

Hadar Policy Annex

Below are various scenarios that could possibly arise outside of your formal work for Hadar, along with guidance for thinking about how to approach these scenarios. Your conduct outside of Hadar reflects on our Institute. We expect you to behave professionally and uphold Hadar's standards at all times, in keeping with Hadar's high expectations of professionalism and integrity. Hadar's policies and procedures apply to all interactions involving Hadar students, employees, agents, board members, or other affiliated individuals, regardless of whether the interaction is part of your formal work for Hadar.

- **Off Premise Interactions:** Interactions between employees and students should always be observable or interruptible, no matter where they take place.
 - If one employee and one student are alone in a car, affirmative consent from the student for the car ride must be obtained in advance. Another individual at Hadar must be informed of the trip in advance and upon its conclusion.
 - If an employee drives a student home, the employee may not walk the student to the door, unless there is a safety concern, in which case the employee should tell another staff member when the student has safely entered their home. If students and employees are walking together publicly, they should say goodbye to one another on the street.
 - If a student is hosted in a teacher's home, at least three adults (including teacher and students) should be present at all times. All interactions should take place in common areas and dressed in daytime (rather than sleeping) attire.
- **Shabbat Sleepover Hosting:** If a student is invited to sleep over at a staff or board member's home on a Shabbat or hag, then the following is required:
 - At least three adults (including staff/board member and students) should be present at all times.
 - The sleeping arrangements for the student — including with whom they will share a room, if applicable — must be made clear to the student in advance of the visit, and the student must agree to the arrangement ahead of time.
 - The staff or board member cannot sleep in the same room as the student.