

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:

Sharing Your Policy

Sample Policy Language:

All members of [organization] will be provided with a copy of this policy and with the name of a staff member who can answer any questions about its content or applicability. All employees, volunteers, and **members** must sign an affirmation, indicating that they have received, read, and understand the policy, upon beginning employment, volunteer work, **or membership**, and again annually in **June**. In addition, [organization] will take the following steps to ensure the policy is shared as widely as possible:

- A digital copy of the policy will be linked on the homepage of the website [insert link]
- A hard copy of the policy will be available in the **main office** and **library**, in an accessible location
- The policy will be referenced by leadership annually at public events, including: [insert *divrei Torah*, sermons, community sessions, etc. and date of event]
- An annual email will be sent to the membership with a link to the policy [dates sent]
- Summaries and links to the policy will be included in the organization's newsletter or social media [dates sent]
- A link to the policy will be included in the footer of regular communications
- A copy of the policy will be included in onboarding materials for staff, new member packets, and as the appendix in contractor agreements
- The policy is available in the following formats [large-print, screen-reader accessible, different languages, etc]

*Light blue text are suggestions