

Keilim Policy Toolkit is an educational platform to provide resources to organizations. Keilim is not a legal document, and your organization needs to take into account all relevant federal, state, and local laws. Because laws vary by state and city, it is essential that you also work with an attorney to ensure that your protocols are legally compliant.

Living Your Policy:

Education

Sample Policy Language:

[Organization] will conduct **annual** training and learning opportunities open to all its employees, contractors, volunteers, leaders, those involved in governance, congregants, members. The training will include, at minimum, [organization's] behavioral expectations, its prohibition against retaliation, its process for receiving and handling complaints, and, for supervisors and managers, their responsibilities when learning of problematic behavior. **This training will conform with (cite applicable statute or other regulation).** [Organization] will require completion of [X number] of annual training and learning opportunities for all staff members [on respect in the workplace, anti-harassment and discrimination, organizational policy and reporting systems]. In addition, completion of training (on XXXX) will be required for all members of the Board of Trustees and other volunteers.

[Organization] staff, members of the Board of Trustees, and volunteers who begin their duties mid-cycle will be expected to complete a [training or one-on-one conversation with their supervisor/HR] on the policy during their onboarding process, and subsequently complete a more expansive training at the next available session if it is not available during the onboarding process. This training/conversation should be completed within one month of beginning their employment or beginning their volunteer activities.

***Light blue text are suggestions**