



**BFF Omaha, Inc.,
Volunteer Handbook and Policies**

SECTION I: Introduction

1. Introduction

- Welcome to BFF Omaha. This handbook is intended to help clarify the policies and procedures for BFF Omaha volunteers. If you have any questions about it, please ask! We will be asking you to sign a statement indicating you understand and accept these policies.

2. About BFF Omaha

- BFF Omaha (BFF) is a nonprofit 501(c)(3) arts and community organization whose mission is Building Community Through Arts Engagement. Headquartered in Benson, we support the arts & our community through Advocacy, Education, Inclusion, Opportunity, and Unique experiences (AEIOU). We provide a social infrastructure that is integral to the community's well being and supportive of local artists, businesses, residents, commerce, and the environment through interactive art programs.

3. Purpose of Volunteer Policies

- These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. BFF Omaha reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Executive Director, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Executive Director.

4. Definition of "Volunteer" '

- A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the organization. A "volunteer" must be officially accepted and enrolled by the center prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of the organization.

SECTION II: General Volunteer Policies

1. Anti-discrimination Policy:

BFF Omaha, Inc. does not and shall not discriminate on the basis of race, color, religious or spiritual orientation, gender, gender expression, age, national origin or ancestry, citizenship status, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, selection of volunteers, vendors or independent contractors, hiring and firing of staff, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our community, including members, artists, spectators, volunteers, independent contractors, vendors, and all other individuals we encounter.

BFF Omaha, Inc. does not and shall not tolerate any actions or speech that is discriminatory or hateful in nature. Anyone who experiences such speech or action should immediately report it to a member or volunteer so that the matter can be promptly addressed.

BFF Omaha, Inc. is an equal opportunity employer and contractor. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, selection of independent contractors, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

2. Sexual and Other Unlawful Harassment Policy

- BFF Omaha will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment.

- Please see BFF's Investigation Policies and steps for Incidents and Accidents in Section Five, Clause 5 below.

3. Accessibility Statement

- BFF Omaha, Inc. is committed to maintaining accessibility within our facilities, events, and website. We will work to ensure that ADA measures are put into place when possible and our website achieves a top level conformance to the Web Content Accessibility Guidelines (WCAG) 2.0, to comply with the National Disability Authority's Code of Practice on Accessibility of Public Services and Information Provided by Public Bodies.
- BFF Omaha will provide any necessary accessibility accommodations outside of current measures upon request.

4. Business Ethics and Conduct Expectations

- Financial Integrity: For those with financial responsibilities within the organization: signing contracts, sponsorship agreements, and allocation of BFF money must be approved by the appropriate member (Executive Director or Board Treasurer) and be made in the organization's best interest.
- Support: BFF strives to create an environment free of harassment, intimidation, bias, and discrimination.
- Raising Concern: All issues concerning BFF, its volunteers and employees, its partners, and associated shows or artists should be directed to a BFF director's attention in person, by phone (402.203.5488), or via email (info@bffomaha.org). Social media is not a tolerated avenue for issues of concern.
- All employees are expected to conduct themselves in a professional and representative manner at all times in and outside of the workplace, reflecting BFF's code of conduct, core values, mission, and beliefs.

5. Conflicts of Interest:

- A potential conflict of interest arises when a director, officer or key person, or that person's relative or business (a) stands to gain a financial benefit from an action BFF Omaha takes or a transaction into which BFF Omaha enters; or (b) has another interest that impairs, or could be seen to impair, the independence or objectivity of the director, officer or key person in discharging their duties to the Corporation.

- Employees must disclose to the best of your knowledge all potential conflicts of interest as soon as you become aware of them and always before any actions involving the potential conflict are taken.
- All conflicts of interest will be discussed, managed, and attended to by BFF's Board of Directors. When a matter involving a conflict of interest comes before the board, the board may seek information from the director, officer or key person with the conflict prior to beginning deliberation and reaching a decision on the matter.
- Possible Conflicts of Interest include:
 - Artist vs Administrator: BFF encourages artists to take on administrative roles. However, within BFF's programs and projects, one may only be either a paid artist or a paid administrator, not both. If one chooses to act as both roles, payment will only apply to one position.
 - Financial Opportunities: Financial opportunities that could benefit the organization or individual equally must be brought to the attention of BFF directors before individual pursuit.
 - Relationships: Spread love, don't get it complicated.
- **BFF OMAHA, INC. - CONFLICT OF INTEREST POLICY**
 - Section 1. Purpose. The purpose of the Conflict of Interest Policy is to protect this Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
 - Section 2. Definitions. As used in this Article VII, the following terms shall have the following meanings.
 - (a) Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
 - (b) Financial Interest. A person has financial interest if the person has, directly or indirectly, through business, investment or family:
 - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
 - (c) Compensation. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A Financial Interest is not necessarily a conflict of interest. Under Article VII, Section 3, a person who has a Financial Interest may have a conflict of interest only if the board decides that conflict of interest exists.
- Section 3. Procedures. The following procedures shall be followed in the event of any actual or possible conflict of interest:
 - (a) Duty to Disclose. In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the directors considering the proposed transaction or arrangement.
 - (b) Determining Whether a Conflict of Interest Exists. After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, he/she shall leave the board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining members of the Board shall decide if a conflict of interest exists.
 - (c) Procedures for Addressing the Conflict of Interest. The following rules shall govern any meeting of the Board of Directors in which it is determined whether a conflict of interest exists in a proposed transaction or arrangement:
 - a. An Interested Person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the Board shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested Directors whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- Section 4. Violations of the Conflicts of Interest Policy. If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- Section 5. Records of Proceedings. The minutes of the Board and all committees with Board delegated powers shall contain:
 - (a) The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the governing Board or committee's decision as to whether a conflict of interest in fact existed.
 - (b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
- Section 6. Compensation. A voting member of the Board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
 - A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

- No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- Section 7. Annual Statements. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:
 - (a) has received a copy of the Conflicts of Interest Policy;
 - (b) has read and understands the Policy;
 - (c) has agreed to comply with the Policy; and
 - (d) understands the Corporation is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- Section 8. Periodic Reviews. To ensure that the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
 - (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
 - (b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investments or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.
- Section 9. Use of Outside Experts. When conducting the periodic reviews as provided for in Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.
- Section 10. Separate and Distinct Document. The Secretary shall prepare the foregoing Conflict of Interest Policy as a separate and distinct document to be provided, not less than annually, to each Director and Officer of the Corporation.

6. Whistle-blower policy

No retaliation will be made to individuals who report misconduct of any kind at any level.

7. Access to Personnel Files Policy

- BFF employees are given shared access to the following Google Drive folders.
 - “BFF Crew” - accessible to all BFF employees, board members, interns, and volunteers.
 - “BFF Staff” - accessible only to BFF employees, contractors, and artists or volunteers associated with a specific program or project.
 - “BFF Staff & Board - Exec” - accessible only to BFF’s Directors, Board Members, key staff, and certain staff associated with a specific program or project.
- All employees and volunteers given access to shared Google Drive folders must sign a Confidentiality and Non-Disclosure Agreement (policy listed below), acknowledging sensitive content and materials and actions taken in the event of a breach of information.
- All physical files within the workplace are considered confidential and must remain secure and confidential at all times. Only the Executive Director and Board of Directors shall have full access as needed to physical files and information at the workplace.

8. Non-Disclosure (Confidentiality) Policy

● Preliminary Statement

Staffer engages in certain activities on behalf of BFF Omaha that involve the exchange of and access to proprietary and sensitive information. This Agreement will confirm our mutual understanding in connection with Staffer’s activities on behalf of BFF Omaha.

“Confidential Information” means all oral or written data, reports, records, materials, or any other information obtained from BFF Omaha, including, but not limited to, the name, address and business of donors to BFF Omaha, financial information relating to donations to BFF Omaha, and specific business opportunities identified by BFF Omaha.

NOW, THEREFORE, in consideration of their position with BFF Omaha, Staffer agrees:

- **1. Confidential Information.** Staffer agrees to keep the Confidential Information confidential, and not to disclose it, or to disclose the existence or nature of the discussions among BFF Omaha and Staffer, other than as provided for in Paragraph 2 of this Agreement. Staffer agrees not to use the Confidential Information for any purpose other than for the benefit of BFF Omaha, and as otherwise referenced in this Agreement, and agrees that they will not directly or indirectly, by any agent, employee or representative, publish or disclose the

Confidential Information, or allow publication or disclosure of the Confidential Information, in whole or in part, to any third party, or use Confidential Information to solicit business specifically identified by BFF Omaha or business opportunities identified by BFF Omaha as a part of the discussions with respect to the transaction or transactions represented above and otherwise herein.

- **2. Confidentiality.** The Confidential Information is in all respects confidential in nature. Any disclosure or use of the Confidential Information by a party, other than as permitted in this Agreement, may cause serious harm or damage to BFF Omaha. In this regard:
 - **(i)** Confidential Information may be disclosed only to those tax and legal advisors or their representatives who need such information for a legitimate legal purpose (it being understood that those tax and legal advisors and representatives shall agree to restrict publication or disclosure in accordance with this Agreement); and
 - **(ii)** It shall not be a violation of this Agreement to disclose or publish information that is now or hereafter in the public domain through no fault of Staffer, or which Staffer is obligated to produce under applicable law or court order of competent jurisdiction.
- **3. Return of Confidential Information.** Upon request of BFF Omaha, Staffer shall promptly return all documents which contain Confidential Information, including any notes, compilations or copies prepared or made by Staffer. Within five (5) days after written request from BFF Omaha, Staffer shall certify in writing that it has returned or deleted all documents and data containing Confidential Information.
- **4. Remedies.** Any disclosure or use of the Confidential Information by Staffer, other than as provided in this Agreement, may cause serious harm or damage to BFF Omaha, and his affiliates, successors, assigns and heirs. Material and irreparable harm shall be presumed if Staffer breaches any provision of this Agreement. Staffer agrees that a court of competent jurisdiction may immediately enjoin any breach of this Agreement upon request of BFF Omaha, which shall also be entitled to other rights and remedies which it may have in law or in equity.

- **5. Entire Agreement.** This Agreement constitutes the entire agreement between the parties concerning this subject matter and there are no understandings, agreements or representations, expressed or implied, not specified herein. This Agreement may not be amended, except in writing executed by all Parties and no failure or delay by a party hereto in enforcing any right, power or privilege created hereunder shall operate as an implied waiver hereunder. Time is of the essence. This Agreement shall be governed and enforced under the laws of the State of Nebraska.

- **Termination.** This Agreement shall commence effective as of the date first above written and shall continue in full force and effect indefinitely following the date hereof. Notwithstanding any termination of this Agreement, Staffer shall continue to be obligated to protect and return Confidential Information as provided in Paragraphs 1 through 3, inclusive, of Section 9, BFF's Non-Disclosure (Confidentiality) Policy.

- **Parties Bound.** This Agreement shall be binding upon Staffer and its respective heirs, and assigns, in favor of BFF Omaha and his affiliates, and his successors and assigns.

SECTION III: Volunteer Recruitment and Training

1. Volunteer Standards and Responsibilities

- Volunteers represent a valuable resource for BFF Omaha, its staff, board, and its clients. Volunteers should be given meaningful assignments and effective direction, and be recognized for work done. In return, volunteers should actively perform their duties to the best of their abilities, volunteer at their assigned times, and remain loyal to the mission, values, and procedures of the organization.

2. Volunteer Assignments

- Volunteers should have clear, complete, and current descriptions of the duties and responsibilities of the assignment.

3. Recruitment of Minors

- Volunteers who have not reached 18 years of age must present a written consent of a parent or guardian to BFF Staff prior to volunteering. The volunteer assignment for a

minor should be in a nonhazardous environment and should comply with all appropriate requirements of child labor laws.

4. Onboarding

- Prior to being assigned, all volunteers should fill out BFF's Volunteer Interest Form to ascertain their suitability for and interest in any given assignment. The Form should determine the qualifications of the volunteer and their commitment to fulfill the requirements of assignments. Any questions that the volunteer has about the assignments may be answered through email or phone with BFF Staff.

5. Orientation

- Volunteers are given an opportunity to attend an annual volunteer orientation event on the nature, purpose, and mission of the organization; review of volunteer opportunities; and, a tour of BFF facilities.

6. Training

- Volunteers should receive guidance/training by their volunteer supervisor to provide them with the information on 1) knowledge and skills necessary to perform their volunteer assignment, 2) the operation of the program encompassing their volunteer activity, and 3) the purpose and requirements of the assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the assignment and the capabilities of the volunteer.

7. Crew Member Policies

- A BFF "Crew Member" is defined as a volunteer (or staff/board member that continues to volunteer) who has a long-standing history with the organization and/or has displayed a strong dedication and passion for BFF's mission.
- Crew Members are (1) given some accountability, (2) seen as an influencer of the organization, (3) able to represent the organization on a public level, and (4) given the opportunity to step into an entry level paid position with the organization.
- Basic requirements to become a Crew Member include the following:
 - Volunteers for a minimum of 1 year and/or 5 events
 - Takes Pledge of Conduct
 - Signs BFF's "Volunteer Release and Waiver of Liability Form" which includes acknowledgment of receipt and understanding of the Volunteer Handbook and all of its included stipulations

- Memorizes the mission
- Receives a background check (ONLY for volunteers working in a leadership role with BFF's Youth + Education programming)
- Requirements of a Crew Member include:
 - Crew Members must attend 6 out of 11 monthly Crew Meetings. These meetings typically occur on the Wednesday following First Friday of each month from 4:30-6:30 at Petshop (with the exception of January).
 - Crew Members must follow any missed meetings via email recap.
 - Crew Members must choose one project/program focus to volunteer with.

SECTION IV: General Workplace Policies

1. Volunteer/Staff Relations

- Volunteers and staff are considered to be partners in implementing the mission and programs of the institution, with each having a complementary role to play. Each partner should understand and respect the needs and abilities of the other.

2. Hours of Operation / Work Schedule

- BFF Omaha's events and programs operate on various and flexible schedules. Volunteer opportunities should have clear expectations on start and end times for all volunteer positions and assignments. Volunteers should check in at the beginning of their shift using the Volunteer Check-in QR or by verbally checking in with their supervisor. Volunteers must notify and check in with supervisors before the end of their shift.

3. Attendance Policy

- If expecting to be absent from a scheduled duty, volunteers should inform their staff supervisor as far in advance as possible so that alternative arrangements can be made. Continual absenteeism may result in a review of the volunteer's work assignment or term of service, and could result in ending the volunteer's relationship with the organization.

4. Political Activity Policy

- BFF Omaha recognizes the right of every staff member and volunteer to participate in political and civic activity. However, all such activity must be conducted on the

volunteer's own time and without the use of BFF Omaha's name or materials unless specific approval has been granted by the executive director and/or the executive board members. As a general rule, all political and civic activities should be conducted outside of volunteer assignment. A volunteer may not display or distribute political or civic materials on BFF Omaha's property or at a location where BFF Omaha is conducting business.

- BFF encourages advocacy, civic discourse and engagement in personal interactions outside the workplace.
- Employees are expected to remain politically neutral in the workplace and within programming.

5. Nonpartisan & Lobbying Policy:

- In order to meet the requirements set on us by the IRS to remain a nonprofit, we have to make sure BFF Omaha - including all associated events and programs - is an open forum and any candidate for political office must be given the same opportunities and same amount of speaking or canvassing time as any other candidate. BFF cannot limit opportunities, invitations, promotions, or any associations to any individual candidate or any certain type of candidate.
- All BFF events, programs, or associated parties must be non-partisan informational endeavors when involving political candidates.
- Furthermore, BFF representatives should not take photos with any candidate or promote a candidate in BFF attire or name. Candidates also should not mention BFF on their social media platforms or in videos as though you have endorsed their campaign.
- Encouraging basic civic engagement, voting, or voter registrations are, however, allowed. Partnerships or associations with current political office holders is also allowed.

6. Holidays

- BFF Omaha will observe the following Holidays:
 - New Year's Day - January 1
 - Martin Luther King's Birthday - 3rd Monday in January
 - Washington's Birthday - 3rd Monday in February
 - Memorial Day - last Monday in May
 - Juneteenth National Independence Day - June 19
 - Independence Day - July 4
 - Labor Day - 1st Monday in September

- Indigenous Peoples' Day - 2nd Monday in October
- Veterans' Day - November 11
- Thanksgiving Day - 4th Thursday in November
- Christmas Day - December 25

7. Safety Protocol

- Safety FIRST - use your best judgment at all times.

8. Safe Space Protocol

- It is a BFF priority that all staff, volunteers, associated artists, and patrons feel safe within BFF affiliated spaces and during BFF events. BFF's direct affiliated spaces are (as of October 2023) Petshop, BFF Gallery, Trudy's, MaMO, and the Artist Markets. We, unfortunately cannot directly control safety within all spaces throughout the entire Benson neighborhood, although we implement strategies to do so (See section 5(6) below).
- Overall, we require that everyone affiliated with BFF abide by the BFF Code of Conduct, and utilize it as a guide for determining whether those unaffiliated with BFF, yet interacting within our spaces or with our affiliates, are acting unsafe. In dire situations, refer to the code, "If you see something, say something," never be alone within a BFF space, and act according to our policies when dealing with problems.
- There are times when specific individuals have a problematic past or presence and, therefore, must be dealt with accordingly. In these cases, it may be debated as to whether they can be banned from all BFF spaces and direct activities. For those cases, we should follow the Investigation Policies listed in Section 5, Clause 5 below.

9. Investigation Policies

- The following is the determining factor for banning or punishing any person from BFF's affiliated spaces or events:
 - Any history or action of disrespect to staff, direct spaces (BFF Gallery, Trudy's, MaMO, Petshop, and Artist Markets), or at specific BFF events (fundraisers/parties).
 - Define disrespect:
 - Destruction of BFF property
 - Abuse (verbal or physical) to BFF image, staff, associated artists or property
 - Consistently unruly/troublesome behavior or actions, or intoxication

- Refer to BFF Code of Conduct for further definitions of what is not tolerated
- Investigation Policies and Steps for Banning
 - Submit an incident report online using (a) BFF's Incident or Accident Report (<https://forms.gle/h6KBSBTP3DaMAsxu7>) or (b) a written request for ban (include specific instances of disrespect - as defined above) and provide documentation of the person in question (photos, specs, names, nicknames, artist names, etc.) to keep on file. Please send a written request to the Executive Director.
 - The Board of Directors will investigate any request, and - if needed - contact the person in question for their side of the story.
 - Get written approval from the Board of Directors
 - Assign notifier (A legal avenue to do this is currently being developed)
 - Notify banned person professionally
- Persons deemed banned will be banned from the following:
 - BFF direct spaces (Petshop, BFF Gallery, Trudy's, MaMO, and the Artist Markets) or events (First Fridays, PETFEST, etc.)
 - BFF is unable to ban anyone from the neighborhood at any given time.
- Implementation of ban & calling a **"CODE STUART"**
 - No BFF employee, representative or volunteer is allowed to be alone at BFF openings or events
 - If notified banned person arrives, deal with them diplomatically, using the following steps:
 - Step one: Gather friends, crew members, volunteers, anyone around - and inform them before approaching the person. We now refer to this situation as **"CODE STUART"**
 - Step two: inform them that this is a BFF event or space and ask them politely to leave.
 - If cover was paid, donation or purchase made, refund them (if needed)
 - If person becomes violent or dangerous, call 911
 - If it's a private event, there is no way to prevent banned people, unfortunately
 - ...unless If it's a promoted event (and banned person is promoted), a designated delegate must then be assigned to notify event planners
 - A private rental contract is signed for private events - so anything that happens is at the liability of the private renter

10. Safety First Friday

- Any business associated with First Friday programming must abide by the Safety First Friday Pledge:
 - I pledge that my associated business, venue, event and/or establishment will conduct our First Friday events with adherence to the BFF Code of Conduct, including BFF's Core Values and Guiding Principles (listed above and on bffomaha.org/about). Furthermore, I pledge that my establishment will encourage, expect, and strive to maintain a safe environment, with a zero tolerance policy towards harassment and assault. If visitors feel unsafe at any time while in my establishment, staff or someone of authority will promptly take steps to address the situation, or if necessary remove the person(s) responsible and/or notify the proper authorities.

11. Consent

- Artists are legally required to acquire consent from all subjects depicted in artworks, specifically when nudity is shown. Ethically, Artists are required by BFF Omaha to acquire consent from all subjects depicted in artworks before exhibiting. It is the duty of employees and volunteers to ensure that consent is acquired within all BFF programs and projects.

12. Weapon-free Workplace & Events Policy:

- **Purpose** To ensure that BFF Omaha maintains a workplace safe and free of violence for all employees and volunteers, the company prohibits the possession or use of dangerous weapons on company property.
- **Persons Covered** All BFF Omaha volunteers, staff, and board members are subject to this provision, including contract workers and temporary employees as well as visitors and customers on company property. A license to carry the weapon on company property does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.
- **Definitions**
 - “Company property” is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company’s ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.
 - “Dangerous weapons” include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are

responsible for making sure that any item possessed by the employee is not prohibited by this policy.

- **Searches of Personal Property** BFF Omaha reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees and volunteers who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.
- **Enforcement** This policy is administered and enforced by BFF Omaha leadership. Anyone with questions or concerns specific to this policy should contact the Executive Director or Board of Directors.

13. Communication with the Press

- All communications with the press should be overseen and directed by the Executive Director, Communications Director, or President of the Board.
- Any press release or mass-message sent via email should be sent using a Blind Carbon Copy, or “bcc.”

14. Work Breaks Policy

- One hour breaks are offered (and encouraged!) if a volunteer is working an 8 hour (or longer) period.
- General breaks for cigarettes, using the restroom, important phone calls, meals, etc are allowed for working periods shorter than 8 hours.
 - Volunteers may not abandon their position or duties while taking general breaks. They are expected to continue managing their position however necessary.

15. Personal Appearance/Dress Code

- No dress codes are enforced, however volunteers are expected to know their roles and present themselves in a professional and clean manner.
- BFF branded clothing is encouraged for public events.
- Formal wear or “gag-worthy” looks are encouraged for professional or fundraising events.
- Many creative programs contain themes, where costumes or festive appearances are encouraged!

16. Tabling & Representation Expectations

- Know and understand the Elevator Speech (study the brochure if needing help)
- No vaping or smoking
- Keep conversations PG: No drugs or alcohol
- Be on time
- Clear communication when taking breaks
- Professional & cleanly physical presence
 - No dress code - but understand your role

17. Open Door Policy

- BFF Directors, Board Members, and Staff Managers are available for consultation over any concerns without fear of retaliation.

18. Children in the Workplace

- Volunteers are allowed to bring their own or related children (under 18 years) into the workplace, and will assume all responsibility and liability for the minors and any actions they may take or witness.
 - Volunteers are encouraged to bring children into the workplace only when necessary.
- Volunteers may not bring unrelated children or anyone under the age of 18 years old into the workplace or property under BFF management without direct parental consent. Parents/guardians must sign consent/waiver forms.

Section V: Organizational Property and Technology

1. Document Retention & Destruction Policy:

BFF's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

Records (including electronic & voicemail) will be kept for 7 years if there is a claim filed or a loss from worthless securities or bad debt deduction. Records will be kept for 6 years if necessary income is not reported, and it is more than 25% of the gross income shown on your return. Records will be kept indefinitely if a return is not filed.

All documents should be archived appropriately and regular system check-ups should be conducted.

2. Computer and Email Usage Policy

- Business conducted under the usage of staff email accounts, and on company laptops, tablets, or phones must be appropriate and abide by the BFF Code of Conduct.
- If the employee has a BFF email account and the employee position is terminated, the employee's email account will be terminated immediately - or beforehand if deemed necessary at the discretion of management.

3. Social Media

- Aside from the Communications Director, all other Directors, Board Members, and appropriate staff, only official and contracted Communications Interns shall have access to any of BFF's social media accounts. Communications Interns shall not be given any login information or passwords - simply added as contributors/authors and/or given access to Meta Suite. All posts made by Communications Interns must be reviewed in advance or through prior instructions from management.
- No volunteers shall have access to any of BFF's social media accounts at any time.
- Any issues concerning BFF, its volunteers, employees, partners, or associated artists & events should be directed to a BFF director's attention in person, by phone (402.203.5488), or via email (info@bffomaha.org). Social media is not a tolerated avenue for dealing with issues of concern. Failure to abide by this policy may be grounds for termination.
- Please direct all social media communication through the Communications Director, but for any staff with access to accounts, feel free to share anything via any of our outlets that pertains to art, music, community, Benson, or even the Omaha area.
- Posts pertaining to BFF's projects and programs should be shared via BFF's account first, and then shared on personal accounts second. (For Instagram, try using the Repost App).
- On Facebook events, do not add BFF as a "co-host" to events that occur on the first Fridays, as this may cause confusion with our overall first Friday event.

SECTION VI: Volunteer Performance and Workplace Conduct

1. Personal relationships within the workplace

- Spread love, don't get it complicated.

- Personal relationships must not affect any employee's/contractor's ability to perform, or affect the workplace environment in its entirety.

2. Volunteer Conduct and Work Rules

- Within the workplace and during BFF programming, volunteers must conduct themselves professionally, and abide by BFF's core values, code of conduct, mission statement, and belief statement.
- Outside of the workplace, employees/contractors are expected to conduct themselves in a similar professional manner. Public misconduct may result in disciplinary actions for the employee.

3. Problem Resolution Process

- Should problems occur among volunteers or BFF affiliates that affect volunteer relations in the workplace, involved volunteers will be dealt with at the discretion of BFF Omaha Directors. If a resolution cannot be reached, involved volunteers will be dismissed from the organization.

4. Dismissal of a Volunteer

- Volunteers who do not adhere to the rules and procedures of BFF Omaha or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of the organization's materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by BFF Omaha's policies and procedures, and failure to satisfactorily perform assigned duties.

5. Return of Property

- Volunteers are expected to return all property owned by BFF Omaha and given to the employee/contractor upon immediate termination of employment/contract. This includes any keys, laptops, accessories, literature, materials, or other property.
- Property must be returned within 3 days of the volunteer's exit.

SECTION VII: Volunteer Acknowledgment Form

- Volunteers are required to sign a Volunteer Agreement, both including Acknowledgements indicating that the volunteer has read and acknowledged the

policies implemented by BFF Omaha, Inc. The volunteer was provided with access to the volunteer policies and procedures manual (handbook), and hereby understands the expectations listed. Volunteers will adhere to said policies and procedures.