that this work environment remains open and positive. All consultants, authorized representatives or participants shall treat each other with understanding, dignity, and respect.

We are committed to enhancing the Jewish experience, valuing diversity, providing equal opportunity and maintaining an environment free from discrimination or harassment. In addition, BBYO is committed to the safety and security of all those who work with the organization.

Treating others with respect means:

- Treating others, the way you would like to be treated.
- Never using violent, threatening, hateful, harassing, or intimidating behavior and/or language.
- Using positive and open communication to address issues and concerns.
- Other behavior not tolerated is spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.

BBYO has two organization-wide policies that help us adhere to this principle. Below is a synopsis of each (*for a full review of these policies please see Harassment and Compliant Procedures*):

Discrimination and Harassment Policy

BBYO will not tolerate discrimination or harassment of any staff, advisor, teen, or participant for any reason. The term “harassment” includes harassment based on any category protected by federal, state or local law, which may include depending on the jurisdiction, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, sexual orientation, or any other protected characteristic under federal, state or local law.

Sexual Harassment Policy

Sexual harassment is a form of sexual discrimination and is not tolerated. Sexual harassment includes, but is not limited to, unwelcome or unwanted sexual advances, requests for sexual acts or favors, lewd or sexually-suggestive remarks, comments or jokes, display or circulation of pictures or written materials of a sexual nature, inappropriate physical contact or other verbal, written or physical conduct of a sexual nature when (i) submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion, retention or other aspects of employment; or (ii) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment. Dating or sexual relationships between employees/adult volunteers and teens is absolutely prohibited.

Anyone who believes that he/she has been subjected to objectionable conduct must report it immediately to Human Resources, his/her supervisor, or a colleague they are comfortable speaking with. A known, suspected or potential violation may also be reported anonymously and confidentially by

either telephone. The 24-hour anonymous hotline service is available at 1-833-480-0010 or through the website at www.lighthouse-services.com/bbyo.

2. Responsibilities to Teens

BBYO staff, advisors, participants, consultants, authorized representatives and other associates have a responsibility to the wellbeing, safety, and learning of teen participants. From membership to program quality, we ensure collaborative success providing a safe place for teens to participate together in programs.

BBYO has an organization-wide Community Impact Program Operations Policy Manual that helps us adhere to this principle. Below is a synopsis:

- The safety of our teens is the utmost importance; all events must be conducted in a safe environment with adequate adult supervision.
- Teens are not to leave the designated program area without prior approval by staff unless part of the BBYO sanctioned agenda.
- Visitors are not to attend BBYO programs unless they are registered as a guest by a staff member.
- Social media is to be used responsibly at all times including overnight/immersive experiences.
- Proper respectful attire is to be worn at all times. When issued a nametag it must be worn and displayed for the duration of the program.

3. Commitment to Equal Opportunity

BBYO is committed to providing equal opportunity in all aspects of employment. These commitments require us to be thoughtful, careful, and thorough in recruiting and hiring. In all our dealings, we treat job applicants with dignity and respect.

Equal Employment Opportunity

BBYO believes that all individuals are entitled to equal employment opportunity and does not discriminate against its employees or applicants on the basis of race, gender, color, religion, sexual orientation, age, national origin, disability, marital status, or veteran status. The organization's equal employment and non-discrimination policies apply to all levels of employment and all personnel practices, including recruitment, hiring, promotion, demotion, compensation, benefits, transfer, layoff, dismissal, training, and educational or recreational programs.

4. Follow U.S. Law and International Agreements

BBYO is committed to be a good corporate citizen of all the states and countries in which we do business. Because of that commitment, our policy is to comply in all respects with all laws and regulations that are applicable to its activities in the United States and abroad.

From time to time, BBYO representatives in other countries may find that provisions of the local laws or customs conflict with the laws of the United States. This situation, if they arise should be brought to the attention of their supervisor so that the BBYO can determine the best course of action to comply with all applicable laws. Under no circumstances will conduct that is prohibited by the laws of the United States be acceptable because it is permitted by the laws of a host country.

BBYO has several organization-wide policies that help us provide a safe working environment for all. Below is a synopsis of our commitment to a drug-free and smoke-free workplace along with our responsibility of alcohol consumption (*for a full review of these policies please see Workplace Safety*):

Drug Free and Smoke Free Workplace and Alcohol Responsibilities

BBYO recognizes the harmful effects of drugs and other controlled substances, and also recognizes abuse of controlled substances as a potential health, safety, and security problem. BBYO is therefore committed to maintaining a safe and healthy workplace, free from the influence of drugs. It is the policy of BBYO that, in addition to being under the influence, the manufacture, distribution, dispensation, possession, or use of a controlled substance while on company premises or while conducting company business is absolutely prohibited.

In addition, BBYO policy prohibits the use of cigarettes, pipes, cigars, or other tobacco products in all offices, facilities, camps and conference space in order to provide and maintain a safe and healthy work environment for all employees.

Where alcohol consumption is permitted (such as at certain organization functions where minors are not present), only employees, contractors or authorized representatives of legal age may consume alcohol, and they should drink responsibly so as not to adversely affect or jeopardize their work performance, his/her own or another's safety, or BBYO's reputation or business.

Ethics Check Guidelines

An ethical dilemma can occur at any time during work or after hours. When dilemmas arise, competing pressures and the unique nature of the situation can make it hard to make the right decision. In these situations, it is important to use ethical judgment, guidance provided in the code, and the following questions to help determine the best course of action:

1. Will someone's life, health or safety be endangered?
2. Is the action legal, in the United States and if abroad, in the host country?
3. Do I have all the relevant facts?
4. Is the action consistent with company values?
5. Could the action appear inappropriate to others from another cultural or legal environment?
6. Have I sought advice from my supervisor, trusted colleagues, or ethics experts?
7. Will I sleep soundly tonight, knowing I made the right ethical decision?

As a reminder, please remember that taking the right action is not always an easy step but is in the best interest of BBYO and the teens we serve.

Reporting Known, Suspected or Potential Violations

We each have a responsibility – to ourselves, to BBYO, and each other – to ask questions, raise concerns and report misconduct. Living up to this responsibility is vital to our success because it helps us:

- Maintain a safe, healthy, respectful, and productive workplace;
- Prevent and correct illegal or unethical conduct;
- Improve operations and avoid disruption to our programs;
- Foster open communications and resolve workplace problems quickly;
- Ensure our financial reports are accurate and complete;
- Maintain the trust of our donors.

If you are aware of a violation to the Code of Conduct or are questioning a behavior or action that may be a risk, please reach out to your BBYO contact or a member of the Human Resources department.

You can also report a known, suspected or potential violation anonymously and confidentially by telephone using the BBYO Ethics Helpline available at 1-833-480-0010 or through the website at www.lighthouse-services.com/bbyo.

BBYO is committed to protecting those who, in good faith, report issues or concerns and suspected violations of the Code. In no event will BBYO personnel take any retaliatory action against someone for making a complaint, exercising their rights under the Code or applicable laws, or disclosing or reporting information in good faith.

Internal Controls

Every reported issue will be evaluated and, to the extent possible, investigated. Due to the unique nature of each issue, the review will be tailored to the specific situation. To assure this Code is effectively implemented at all levels, BBYO will:

- Take all allegations seriously, even when made anonymously;
- Make a timely investigation, reasonable in light of the particular circumstances and allegations;
- In the event that criminal or inappropriate conduct is found, take prompt steps to remediate the situation and take the appropriate disciplinary action;
- Make the required disclosures in a timely manner to the appropriate official;
- Cooperate fully with agencies conducting an audit, investigation, or corrective action;
- Periodically evaluate the effectiveness of this Code and make changes where required.