

Board Approved 7/13/23

GSJC PROCEDURES FOR ADDRESSING ALLEGATIONS OF UNETHICAL BEHAVIOR

THE FOLLOWING PROCEDURES DELINEATE HOW ALLEGATIONS OF UNETHICAL BEHAVIOR BASED ON THE GSJC STANDARDS FOR ETHICAL AND CIVIL CONDUCT WILL BE ADDRESSED.

- Any allegation of unethical behavior, oral or in writing, should be directed to the synagogue president or rabbi. Once received, the synagogue president and rabbi will meet and the president will initiate the Ethics Team process to create the ad hoc Ethics team. If the GSJC President is implicated in the complaint, the allegation may be brought to the Vice President. If there is a conflict of interest (ex. Vice President is the spouse of the President), another Executive Committee member will be tasked with the President's role below in the case of an allegation against the President. If the Rabbi is implicated in the complaint, the President and Vice President will take on the duties of convening the Ethics Team.
- The GSJC president will appoint a congregant to chair the Team. The Ethics Team shall consist of the Ethics Team chair, president and rabbi who will also select a minimum of two congregants as Ethics Team members based on the following qualities: integrity, leadership, independence, and ability to handle challenging situations. Once the team is created and the members oriented, the Ethics Team Chair will share the allegation with the other members.
- Members of the Ethics Team must recuse themselves if an allegation pertains to them in any way.
- In response to an allegation of unethical behavior, the Ethics Team will speak to all parties involved, gather all the facts, and review documents along with any other relevant materials that will inform their further actions.
- Full consideration should be given to the goals of healing and reconciliation in determining how to proceed and what actions should be taken. This suggestion is not intended to minimize the importance or the consequence of violating this code. Rather, given the broad range of possible code violations, responses to such behavior should be proportional and sensitive to the fact that these are situations in which we are dealing with fellow members of our sacred community.

- If the alleged ethics violator is a member of a professional organization with its own code of ethics [i.e., Central Conference of American Rabbis (CCAR), Association of Reform Jewish Educators (ARJE)], the Ethics Team should consult with the ethics committee chair of that organization, to coordinate our congregation's process with that of the professional organization, balancing the needs of our congregation and those of the professional body.
- GSJC members will take no adverse action or retaliation against anyone making a complaint in good faith of a possible violation of the Code of Ethics. Anyone deliberately making a false accusation will be in violation of this Ethics Code and subject to its procedures.
- When an allegation is reported, the ensuing meeting of the Ethics Team may determine it necessary or simply prudent to consult or hire legal counsel when addressing allegations of unethical behavior, especially allegations involving more grievous allegations. Notice may also need to be made to the synagogue's insurance company.
- GSJC's Code of Conduct has been and will be periodically reviewed by appropriate legal counsel to ensure it is always in accord with all federal, state and local laws addressing nonprofits, religious entities, employment matters, administrative or law enforcement reporting duties, and other relevant legal requirements. Ethics Team members should be made aware of any legal reporting requirements.
- While there is no time limit to making an allegation of unethical behavior, the time that has elapsed since the alleged violation will be one of many factors in the totality of circumstances considered by the Ethics Committee. If there is a legal requirement to report allegations to the State or appropriate agencies within a certain time period, the team members, rabbi or president must do so.
- During information gathering and/or consideration of a resolution for an ethics violation, the committee shall bear in mind that, as a sacred community, healing and reconciliation are important goals to achieve.