



Employee Handbook

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This Employee Handbook is the result of collaboration between the Administration, Staff and Board of Directors of Syracuse Children's Theatre. Many sections were guided by the text of the sample handbook provided by: Copyright 2004, National Council of Nonprofit Associations, www.ncna.org. *The National Council of Nonprofit Associations (NCNA) is the network of state and regional nonprofit associations serving over 22,000 members in 46 states and the District of Columbia. NCNA links local organizations to a national audience through state associations and helps small and mid-sized nonprofits: manage and lead more effectively; collaborate and exchange solutions; save money through group buying opportunities; engage in critical policy issues affecting the sector; and achieve greater impact in their communities.*

MISSION STATEMENT

Syracuse Children's Theatre is dedicated to providing cultural enrichment to the Children of Central New York through enjoyable, exciting, and enlightening theatrical experiences, including children's theatre, music and dance programs and highly acclaimed children's productions.

OVERVIEW

The Syracuse Children's Theatre Employee Handbook (the "Handbook") has been developed to provide general guidelines about Syracuse Children's Theatre policies and procedures for employees. It is a guide to assist employees in becoming familiar with some of the privileges and obligations of employment, including Syracuse Children's Theatre's policy of at-will employment. None of the policies or guidelines in the Handbook is intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the at-will employment policy, these guidelines are subject to modification, amendment or revocation by Syracuse Children's Theatre at any time, without advance notice, except as otherwise set forth herein.

The personnel policies of Syracuse Children's Theatre are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Executive Director. The Executive Director may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Executive Director for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters may also be reviewed with the Executive Director.

Syracuse Children's Theatre will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all Syracuse Children's Theatre employees. Further, Syracuse Children's Theatre expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of Syracuse Children's Theatre's Board of Directors, committees, membership, staff, and the general public.

EMPLOYEE WAGES AND BENEFITS

EQUAL EMPLOYMENT OPPORTUNITIES

Syracuse Children's Theatre is an equal opportunity employer, committed to providing equal opportunity for all employees and applicants, and does not engage in discrimination in employment, hiring or otherwise, based on race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, veteran status, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

Syracuse Children's Theatre shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of Syracuse Children's Theatre will not discriminate against any employee or applicant in a manner that violates the law. Each person is evaluated on the basis of personal skill and merit. Syracuse Children's Theatre's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Syracuse Children's Theatre will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Syracuse Children's Theatre may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director.

If Syracuse Children's Theatre determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Syracuse Children's Theatre will inform the employee who made the complaint of the results of the investigation.

Syracuse Children's Theatre is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment

exists at Syracuse Children's Theatre for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on Syracuse Children's Theatre. Employees who believe that they may require an accommodation should discuss these needs with the Executive Director.

DEFINITION OF TERMS

1. **Employer.** The Syracuse Children's Theatre is the employer of all full-time and part-time workers. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by Syracuse Children's Theatre.
2. **Full-Time Salaried Employee.** A Full Time Salaried Employee works an average of 35 hours per week, averaged over the previous 26 week period.
3. **Part-Time Employee.** A Part Time Employee regularly works an average of less than 35 hours per week, averaged over the previous 26 week period.
4. **Exempt Employee.** An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").
5. **Non-Exempt Employee.** A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non-Exempt Employees, an accurate record of hours worked must be maintained. Syracuse Children's Theatre will compensate non-exempt employees in accordance with applicable federal and state law and regulations, and with the rules and guidelines contained herein.

All employees are classified as either Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with Syracuse Children's Theatre, which provides otherwise, all employment at Syracuse Children's Theatre is "at-will." This means that any employee may be terminated from employment with Syracuse Children's Theatre with or without cause, and employees are free to leave the employment of Syracuse Children's Theatre with or without cause. Any representation by any Syracuse Children's Theatre officer, director or employee contrary to this policy is not binding upon Syracuse Children's Theatre unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

SALARY/HOURLY WAGE PAYMENTS

Teachers and staff will be paid bi-weekly. Payments will be on alternate Fridays throughout the year, based on class schedules. Other payment arrangements may be made directly with the Executive Director.

Hourly employees are paid at an hourly rate set by the Executive Director and determined by employee's job duties, length of service and employee performance. Depending on the employee's job duties, a specified wage (determined by the Executive Director) will be paid for the following job classifications, Teaching, Office/Prep., and Rehearsal/Performance.

Timesheets are due within two days of the end of each pay period. All salary deductions will be itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement). Other deductions may be made in accordance with applicable law.

BENEFITS/LEAVE BENEFITS GENERALLY

Participation in the benefits program begins upon employment, except as otherwise noted herein. Syracuse Children's Theatre reserves the right to modify benefits as deemed appropriate at any point in the future, upon written notice to all staff.

Syracuse Children's Theatre shall provide a competitive package of benefits to eligible full-time employees. The following outline of available benefits is

provided with the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by Syracuse Children's Theatre. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if required by policies and statutes. The Executive Director will determine levels of deductibility and co-payments for all insurance related benefits annually.

HEALTH INSURANCE

Syracuse Children's Theatre currently provides individual health insurance benefits for only the Executive Director.

Effective 1/1/2014, the Executive Director will have the option of health insurance coverage, individual or family as appropriate to be 100% covered by SCT.

IRA CONTRIBUTIONS

Any employee can elect to have any percentage for their bi-weekly gross pay deposited into an IRA account (up to the amount limited by state and federal restrictions). Eligible full-time employees, with a minimum of 6 months of accumulated employment will be eligible for Syracuse Children's Theatre's 100% matched funds. SCT matched funds are limited to a maximum of three percent (3%). This option will be offered once each year to new full-time eligible employees, on January 1st.

Syracuse Children's Theatre IRA account will be administered through Pioneer Investment Management, Inc., 60 State Street, Boston, MA 02109. 1-800-225-6292. Employee shall be solely responsible for investment options chosen.

SOCIAL SECURITY/MEDICARE AND MEDICAID

Syracuse Children's Theatre participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and Syracuse Children's Theatre contributes at the applicable wage base as established by federal law.

WORKER'S COMPENSATION AND UNEMPLOYMENT INSURANCE

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and Syracuse Children's Theatre, any accident that occurs on the job must be reported immediately, even if there are no injuries apparent at the time. Forms for this purpose are available from Syracuse Children's Theatre. Syracuse Children's Theatre also participates in the New York State unemployment program, as required by law.

HOLIDAYS

Full-time salaried employees are eligible for 11.5 holidays per year as follows: New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, The Day After Thanksgiving Day, Christmas Eve (1/2 Day), and Christmas Day. Full-time employees (employees who regularly work at least 35 hours per week) receive one (1) paid day off for each full day of holiday time. Any employee wishing to take a religious holiday may substitute a religious holiday for one of those listed above, with advance approval from their supervisor and the Executive Director.

VACATION

During the first 90 days of employment full-time salaried employees will not earn vacation benefits. During the remaining nine months of first year employment, a full-time salaried employee will be entitled to two weeks (10 days) of paid vacation. Full-time salaried employees will be entitled to two weeks (10 days) of paid vacation during the second year of employment. In their third year of employment, full-time salaried employees will be entitled to three weeks (15 days) of paid vacation. During the fourth year of employment, and thereafter, full-time salaried employees will be entitled to four weeks (20 days) of paid vacation per year. During the tenth year of employment, the thereafter, full-time salaried employees will be entitled to six weeks (30 days) of paid vacation per year. Part-Time employees are ineligible for vacation benefits. Use of vacation time is subject to approval by the supervisor and Executive Director and must be requested in hourly increments, using the appropriate leave request form. Employees are expected to use vacation benefits in the fiscal year in which vacation is earned. Employees may carry over unused vacation from one year to the next only with the approval of the Executive Director. Employees may not accrue more than the maximum leave they are allowed. Once an employee

reaches his or her annual ceiling, the employee ceases to accrue any additional vacation benefits. If an employee later uses enough vacation benefits to fall below the ceiling, the employee starts to accrue leave again from that date forward until he or she reaches his or her vacation ceiling. Accordingly, employees are encouraged to use all Vacation benefits in the fiscal year in which they are earned in order to avoid reaching the ceiling limit.

SICK LEAVE

Sick leave benefits are earned on a prorated basis of one day (7 hours) per month for full-time salaried employees beginning at first day of employment. Part-time employees receive prorated sick leave benefits, (i.e., 3.5 hours per month if the Employee works an average of 17.5 hours per week, averaged over a 26-week period). Use of sick leave is subject to approval by the supervisor and the Executive Director and must be requested in hourly increments.

Unused sick leave can accumulate from year to year up to a maximum of 30 days (210 hours) for full-time employees. This limitation on accrual of sick leave benefits is prorated accordingly for part-time employees. No sick leave benefits are paid upon separation of employment from Syracuse Children's Theatre for any reason. If an employee's illness or injury requires a consecutive absence of five (5) days or more, physician documentation will be required. Syracuse Children's Theatre also may recommend that the employee apply for state disability insurance (SDI). If the employee receives SDI and the compensation does not equal the employee's sick leave accruals, Syracuse Children's Theatre will make up the difference until all sick leave benefits are used.

PERSONAL LEAVE

Syracuse Children's Theatre provides three (3) days of personal leave per calendar year to all full-time salaried employees who have completed six consecutive months of employment. Personal leave is accrued at the beginning of each year and cannot be carried into the next year. Personal leave may not be taken in the first six (6) months of employment. All personal leave is subject to prior approval by the supervisor and Executive Director and must be requested in hourly increments. No personal leave benefits are paid upon separation from employment with Syracuse Children's Theatre for any reason.

MILITARY LEAVE

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of his or her need for a military leave and Syracuse Children's Theatre will request a copy of the employee's orders, which will be kept on record by Syracuse Children's Theatre. The time an employee spends on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

For military leaves extending 30 days or less, Syracuse Children's Theatre will continue to pay the portion of the premium on health insurance, if any, that it was paying before military leave began. In order to continue such health insurance, the employee must continue to pay his or her portion of premiums during this period. For military leaves extending beyond 30 days, the employee will have the option to continue his or her insurance coverage at the employee's cost. Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods.

PARENTAL LEAVE

Full-time salaried employees will be entitled to certain unpaid parental leave. For purposes of this section only, the following definitions apply: (1) "parent" means the natural mother or father of a child; a person who has legal custody of a child or who acts as a guardian of a child regardless of whether he or she has been appointed legally as such; an aunt, uncle or grandparent of a child; or a spouse to the above individuals; (2) "school-related event" means an activity sponsored by either a school or an associated organization such as a parent-teacher association which involves the parent's child as a participant or subject, but not as a spectator, including a student performance, such as a concert, play or rehearsal, the sporting game of a school team or practice, a meeting with a teacher or counselor, or any similar type of activity.

A parent is entitled to a total of 24 hours of unpaid leave during any 12-month period to attend or participate in school-related events for his or her child. Syracuse Children's Theatre reserves the right; however, to deny such leave if such a leave would disrupt Syracuse Children's Theatre's operations. While parental leave is unpaid, employees may elect to use accrued vacation or personal leave.

If the need for parental leave is foreseeable, the employee must provide a written notice and request for parental leave at least 10 days prior to the event. If the employee's need for parental leave is not foreseeable 10 days prior to the event, the employee must provide a written notice and request for parental leave as soon as he or she learns of the need for such leave.

BEREAVEMENT LEAVE

Full-time salaried employees shall be entitled to bereavement leave with pay of five (5) days in the event of a death in the employee's immediate family (spouse/life partner, child or parent) and three (3) days leave upon the death of a grandparent, sister or brother, father-in-law, mother-in-law, or grandchildren. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Executive Director immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may use, with the Executive Director's approval, available paid leave for additional time off as necessary and in accordance with operating needs.

EXTENDED PERSONAL LEAVE

Full-time employees who have been employed by Syracuse Children's Theatre for at least one year may apply for personal leaves of absence for up to eight weeks. Personal leaves are unpaid and are discretionary with the management of Syracuse Children's Theatre. When considering a request for a personal leave, Syracuse Children's Theatre will consider factors such as the employee's position, the employee's length of service, the employee's performance record including attendance, the purpose of the leave, the needs of the department in which the employee works, the effect of the leave on other employees, and Syracuse Children's Theatre's general business needs.

Personal leaves generally are unpaid. However, accrued vacation or personal time, if any, may be used to continue an employee's salary during the leave. Vacation and sick time will not continue to accrue during the leave of absence. Medical and life insurance benefits will continue on the same basis as if the employee were actively working.

Syracuse Children's Theatre cannot guarantee reinstatement upon return from a personal leave. Syracuse Children's Theatre will, however, make a reasonable effort to place the employee in an available position for which he or she is

qualified. If such a position is not available, then the employee's employment will terminate. Even in that event, the employee may later apply for reemployment. Employees who fail to report to work after an approved leave of absence are deemed to have voluntarily resigned. When an approved leave has been exhausted, the employee may request additional leave. The Executive Director must approve all unpaid leave in advance.

SCT CLASS CREDIT

It will be the policy of Syracuse Children's Theatre to provide educational opportunities for full and part time employees, interns, student helpers and/or their dependents to attend SCT classes at reduced or no charge. Classes may not interfere with the employee's regular work schedule, are subject to availability and the approval of the Executive Director. Class credits will be as follows:

Full-Time Salaried Employee	Self	Classes Free
	Legal Dependents under 19 years	Classes Free
Part-Time Employee	Self	Classes Free
	Legal Dependents under 19 years	Classes ½ price
Intern or Non-paid Student Assist.	Self	1 hour of class credit for each hour worked

STAFF DEVELOPMENT

Syracuse Children's Theatre will provide funding for approved educational/staff developmental opportunities for full-time salaried employees in good standing. Funding is subject to budget, availability and prior approval of Executive Director. After approval, funding will cover travel, meals, accommodations, tuition, materials, and time off work to attend classes/conferences. Eligible full-time employee must have a minimum of two years (24 months) of accumulated employment to be eligible for this benefit.

REQUIREMENTS & RESPONSIBILITIES OF EMPLOYMENT

BACKGROUND CHECKS

As a requirement of employment with Syracuse Children's Theater, all employees, with the exception of student helpers and student interns will submit to, and pass the background check, prior to commencement of employment. The background check will become a permanent document in each employee's file. Syracuse Children's Theatre reserves the right to request an additional or supplemental background check at any point in the future. Syracuse Children's Theatre will assume all financial responsibility for required background checks. Any failure to pass a background check, prior to or during a period of employment, will result in immediate termination.

The following agencies may be used for background checks:

Executive Investigation and Testing – Chris DePerno 435-3926
Corporate Security Solutions -Sharon Galvin 492-2133

HOURS OF WORK

The normal work week for Syracuse Children's Theatre shall consist of five (5), seven to eight (8) hour days. Regular business hours are from 9:00 a.m. - 4:00 p.m., Monday through Friday, and each full-time employee will be entitled to one hour (unpaid) for lunch. Employees may request to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to Syracuse Children's Theatre work assignments and approval of Executive Director, the employee's supervisor shall determine the hours of employment that best suits the needs of the program and the work to be done by the individual employee. It is anticipated that schedules will vary, depending on job assignments, teaching requirement, and production schedules.

ATTENDANCE AND PUNCTUALITY

Attendance is a key factor in job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If an employee is unable to be in the building at the assigned time because of illness or for any other reason, the employee **MUST** contact the Associate Director, or the Executive Director, **as soon as possible**, but no less than four (4) hours in advance of the scheduled time.

SEPARATION/TERMINATION

Either Syracuse Children's Theatre or the employee may initiate separation. Syracuse Children's Theatre encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Executive Director or his or her designee. The Executive Director has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

1. Resignation: Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused Vacation benefits.

2. Termination or Lay-off: Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated or laid off are entitled to receive accrued, unused Vacation benefits.

The Executive Director has authority to discharge an employee from the employ of Syracuse Children's Theatre. As stated above, all employment at Syracuse Children's Theatre is "at-will." It is the expressed policy of Syracuse Children's Theatre that all discussions of this nature be witnessed by the Associate Director, Office Manager, or SCT Board Representative, and recorded for inclusion in employee permanent file. That means that employees may be terminated from employment with Syracuse Children's Theatre with or without cause, and employees are free to leave the employment of Syracuse Children's Theatre with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected Syracuse Children's Theatre's decision to hire you (this conduct will result in your immediate termination);

- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;

- Performance at work below a level acceptable to Syracuse Children's Theatre or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination, refusing to work reasonable overtime; Fighting, arguing or attempting to injure another;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Destroying or willfully damaging the personal property of another, including Syracuse Children's Theatre's property;
- Breach of confidentiality; Gambling in any form on Syracuse Children's Theatre property;
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of Syracuse Children's Theatre or its customers or vendors;
- Placing oneself in a position in which personal interests and those of Syracuse Children's Theatre are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using Syracuse Children's Theatre property or services for personal gain or taking, removing or disposing of Syracuse Children's Theatre material, supplies or equipment without proper authority;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Syracuse Children's Theatre premises at any time in violation of Syracuse Children's Theatre's policies.

- Carrying or possessing firearms or weapons on Syracuse Children's Theatre property;
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment; dishonesty and/or theft.

At the sole discretion of the Executive Director, the employee may be asked to leave immediately or be given a period of notice.

RETURN OF PROPERTY

Employees are responsible for Syracuse Children's Theatre equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Executive Director or his or her designee, Employees must return all Syracuse Children's Theatre property that is in their possession or control. Where permitted by applicable law(s), Syracuse Children's Theatre may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. Syracuse Children's Theatre also may take any action deemed appropriate to recover or protect its property.

SPECIAL MEETINGS

It is anticipated that teachers will meet with their colleagues as often as is necessary and as time permits. As the need arises, various meetings, such as staff and faculty meetings, will be set up, and attendance at these Special Meetings shall be mandatory unless prior permission to be absent has been granted by the Executive Director or by other authorized Staff. SCT Interns may be invited to meetings as necessary or appropriate.

ANNOUNCEMENTS

As the need arises, it may be necessary to notify staff, interns, and students of important changes. Staff will be required to check e-mail and mailboxes [on a regular basis], including mandatory checks upon their daily arrival at SCT, before class begins, and at any times designated by the Executive Director or by other authorized Staff.

STAFF DRESS CODE

All staff is expected to give proper attention to personal cleanliness and to dress appropriately for all classes. Teachers and all other SCT personnel should exemplify and reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the educational setting.

A teacher's dress shall:

1. Be safe, appropriate and not disrupt or interfere with the education process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Wear appropriate footwear at all times.
4. Not include items that are vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, ancestry, national origin, gender, sexual orientation or disability.
5. Not promote and/or endorse the use of alcohol, tobacco, firearms or illegal drugs and/or encourage other illegal or violent activities.

CODE OF CONDUCT

As a requirement of employment, internship, or volunteer position with Syracuse Children's Theatre in any position that includes direct or indirect contact with children, the employee/intern/volunteer will be required to sign the Syracuse Children's Theatre Employee Code of Conduct form and the Syracuse Children's Theatre Internet Code of Conduct form. Both documents will become permanent documents in the employee's personnel file.

PRIVACY

Syracuse Children's Theater, its Administrators, Board members and Staff (including Volunteers and Interns), shall continually endeavor to ensure that its Staff and its Students rights to privacy shall be protected to the extent that SCT deems appropriate and practicable. However, SCT shall not be liable for the inadvertent or consensual disclosure of Staff, Intern, or Student information to

unauthorized third parties. Similarly, the individual Student, and not SCT, shall be liable for any intentional acts of unauthorized disclosure of otherwise private information concerning SCT Staff, Interns, or Students.

SMOKE-FREE WORKPLACE

In compliance with the New York State Clean Indoor Air Act, as amended, all indoor areas of the SCT building and planned expansion are smoke-free without exception. The purpose of the policy is to protect all employees and visitors from secondhand smoke, an established cause of cancer and respiratory disease. Smoking is not permitted anywhere in the indoor workplace, including without limitation, private enclosed offices, class and meeting rooms, kitchen, and additionally includes all outdoor areas on the property of the SCT building. Compliance with the Smoke-Free Workplace Policy is mandatory for all employees and persons visiting the SCT building, with no exceptions. Employees who violate this policy are subject to disciplinary action. Not only does this policy protect the health of all employees and visitors, it is the expressed wish of SCT to model healthy behavior for the students we serve.

REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action (aside from termination) or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the Executive Director. The decision of the Executive Director is final.

PERSONNEL RECORDS

Personnel records are the property of Syracuse Children's Theatre, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

All employees must complete, within two days of the end of each pay period, their time and attendance record for review and approval by the Executive Director. Accurately recording time worked is the responsibility of every

employee. Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action, including separation from employment with Syracuse Children's Theatre.

OUTSIDE EMPLOYMENT

Individuals employed by Syracuse Children's Theatre may hold outside jobs as long as they meet the performance standards of their job with Syracuse Children's Theatre. Employees should consider the impact that outside employment may have on their ability to perform their duties at Syracuse Children's Theatre. All employees will be evaluated by the same performance standards and will be subject to Syracuse Children's Theatre scheduling demands, regardless of any outside work requirements.

If Syracuse Children's Theatre determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of Syracuse Children's Theatre, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Syracuse Children's Theatre.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with Syracuse Children's Theatre.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about Syracuse Children's Theatre, or its members or donors, as a result of working for Syracuse Children's Theatre that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Syracuse Children's Theatre or to other persons employed by Syracuse Children's Theatre who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of Syracuse Children's Theatre. The disclosure, distribution, electronic transmission or copying of Syracuse Children's Theatre's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data;
- Program and financial information, including information related to donors;
- Pending projects and proposals; and
- Trade secrets

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential Syracuse Children's Theatre information without prior authorization will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on Syracuse Children's Theatre property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by Syracuse Children's Theatre may not solicit or distribute literature on Syracuse Children's Theatre's premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the Executive Director or his/her designee.

LOCKING OF DOORS

Prior to exiting the building at the end of the day, the employee responsible for locking the building will ensure that all students have left the building, all the lights have been turned off and that all doors and window are securely locked.

PROGRAM /CLASS EXPENDITURE

Prior to the start of each program/class, the program director/teacher should be familiar with the funds that have been allotted for the current program/class. Special needs for the program/class should be addressed as soon as possible. All expenditure of funds (budgeted and non-budget), require the approval of the Executive Director.

PETTY CASH

No employee may utilize petty cash funds, unless given express written approval of the Executive Director. No employee is allowed to accept cash for class payments or any other payments for Syracuse Children's Theatre.

Any employee, who spends personal funds for SCT purposes, without prior approval by the Executive Director in writing, shall not be reimbursed for said purchases, unless the Executive Director decides that said spending was appropriate. SCT employees who spend personal funds without meeting the aforementioned requirements need not be reimbursed by SCT.

MAILBOXES

Staff should check mailboxes upon arrival and prior to leaving the building, for bulletins, phone messages, flyers, etc. Please be sure to read carefully the bulletins and notices for dates and times of meetings and activities. Post these on your calendar.

KITCHEN/STAFF ROOM

A room is provided for SCT employees use (lunch, etc.). Please keep the kitchen clean and when necessary. Please avoid taking food and drink into classrooms whenever possible.

TELEPHONE CALLS

Personal phone calls are discouraged during office hours and shall be kept to a minimum. Personal phone calls are prohibited during class, if an emergency arises and you must take a call, you must ensure that your class is properly supervised during your absence. Cell phones must be turned off during class time.

COPY / FAX MACHINE PROCEDURES

The copy/fax machine is available for the expressed use of SCT for business only; all personal use of the equipment is discouraged and requires the authorization of the Executive Director.

USE OF SCT BUILDING AND RESOURCES

Rooms (when not in use by SCT) are available at the SCT Building for outside rental, for a nominal fee. An agreement between the Lessor and Lessee is required before the rental can occur.

TEACHING DUTIES AND RESPONSIBILITIES

ARRIVAL/DEPARTURE *

Arrival and Dismissal are critical times of day with the possibility of all sorts of emergencies arising. For this reason, all Employees have supervisory responsibilities until *all* students who entered the building have left the building with a parent, guardian or other approved adults. If the employee(s) on dismissal duty is/are unfamiliar with an adult who arrives to pick up a student, the employee should confirm with the student that this person should be transporting the child. In all areas of doubt or concern on the employee's part, the student data form should be consulted and the parent should be called when necessary to confirm that the student is being released to the correct adult.

At the end of each day all rooms that have been used must be checked for both students and for possessions that may have been left behind.

** Teachers/employees are expected to supervise all students at least 15 minutes prior to the scheduled start of class and remain until all students have been picked-up by parents, guardians or other approved adults*

STUDENTS MUST BE SUPERVISED AT ALL TIMES

Many problems can be prevented by proper supervision during class periods. The students in the youngest groups should be supervised by at least 2 adults and at no time should a student intern/assistant be solely in responsibility for a classroom of children.

DO NOT leave your room unsupervised. If an emergency should arise, contact another teacher within the building to cover your class.

Teachers whose rooms are near rest rooms are requested to periodically check to see if the facilities are being used properly. Students under 10 should be accompanied to and from rest rooms and the water fountain.

DOOR DUTIES AND RESPONSIBILITIES OF SUPERVISORS

Arrival & Dismissal Supervision - at least two (2) teachers shall be present in the front hallway during arrival and dismissal of all regularly scheduled classes.

Meal Supervision - Teacher will supervise students during meal and snack breaks. This includes all classes, rehearsals, dress rehearsals, and performances throughout the year.

EACH STAFF MEMBER SHALL CONSCIENTIOUSLY ATTEND TO HIS/HER SUPERVISORY DUTIES. ALWAYS ENSURE THE SAFETY OF ALL STUDENTS.

BE SURE THAT STUDENTS CONGREGATE IN AN ORDERLY FASHION. PREVENT RUNNING, SKATING, AND ALL GAMES WHERE A CHILD MAY GET HURT.

ATTENDANCE PROCEDURES

Attendance should be taken to ensure all students have arrived and are scheduled to take your class.

Advise the Executive Director of changes when necessary, i.e. new students, students who have dropped the classes, changes in address and telephone numbers, etc.

Absent students should be called at the following break to be given make-up attendance options.

If a student misses an excessive number of classes and is unable to complete necessary work for his/her role in a production, his/her role may be reassigned at the discretion of the Teacher and Executive Director.

INTERNS/ STUDENT ASSISTANTS

Yearly, local colleges send students into companies/organizations to gain experience in their field of study. To ensure an effective experience for the students, interns/student assistants, and the cooperating (supervising) teacher, the following will occur:

1. A cooperating teacher must be approved by the Executive Director.
2. Student assistants/interns will work/teach only with the teacher/program assigned. Interns may ask the Executive Director for a change of assignment but there is no guarantee that said request will be approved.
3. During student teaching, **the cooperating teacher should be in the classroom at all times for observation and guidance.**
4. The cooperating teacher is at all times responsible for the class program.

STUDENT DRESS CODE

All staff, interns, volunteers, and students are expected to give proper attention to personal cleanliness and to dress appropriately for all classes. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other SCT personnel should exemplify and reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the educational setting.

A student's dress shall:

1. Be safe, appropriate and not disrupt or interfere with the education process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Wear appropriate footwear at all times.
4. Not include items that are vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, ancestry, national origin, gender, sexual orientation or disability.
5. Not promote and/or endorse the use of alcohol, tobacco, firearms, or illegal drugs and/or encourage other illegal or violent activities.

TRANSPORTING STUDENTS

At no time should an employee, intern, or volunteer of SCT transport an underage intern or a student in his/her personal vehicle, with or without the consent of said student's parent. In cases where no parent can be reached to pick up a child or underage intern from classes, dress rehearsals or performances, the Executive Director is to be contacted immediately.

ACCIDENT REPORTS

If an accident occurs at Syracuse Children's Theater while you are in charge of a group of students, attend to the students needs the best that you can. **The first aid kit and AED machine are located in the SCT Hallway.** If it is a serious accident, call 911 to the scene of the accident. **Do not move a child who has suffered a head injury, back injury or suspected bone fracture.**

Parent/guardians must be notified of all accidents. An accident report must be completed for every accident resulting in an injury. The teacher who is in charge of the student at the time of the accident will be responsible for completing the accident report form. The written report must be given to the Executive Director and kept on file for 7 years.

STUDENT SAFETY

If SCT staff members become aware of any student safety issues, that staff member should immediately inform the Executive Director [the Managing Director and/or Vice President if the Executive Director is unavailable] who shall intervene, contact the student's parents or take other appropriate action as dictated by the event or issue.

EMERGENCY PROCEDURE

FIRE/EMERGENCY PROCEDURES

A plan for emergency evacuation of the building will be implemented as follows:

In the event of an emergency or fire, everyone in the building is to vacate the building in an orderly fashion using the nearest safe passageway to an exterior exit door.

The staff has been trained in the use of portable fire extinguishers, (and their location), and are responsible for the orderly evacuation of people from the building. The building evacuation, may be ordered by one or more of the following methods:

- a) Activation of fire alarm
- b) Direct order

Emergency numbers to call:

East Syracuse Fire Department 911

Sheriff 911

All Students and Staff will use the nearest safe passageway to an exterior exit door, unless otherwise directed by the staff in an emergency. *Senior staff member shall check building to ensure all students have been safely evacuated from the building.* After exiting from the building, please line up on the east side of Allen Street, starting 200 feet behind the backyard fence. Teachers will take attendance to ensure all students and staff have been accounted for. *Under no circumstance shall anyone re-enter the building until re-entry of the building has been approved by the Fire Department.* In the event that it becomes necessary to evacuate or close the SCT Building during the normal hours, students may be relocated to an emergency shelter, as directed by the East Syracuse Police/ Fire Department or other authorized agencies.

EMERGENCY GUIDELINES WHEN EXECUTIVE DIRECTOR IS UNAVAILABLE

In the event the Executive Director is unavailable during an emergency situation needing immediate intervention, we will follow these guidelines to help keep everything running smoothly for everyone involved.

The person (s) in charge [typically the managing director or Vice President] will:

- Call 911 and parents when appropriate
- Act as a fact finder
- Deal with student behavior and crisis situations
- gather and present information to the Executive Director for follow-up purposes
- Direct teachers and students during emergency situations in accordance with the Emergency Plan
- assist in the event of injury

The person in charge will contact the Executive Director Todd Ellis at 315-751-7248, as soon as possible.

POLICY AGAINST WORKPLACE HARASSMENT

Syracuse Children's Theatre is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers, interns, and of course students.

Syracuse Children's Theatre's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Syracuse Children's Theatre has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment.

This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Syracuse Children's Theatre's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy.

Syracuse Children's Theatre's policy against harassment covers employees and other individuals who have a relationship with Syracuse Children's Theatre which enables Syracuse Children's Theatre to exercise some control over the individual's conduct in places and activities that relate to Syracuse Children's Theatre's work (e.g. directors, officers, contractors, vendors, volunteers, interns, etc.).

PROHIBITION OF SEXUAL HARASSMENT

Syracuse Children's Theatre's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

The following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities; (8) The act of or attempt to date a student (client) of Syracuse Children's Theatre, this includes Student Interns/Assistants that are 17 years of age or younger, is prohibited for all SCT employees, without exception. Even in circumstances under which a relationship of this type is with consent, it is not sanctioned by SCT as appropriate or acceptable for instructors to "date" or pursue students for personal relationships.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers, interns, and even students uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action - including termination - regardless of whether it is unlawful.

It is also unlawful and expressly against Syracuse Children's Theatre policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

PROHIBITION OF OTHER TYPES OF DISCRIMINATORY HARASSMENT

It is also against Syracuse Children's Theatre's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment;

(2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Syracuse Children's Theatre's premises such as on an employee's desk or workspace or on Syracuse Children's Theatre's equipment or bulletin boards.

Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above. It is also against Syracuse Children's Theatre's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

REPORTING OF HARASSMENT

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Syracuse Children's Theatre, you should report the incident immediately to your supervisor, the managing director, and ultimately to the Executive Director. Possible harassment by others with whom Syracuse Children's Theatre has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Syracuse Children's Theatre will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Syracuse Children's Theatre's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Syracuse Children's Theatre determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party,

which can include counseling, warnings, suspensions, and termination. Referral to Law Enforcement and/or Child Protective Services will be made if appropriate. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Syracuse Children's Theatre will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the staff member designated as grievance officer, currently the Vice President of the Board of Directors.

PROTOCOL FOR RESOLVING QUESTIONS OR CONFLICTS

1. Staff issues with Staff – make appointment with Executive Director to discuss if not immediately resolvable.
2. Parent/Student issue with Staff – make appointment with Executive Director to discuss if not immediately resolvable.
3. Staff issue with Student – make appointment with Executive Director to discuss if not immediately resolvable.
4. Staff/Parent/Student issue with administrative policy – make appointment with Executive Director to discuss if not immediately resolvable.
5. Staff issue with Executive Director should be referred to Board appointed Staff Liaison/Grievance Officer (currently the Board Vice President,) and the Board President when requested.
6. If any of these issues cannot be resolved, the Board Representative will meet with Executive Director and all parties involved.

COMPUTER AND INTERNET USE PROTOCOL

COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of Syracuse Children's Theatre's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and Syracuse Children's Theatre's telephone, voice mail and electronic mail systems.

Syracuse Children's Theatre has provided these systems to support its mission. Although limited personal use of Syracuse Children's Theatre's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Syracuse Children's Theatre's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in Syracuse Children's Theatre's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of Syracuse Children's Theatre. Syracuse Children's Theatre may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in Syracuse Children's Theatre's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Syracuse Children's Theatre. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

Syracuse Children's Theatre's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, Syracuse Children's Theatre's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to Syracuse Children's Theatre's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and

files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

Attempts should not be made to bypass, or render ineffective, security facilities provided by the company. Passwords should not be shared between users. If written down, passwords should be kept in locked drawers or other places not easily accessible.

Document libraries of other users should not be browsed unless there is a legitimate business reason to do so. Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to the Executive Director.

Additions to or modifications of the standard software configuration provided on Syracuse Children's Theatre's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to the Executive Director.

Individual users should never load personal software to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to the Executive Director.

Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to the Executive Director. Downloading or copying documents from outside the company may be performed not to present a security risk. Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus.

Syracuse Children's Theatre's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data. Computer games should not be loaded on Syracuse Children's Theatre's PCs. Unlicensed software should not be loaded or executed on Syracuse Children's Theatre's PCs.

Company software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing

up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.

Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to the Executive Director.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

Turn off your personal computer when you are leaving your work area or office for an extended period of time. Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.

Remove previously written information from floppy diskettes before copying documents on such diskettes for delivery outside Syracuse Children's Theatre. Back up any information stored locally on your personal computer (other than network-based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the Executive Director.

INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. Syracuse Children's Theatre has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of Syracuse Children's Theatre, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

Syracuse Children's Theatre may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Syracuse Children's Theatre may restrict access to certain sites that it deems are not necessary for business purposes.

Syracuse Children's Theatre's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact the Executive Director.
- Without prior approval of the Executive Director, software should not be downloaded from the Internet as the download could introduce a computer virus onto Syracuse Children's Theatre's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of Syracuse Children's Theatre.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to Syracuse Children's Theatre computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

- The Internet should not be used to endorse political candidates or campaigns.

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

SYRACUSE CHILDREN’S THEATRE WHISTLEBLOWER POLICY

GENERAL

The Syracuse Children’s Theatre (Organization) Code of Ethics and Conduct (“Code”) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

REPORTING RESPONSIBILITY

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

NO RETALIATION

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

REPORTING VIOLATIONS

The Code addresses the Organization’s open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee or intern’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with the Executive Director or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Vice President, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following

the Organization's open-door policy, individuals should contact the Board President directly.

COMPLIANCE OFFICER

The Vice President is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the Board of Directors. The Vice President has direct access to the board of directors and is required to report to the Board of Directors at least annually on compliance activity.

ACCOUNTING AND AUDITING MATTERS

The Vice President of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Vice President shall immediately notify the Board of Directors of any such complaint and work with the committee until the matter is resolved.

ACTING IN GOOD FAITH

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

CONFIDENTIALITY

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

HANDLING OF REPORTED VIOLATIONS

The Vice President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

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.If you have any questions regarding any of the policy guidelines listed above, please contact the Executive Director.

SYRACUSE CHILDREN'S THEATRE EMPLOYEE CODE OF CONDUCT

The Syracuse Children's Theatre (SCT) strives to create a safe and enjoyable environment for all students, student interns/assistants, parents, staff members, board members, participants and guests (SCT Community) in all of our events. All employees and interns of the SCT Community will be expected to politely and courteously conduct themselves at all times.

We encourage employees and others affiliated with the Syracuse Children's Theatre to observe the following:

- Treat all members of the SCT Community with respect and as individuals.
- Teach students to respect each other's similarities and differences.

The following Unacceptable Behavior will not be allowed by SCT employees:

- Acting in a manner which ignores the health, safety or welfare of any member of the SCT Community, by placing that person in danger of bodily injury or emotional pain.
- Using or being under the influence of any alcohol, drugs or unauthorized prescription or non-prescription medication while under the employment of Syracuse Children's Theatre.
- Possession or use any tobacco product, cigarette lighters, matches, or other such paraphernalia while conducting activities with or on the property of Syracuse Children's Theatre.
- Using offensive language, such as curses or use vulgar, obscene or offensive language; or send or forward any offensive, sexually-oriented, or threatening messages, pictures or symbols from any source (including in person, email, text messages, instant message, etc.)
- Using the internet at Syracuse Children's Theatre to down-load, print, or display pornographic or offensive materials.
- Participating in any inappropriate displays of affection.

FURTHERMORE:

1. All communication between staff and students and/or interns outside of Syracuse Children's Theater (SCT) rehearsal or show time must be through parents. *No exceptions*
2. Staff and interns must not connect with other SCT students or interns as "friends", "followers", or thru any other digital or electronic platform.

3. Teachers may not be alone in a room with any student or intern with the door closed.
4. At least two (2) staff members - excluding interns - must be present at SCT (or a rehearsal or performance thereof) until the last child is picked up. No staff member should be alone with a student unless the staff member is the child's parent or guardian.
5. No underaged staff or student intern may be left alone with a staff member that is over age 18.
6. Staff must report any reasonable suspicion that another staff member has violated the Syracuse Children's Theatre Code of Conduct and/or any provision of the Syracuse Children's Theatre Employee Handbook. Said violations must be reported to the Vice President, Managing Director, and/or Executive Director.
7. Similarly, if a student or intern discloses to an employee that another staff member and/or intern has violated the Syracuse Children's Theatre Code of Conduct and/or any provision of the Syracuse Children's Theatre Employee Handbook, said conduct must be reported.

SCT Employees and interns who behave in an unacceptable manner will be asked to leave the SCT class or event and may be permanently dismissed from their position upon review by the Executive Director. Parents/guardians will be contacted if the SCT Employee is under 18 years of age.

SCT Employee/Intern Signature

Date

Parent/Guardian Signature
(for employees/interns under 18)

Date

SYRACUSE CHILDREN'S THEATRE INTERNET CODE OF CONDUCT

Use of the Internet by students and staff of Syracuse Children's Theatre (SCT) shall be to support education and research that is consistent with the mission of SCT. Use will be in accordance with the acceptable use procedures and the Syracuse Children's Theatres Internet Code of Conduct as follows:

1. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
2. Treat information created by others as the private property of the creator.
3. Respect copyrights
4. Do not destroy, modify or abuse the hardware or software in any way.
5. Do not create, distribute or download programs that harass other users or infiltrate a computer or computing system and or damage the software components of a computer or computing system.
6. Do not use the Internet to access or process pornographic or otherwise inappropriate materials.
7. Do not use the Internet for commercial purposes.

Syracuse Children's Theatre reserves the right to remove a user's Internet privileges if it is determined that the user is engaged in unauthorized activity or is violating the Internet Code of Conduct.

Internet Acceptable Use Policy

1. Users must respect the privacy of others; for example, users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others, or represent themselves as other users unless explicitly authorized to do so by that user.
2. Users must respect the legal protection provided by copyright and license to programs and data.
3. Users must respect the integrity of computing and network systems; for example, users shall not intentionally develop programs that harass other users or infiltrate a computer, computing system or network and or damage or alter the software components of a computer, computer system or network.

4. Use should be consistent with guiding ethical statements and accepted community standards. Malicious use is not acceptable.
5. Internet may not be used in ways that violate applicable laws and regulations.
6. Use of the Internet and any attached network will not be used in a manner that precludes or significantly hampers its use by others
7. Repeated, unsolicited and unwanted communication of an intrusive nature is not acceptable. For example, continuing to send e-mail messages to an individual after being asked to stop is not acceptable.
8. Do not disclose, disseminate or use any personal information or personal identifiable information about anyone, especially minors, without permission or authorization.
9. Adult Employees and/or Student Interns may not connect with SCT students or other Interns as "friends", "followers", or in any other manner through social media or other digital communication in any manner,
10. All communications between staff and interns and/or students outside of a scheduled rehearsal or show time **MUST** be done through the intern or student's parent or guardian. *No exceptions.*

The intent of this policy is to make clear certain uses, which are and are not appropriate, but do not include all such possible uses. The Syracuse Children's Theatre does not routinely monitor or judge the content of information transmitted over the Internet, but reserves the right to do so. SCT will investigate complaints or suspicion of inappropriate uses. Prohibited use and/or violation(s) of the Internet Code of Conduct policy will likely lead to disciplinary action or termination from SCT.

Parents/guardians will be contacted if the SCT community member is under 18 years of age.

_____	_____	_____	_____
SCT Community Member	Date	Parent/Guardian Signature (member under age 18)	Date

SYRACUSE CHILDREN'S THEATRE **SEXUAL HARASSMENT POLICY**

Sexual harassment of students, student interns, or staff is strictly prohibited and may result in severe penalties up to and including notification of legal authorities, termination of employment or permanent suspension of employees or interns from SCT programs.

Formal Definition:

In 1980, the EEOC formally defined sexual harassment. This definition has been accepted by the courts.

The legal definition of sexual harassment is as follows:

*Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute **sexual harassment** when...*

- *Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.*
- *Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individuals.*
- *Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance.*
- *Such conduct creates an intimidating, hostile, or offensive working or education environment.*

Accordingly, sexual harassment is categorized as either **Quid Pro Quo Harassment** or **Hostile Work Environment Harassment**.

- Quid Pro Quo Harassment: generally involves the harasser demanding sexual favors in return for something. This may include job endangerment, pay increases, promotions, or satisfactory/superior grades or recommendations.
- Hostile Work Environment Harassment: describes instances where threats or trade offs are not as obvious. Such incidents include behaviors which are sexually offensive and make it uncomfortable for the individual to work or learn.

Types of Harassment:

There are four general types of sexual harassment:

1. Verbal Harassment/Abuse: requests for sexual favors, lewd comments, name calling, dirty jokes
- 2.

- 3.
4. Physical Harassment/Abuse: unwanted touching, kissing, cornering, massaging (in the extreme – rape)
5. Visual Harassment: leering or displaying sexually explicit photos or other objects.
6. Job Endangerment: threats of discipline based upon demands for sexual favors

I have read the Sexual Harassment Policy summary in the Syracuse Children’s Theatre Handbook and understand that any and all forms of Sexual harassment of students or staff is strictly prohibited and may result in severe penalties up to and including notification of legal authorities, termination of employment, or permanent suspension of students from SCT programs.

SCT Employee/Intern	Date	Parent/Guardian Signature (for employees under 18)	Date
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CONFLICT OF INTEREST POLICY FOR THE SYRACUSE CHILDREN'S THEATRE

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to Syracuse Children's Theatre, or result in personal financial, professional, or political gain on the part of such persons at the expense of Syracuse Children's Theatre or its Members, supporters, and other stakeholders.

Definitions: Conflict of Interest (also Conflict) is a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of Syracuse Children's Theatre. *Board* means the Board of Directors. *Officer* means an officer of the Board of Directors.

Volunteer means a person -- other than a board member -- who does not receive compensation for services and expertise provided to Syracuse Children's Theatre and retains a significant independent decision-making authority to commit resources of the organization. *Staff Member* is a person who receives all or part of her/his income from the payroll of Syracuse Children's Theatre.

Member is a Member of Syracuse Children's Theatre which shall be a state association of nonprofit organizations that represent a statewide and multi-sector or sub-sector 501(c)(3) constituency with a diverse range of corporate identities, or a regional association of nonprofit organizations that represent a specific region within a state or multi-state geographic area and a multi-sector or sub-sector constituency with a diverse range of corporate identities. *Supporter* refers to corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to Syracuse Children's Theatre.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 - a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or their organization stands to benefit from a Syracuse Children's Theatre transaction or staff member of such organization receives

payment from Syracuse Children's Theatre for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.

- c. A board member's organization receives grant funding from Syracuse Children's Theatre.
 - d. A board member or staff member is a member of the governing body of a contributor to Syracuse Children's Theatre.
 - e. A volunteer working on behalf of Syracuse Children's Theatre who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Syracuse Children's Theatre's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
 3. A Board member or Committee member who is formally considering employment with Syracuse Children's Theatre must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with Syracuse Children's Theatre must submit a written request for a temporary leave of absence to the Secretary of the Syracuse Children's Theatre Board, c/o the Syracuse Children's Theatre's office, indicating the time period of the leave. The Secretary of Syracuse Children's Theatre will inform the President of the Board of such a request. The President will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the Syracuse Children's Theatre.
 4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

5. Anyone in a position to make decisions about spending Syracuse Children’s Theatre’s resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.

6. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person’s relationship with Syracuse Children’s Theatre or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

7. This policy and disclosure form must be filed annually by all specified parties.

**Syracuse Children’s Theatre’s
Employee Conflict of Interest
Disclosure Form**

This form must be filed annually by all specified parties, as identified in the Syracuse Children’s Theatre Conflict of Interest Policy Statement (ratified by the Syracuse Children’s Theatre’s Board of Directors on December 3, 2007).

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date _____

SYRACUSE CHILDREN’S THEATRE EMPLOYEE CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about Syracuse Children’s Theatre, or its members or donors, as a result of working for Syracuse Children’s Theatre that is not otherwise publicly available constitutes confidential information; this information includes trade secrets, program planning, confidential medical or personal information regarding students, and SCT financial information.

Employees may not disclose confidential information to anyone who is not employed by Syracuse Children’s Theatre or to other persons employed by Syracuse Children’s Theatre who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of Syracuse Children’s Theatre’s confidential information is prohibited. Any employee who discloses confidential Syracuse Children’s Theatre information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

The disclosure of information to the appropriate authorities regarding credible sexual harassment, child abuse and maltreatment, or criminal allegations/ conduct is not prohibited by this confidentiality pledge as a matter of public policy.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____ Date: _____

(Print Name)

Please sign and return to the Executive Director

HIPAA Policy

Syracuse Children's Theatre employees will at times receive information regarding student's medical needs and/or conditions. This is very personal information that is shared by parents, concerning their children. Syracuse Children's Theatre employees are never to discuss such needs or conditions with anyone except the Executive Director or Associate Director of SCT, unless the child and/or his parent/guardian has specifically authorized the above individuals to release information as necessary such that accommodations can be made for a student's special needs or conditions during their time at Syracuse Children's Theatre.

If these conditions have been made aware to all Syracuse Children's Theatre employees, then they must not openly discuss these issues in venues where other people in the SCT population may hear what is being discussed.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____ Date: _____

(Print Name)

Please sign and return to the Executive Director

EMPLOYEE RECEIPT AND ACCEPTANCE **HANDBOOK SIGNATURE PAGE**

THIS PAGE IS TO BE COMPLETED BY THE EMPLOYEE AND GIVEN TO THE EXECUTIVE DIRECTOR, WHO IS RESPONSIBLE FOR KEEPING IT ON FILE AND WILL BECOME A PART OF YOUR PERMANENT EMPLOYEE FILE.

I hereby acknowledge receipt of my personal copy of the Syracuse Children's Theatre Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand that changes in SCT's policies may supersede, modify, or eliminate the information summarized in this handbook. As SCT provides updated policy information, I accept responsibility for reading and abiding by the changes.

I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Syracuse Children's Theatre that provides otherwise, I have the right to resign from my employment with Syracuse Children's Theatre at any time with or without notice and with or without cause, and that Syracuse Children's Theatre has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the Syracuse Children's Theatre Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

I received the Handbook and/or the Handbook Update on _____.
(Date)

Printed Employee Name _____.

Employee Signature _____.

Social Security Number _____.

GRATITUDE

This Handbook is the result of hours of labor researching, writing, editing, re-writing and has been lovingly compiled by the Staff, Administration, and Board of SCT.

Our sincere appreciation also to the National Council of Nonprofit Organizations for the use of their Sample Employee Handbook © 2004, without which this Handbook might never have been finished. Many of the sections included in this handbook were re-written, paraphrased or taken directly from this document. For this reason we are including the following attribution, with gratitude:

Copyright 2004, National Council of Nonprofit Associations, www.ncna.org.

The National Council of Nonprofit Associations (NCNA) is the network of state and regional nonprofit associations serving over 22,000 members in 46 states and the District of Columbia. NCNA links local organizations to a national audience through state associations and helps small and mid-sized nonprofits: manage and lead more effectively; collaborate and exchange solutions; save money through group buying opportunities; engage in critical policy issues affecting the sector; and achieve greater impact in their communities.

Syracuse Children's Theatre Board of Directors:

Mark Bell, President

Date

Rich Aiello, Vice President

Date

Betty Michiel, Secretary

Date

Ben Oscarlece, Treasurer

Date

Chris Bonchetti

Date

Theresa Burns

Date

_____ Elaine Conway	_____ Date
_____ Rosalyn Lampkin	_____ Date
_____ Mehdi Mollapour	_____ Date
_____ Gil Palladino	_____ Date
_____ Karen Vedder	_____ Date
_____ Dan Whelan	_____ Date

And we continue to send our sincerest thanks and gratitude to members of our
Syracuse Children's Theatre President Emeritus Board:

Tom Fitzpatrick
Galen Haab *and*
Beth Leibrick