CHICAGO BOTANIC GARDEN

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Policy Name Abuse Prevention Policy		
Authorized by: Aida Z. Giglio, Vice President, Human Resources	Date Established 05/2013	Date Revised 05/2013

I. POLICY:

It is the policy of the Chicago Botanic Garden to create a welcoming and nurturing environment for children. The Garden has zero tolerance for those whose actions may jeopardize the safety, health or innocence of a minor. This policy establishes how the Garden will prevent the physical, emotional and sexual abuse of children and youth by its employees.

II. SCOPE:

This policy applies to all Chicago Botanic Garden employees.

III. DEFINITIONS:

Because abuse takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy:

- Physical abuse: Injury inflicted on a child or youth.
- Sexual abuse: Contact or activity of a sexual nature between an adult and a child or youth.
- Emotional abuse: Mental or emotional injury inflicted on a child or youth by the actions of an adult
- Neglect: Failure to provide adequate care for a child or youth.
- Economic abuse: Deliberate misuse of the money or belongings of a child or youth.
- Child: A child is defined as anyone under the age of 12.
- Youth: A youth is defined as anyone between 12 and 18 years of age.

IV. GUIDELINES:

A. Personnel Screenings

Safeguards in the hiring process will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy. The required screenings and background information will depend on the positions and its level of involvement with children and youth.

For those who regularly work with or around children or youth. Candidates for positions that involve regular interaction with children or youth will be screened and selected using the following:

- Standard employment application that includes signed authorization to perform necessary background checks
- Criminal background checks in any and all states where the candidate has lived in the past seven years
- Sexual offender registry checks in any and all states where the candidate has lived for the last seven years
- Driving records and any applicable certification if the position requires the transportation of children
- In-person interview of the candidate
- If hired, criminal and sexual offender registry checks will be conducted every five years for those who regularly work with children or youth.

For those who occasionally work with children or youth. Candidates for positions that involve occasional contact with children or youth will be screened and selected using the following:

- Standard employment application that includes signed authorization to perform necessary background checks
- In-person interview of the candidate
- Driving records and any applicable certification if the position requires the transportation of children

All information collected about a candidate will be reviewed and used to determine if they are appropriate for the respective position. If hired, all information collected during the hiring process will be included in the employee's permanent file, which will be maintained over the course of their employment with the Garden.

Personnel screenings are required regardless of current employment status with the Garden. Garden employees seeking to transfer into a position that involves working with children or youth must undergo the same review process as new hires.

B. Structural Guidelines for Programs

All programs are designed to encourage safe interaction between employees and children or youth. The following guidelines are meant to keep established safeguards effective:

- Programs for children and youth must have an established adult to child ratio.
- Employees are restricted from being alone with a child or youth where they cannot be easily observed by others.
- Employees are not allowed to implement new activities or programs for children without management consent. Request for new activities or programs should be submitted in writing to management.
- Written permission must be obtained from a parent or guardian before any employee transports a child or youth in the name of the Garden.
- Children under the age of six placed in the care of the Garden will only be released to a parent, legal guardian or a person designated by a parent or legal guardian.

C. General Conduct

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide the Garden employees during their interactions with children and youth. These guidelines do not and cannot outline every situation that may be encountered while on the job, requiring employees to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior. The Garden reserves the right to take disciplinary action against employees whose actions are found to be inappropriate regardless of whether they appear in this section.

- Employees will treat all children and youth with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation or economic or social status. All effort must be made to avoid favoritism, or the appearance of favoritism.
- While representing the Garden. employees must not possess, distribute, use or allow others to use any alcohol or drugs.

- Employees must not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behavior management.

- Employees must not participate in or allow others to engage in any form of hazing.

- Employees must not have sexual contact with children or youth.

- Employees must not dress, undress, shower or bathe with or in the presence of children or youth.

- Employees must not use physical punishment in any form. The only time physical force is allowed to be used against a child or youth is when their actions are placing others at an immediate risk for serious harm.

- Employees are prohibited from sharing sleeping locations with children or youth. This includes beds, tents, hotel rooms and other similar areas. Employees can sleep in open areas with children or youth as long as the area is large enough for the employee to have their own defined sleeping areas and other employees are also present.

- Employees must not discuss their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of children or youth.

- Employees are not allowed to possess any sexually oriented materials (books, magazines, videos, clothing) when conducting business in the name of the Garden.

- When one-on-one discussion or counseling is warranted, employee interaction with a child or youth will take place in an area that allows for private conversation while remaining in the view of others.

If, for any reason, an employee feels there is a need to make an exception to these guidelines, they must submit to their supervisor a written description of the incident and why their actions were necessary. Their report will be reviewed for wrongdoing. A copy of the original report along with any additional findings made by the reviewer will be included in the employee's permanent file.

D. Employees who violate this policy will be subject to corrective action up to and including termination.

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Policy Name Abuse Prevention Policy		
Authorized by: Aida Z. Giglio, Vice President, Human Resources	Date Established 05/2013	Date Revised 05/2013

EMPLOYEE AGREEMENT

If you have any uncertainty or questions regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Garden Abuse Prevention Policy.

I have read and understand The Garden's Abuse Prevention Policy and agree to abide by its terms and conditions throughout the course of my employment. I understand that my failure to follow the terms of this policy could result in disciplinary action up to and including termination.

_____	_____	_____
Employee Signature	Employee Name (print)	Date
_____	_____	_____
Supervisor Signature	Supervisor Name (print)	Date

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Policy Name Social Media Guidelines		Page 1 of 3
Authorized By Aida Z. Giglio, Vice President, Human Resources	Date Established 5/2015	Date Revised 5/2015

I. POLICY:

At the Garden, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. Social media platforms are also powerful communications tools that have a significant impact on the Garden. Because the lines are often blurred between the personal and professional, we have crafted guidelines and policies to clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media is everywhere, whether you scroll down a screen, click on a text message, post a tweet, or like a picture. It is an important and integral component of the communications work that we do to promote the Garden. It gives us the ability to "talk" with visitors, exchange information, be a resource, encourage visiting the Garden, and have direct two-way engagement.

II. SCOPE:

This policy applies to all Chicago Botanic Garden employees.

III. DEFINITIONS:

Social media: Social media includes, but is not limited to, websites, blogging or microblogging sites, social networking sites, audio, photo or video-sharing sites, wikis, and virtual worlds.

IV. GUIDELINES:

A. Participating in social media is a personal activity, but social media communications can easily become public and can be viewed by other employees, potential employees, donors, and visitors. Apart from personal use of social media in accordance with this policy, the Garden encourages its employees to participate responsibly in these media as a means of generating interest in the Garden. We encourage you to "expand" the conversation about the Garden, talk about your work at the Garden, show beautiful pictures; but we need to all adhere to the Garden's guidelines and policies regarding social media usage. First, let's all be reminded of the three core principles that drive our work every day:

- **WE BELIEVE:** Beautiful gardens and natural environments are fundamentally important to the mental and physical well-being of all people.
- **WE BELIEVE:** People live better, healthier, and more satisfying lives when they can create, care for, and enjoy gardens.
- **WE BELIEVE:** The future of life on Earth depends on how well we understand, value, and protect plants, other wildlife, and the natural habitats that sustain our world.

B. Follow the Employee Handbook Policies

The policies in the Employee Handbook apply equally to online and offline communication and conduct. In particular, employees must still adhere to the Garden's harassment and confidentiality policies when posting on social media. Violating these policies, whether online or offline, may result in discipline, up to and including termination. Exceptions to this policy may be made in writing by the CEO and President of the Chicago Botanic Garden.

C. Be Respectful and Responsible

Employees should strive to be fair and respectful when posting on social media. Employees may not post material on social media about the Garden, its management, employees, donors or visitors that is malicious, obscene, intentionally false, or designed to defame, bully, intimidate, or threaten.

Be responsible for your own actions- exercise sound judgment and common sense.

D. Do Not Misrepresent Your Position

Unless authorized in writing by your supervisor, employees may not suggest, imply, or expressly state that their comments reflect the views of the Garden or that they are authorized by the Garden to make any statements on its behalf. Instead, when posting about the Garden, be clear that you are posting on your own behalf. If you think readers may

attribute your statements to the Garden, include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of my employer, the Chicago Botanic Garden."

E. Business Use of Social Media

There are designated Garden employees who have access to all Garden social media platforms and they regularly post news about the Garden and respond to questions. Keep in mind the difference between speaking on behalf of the Garden and speaking about the Garden.

F. Media Inquiries

Employees should direct any media inquiries they receive to the Public Relations department. Please e-mail icm@chicagobotanic.org.

G. Social Media at Work

Unless authorized in writing by your supervisor, refrain from using social media during your working time or on the Garden's equipment. Do not use any Garden email addresses to register personal accounts on social media platforms. New social media sites – such as websites - do need manager approval. These new social media pages need to be coordinated with the Director of Online Communication via email at icm@chicagobotanic.org.

H. Retaliation Prohibited

The Garden prohibits taking adverse action against any employee that reports a good faith violation of this policy or that cooperates in an investigation. Any employee that retaliates against another employee for reporting a good faith violation of this policy or for cooperating in an investigation will be disciplined, up to and including termination.

I. Protected Activity

Nothing in these guidelines is intended to infringe on employees' right to engage in collective activity as provided for in Section 7 of the National Labor Relations Act.

J. If You Have Questions

Employees should direct any questions about these guidelines to the Vice President of Human Resources or email icm@chicagobotanic.org.

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Policy Name		Page
Non-Discrimination, Equal Employment Opportunity and Affirmative Action, Title IX, Anti-Harassment & Anti-Retaliation Policies & Anti- Harassment and Discrimination Complaint Procedures		1 of 5
Authorized By Aida Z. Giglio, Vice President, Human Resources	Date Established 03/1995	Date Revised 5/2018

Non-Discrimination, Equal Employment Opportunity, and Affirmative Action Policy

The Garden does not discriminate on the basis of race, color, age, marital status, sex, pregnancy, national origin, ancestry, religion, disability, genetic information, sexual orientation, gender identity, gender expression, parental status, marital status, citizenship status, military or veteran status, or any other characteristic or status protected by applicable federal, state, or local law. In addition, the Garden complies with its obligations as a federal contractor, including, but not limited to, its obligations under laws governing affirmative action.

The vice president of Human Resources, Aida Z. Giglio, has been designated as the coordinator of the Garden's non-discrimination, equal employment opportunity (EEO), and affirmative action policy.

All employees are expected to comply with the policy and the Garden's other EEO initiatives. This policy also applies to participants in the Garden's educational programs and activities, to visitors, and to third-party vendors and contractors conducting business or other activities with or at the Garden. If you witness or become aware of discrimination based on any protected characteristic or status, you **must** promptly report it following the Anti-Harassment and Discrimination Complaint Procedure set forth below. If you experience such conduct, the Garden strongly encourages you to report the conduct following the same procedure so that the Garden can take steps to investigate the concerns and take any corrective action that might be appropriate.

Title IX Policy

In accordance with Title IX of the Education Amendments of 1972, the Garden prohibits discrimination on the basis of sex in its educational programs and activities, including, but not limited to, admission of individuals to, treatment of individuals in, and employment of personnel working in connection with the Garden's educational programs and activities. The Garden is required by Title IX and the regulations of the federal agencies that provide funding to its educational programs and activities not to discriminate in such a manner.

Sex discrimination can include sexual harassment and sexual assault or other forms of sexual violence.

The Garden's Title IX coordinator monitors the Garden's compliance with Title IX and is available to meet or talk with individuals regarding issues relating to Title IX or this policy. Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint under this Title IX policy, may contact the Garden's Title IX Coordinator, Aida Z. Giglio, vice president of Human Resources, Chicago Botanic Garden. Human Resources is located inside the Barbara Carr Administrative Center, 1000 Lake Cook Road, Glencoe, Illinois 60022. Phone: 847-835-8264, Email: agiglio@chicagobotanic.org.

Complaints of sex discrimination will be investigated using the Anti-Harassment and Discrimination Complaint Procedures below.

Anti-Harassment Policy

The Garden is committed to maintaining an environment that is free from harassment. Harassment, whether verbal, physical, or visual, that is based upon a person's protected characteristic or status, such as race, color, age, marital status, sex, pregnancy, national origin, ancestry, religion, disability, genetic information, sexual orientation, gender identity, gender expression, parental status, marital status, citizenship status, military or veteran status, or any other characteristic or status protected by applicable federal, state, or local law, is a form of discrimination and prohibited by the Garden. The Garden will not tolerate harassment of individuals by anyone, including any supervisor, co-worker, vendor, visitor, volunteer, board member, donor, student, or any other third party. This policy applies to employees, participants in the Garden's educational programs and activities, visitors, and third-party vendors and contractors conducting business or other activities with or at the Garden.

Examples of harassment may include, for example, jokes or teasing directed at a person based on his/her protected characteristic or status, displaying or circulating written materials or pictures that degrade a person or group, or verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

Sexual harassment is a specific type of harassment prohibited by law and by this policy and may include, but is not limited to, the following conduct:

- Unwelcome verbal or physical conduct of a sexual nature when submission to the conduct is an explicit or implicit term or condition of employment or participation in any of the Garden's educational programs and/or activities;

- Unwelcome verbal or physical conduct of a sexual nature when submission to or rejection of the conduct is used, implicitly or explicitly, as a basis for making decisions affecting the individual; and

- Unwelcome verbal or physical conduct of a sexual nature when the conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the Garden's education or employment programs and/or activities.

Sexual harassment includes conduct directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented jokes or teasing, obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

Sexual violence is another form of sexual harassment and is also prohibited by this policy. "Sexual violence" means physical sexual acts attempted or perpetrated against a person's will or when a person is incapable of giving consent, including without limitation rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

If you witness or become aware of any harassment (including sexual harassment), you **must** promptly report it by following the Anti-Harassment and Discrimination Complaint Procedure set forth below.

If you experience such conduct, the Garden strongly encourages you to report the conduct following the same procedure so that the Garden can take steps to investigate the concerns and take any corrective action that might be appropriate.

Anti-Harassment and Discrimination Complaint Procedures

All Garden employees are responsible for creating an atmosphere free of harassment and discrimination. Employees who witness or become aware of potentially harassing or discriminatory conduct occurring on Garden premises, at a Garden-sponsored event, or in any manner that has the effect of unreasonably interfering with an individual's engagement with the Garden **must** promptly report the incident. This reporting obligation applies regardless of whether the potentially harassing or discriminatory conduct was directed toward a Garden employee or toward a vendor, visitor, volunteer, donor, student, or any other third party.

You **must** promptly report any conduct you believe constitutes harassment or discrimination as follows: by informing the vice president of Human Resources or a department head or other Garden manager or supervisor, or by calling the Garden's hotline at 844-764-7270, which maybe done anonymously. Anyone who experiences such conduct is strongly encouraged to report the conduct as well.

Complaints concerning discrimination on the basis of sex in the Garden's educational programs and activities should be reported to the Vice President of Human Resources, who is the Garden's Title IX Coordinator or by calling the Garden's hotline at 844-764-7270.

Aida Z. Giglio, vice president of Human Resources
Chicago Botanic Garden
Human Resources – Barbara Carr Administrative Center
1000 Lake Cook Road, Glencoe, Illinois 60022
Phone: 847-835-8264
Email: agiglio@chicagobotanic.org

The Garden's policy is to investigate all such complaints promptly, thoroughly, and equitably. To the fullest extent practicable and consistent with promoting an environment free of harassment and discrimination, the Garden will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of Garden's policies against discrimination or harassment has occurred, the Garden will take appropriate corrective action, up to and including immediate termination of employment or dismissal from an academic program or activity.

Any violation of the Garden's policies against discrimination or harassment by any third party (including, for example, vendors, visitors, volunteers, board member, donors, and students) on Garden premises or at Garden-sponsored events also **must** be reported using the procedures set forth above.

Anti-Retaliation Policy

The Garden forbids retaliation against anyone for, in good faith, reporting harassment or discrimination, assisting in making a complaint of harassment or discrimination, or cooperating in an investigation of harassment or discrimination. If an individual believes he or she has been retaliated against for any of these reasons, he or she should notify the vice president of Human Resources or the Garden's hotline at 844-764-7270**.**

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Chicago Botanic Garden
Whistleblower Policy

A whistleblower as defined by this policy is an employee of the Chicago Botanic Garden who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws, payment for services not performed or goods not delivered, or other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal, dishonest or fraudulent activity, the employee is to contact the Vice President of Human Resources, Aida Giglio. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. The Vice President of Human Resources will report all findings to the Chairman of the Garden's Board of Directors, Robert Finke, or other Board member designated by the Chairman. An employee may contact the Chairman directly if the employee deems that circumstances warrant such action.

Whistleblower protections are provided in two important areas: confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation to comply with the law and to provide the accused individuals their legal rights of defense. The institution will not retaliate against the whistleblower. This includes, but is not limited to, protection from retaliation in the form of adverse employment actions such as termination, compensation decreases, or poor work assignments or threats of physical harm. Any whistleblower who believes that he/she is being retaliated against must contact the Vice President of Human Resources immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly investigated and appropriate corrective action will be taken. Employees with any questions about these policies should contact the Executive Vice President of Finance and Administration, Thomas Nissly, or the Vice President of Human Resources, Aida Giglio.