

## Behavior Violation Procedure

When an apparent violation of the Behavior Policy is observed, the follow steps are to be taken to resolve the issue.

1. The injured party, or someone acting on behalf of the injured party prepares a signed written report identifying the alleged behavior, the perpetrator, the location, date, and time if possible, and any witnesses. Then, submit the report to the Board of Trustees through any Board member or the Fellowship Coordinator.
2. The Board will review the report as soon as feasible in a Special Executive Session with minutes recorded. The minutes and all other documents related to the accusation will be preserved confidentially, separate from regular meeting minutes. If the action in question is potentially criminal, the authorities must be notified, and further fellowship investigation subordinated to the authorities. If there is potential fellowship liability, the Board should inform the fellowship's insurance company and consult an attorney.
3. If the Board in Executive Session does conclude that the action is a concern, the Board will appoint two Designates, possibly but not necessarily Board members. The two Designates will meet privately as soon as possible with the accused individual and request the accused to sign an appropriately customized *temporary* Non-Contact Agreement to avoid further possible harm to either the accused or other fellowship members until the issue is resolved. If the individual does not agree, the Board may entirely deny access to fellowship functions until the accusation has been resolved. Violation of the non-contact limitation will be considered trespass, and, if the accused refuses to leave, police assistance will be sought.
4. As promptly as possible without interfering with any investigation by authorities, the two Designates will meet privately with the accuser and, separately, with the accused and, if necessary, with any witnesses. Each of the interviewees will be asked to sign a written statement summarizing their knowledge of the event at issue. The Designates will provide those statements and a confidential written report to the Board.
5. The Board, again in Executive Session with a confidential record made, will evaluate the evidence. Decisions can include exoneration, reprimand with warning, requiring the accused to sign a Durable Non-Contact Agreement, or expulsion from the fellowship and exclusion from future fellowship events.

## Temporary Non-Contact Agreement (sample)

This **sample**<sup>1</sup> agreement focuses on child abuse. It must be modified to suit individual circumstances.

Based on the accusation, we want to protect the youth of our fellowship and you from further accusations while the issue is being resolved. We welcome you to our congregation and our fellowship with limitations to ensure the safety of our children and youth **and to assure that you will not be subject to additional accusations. Signing this document does not constitute admission of guilt.** Within these guidelines, the congregation welcomes your participation in adult worship services, coffee hour, committee meetings, adult education, all adult social events, and well supervised intergenerational events.

You are to avoid all contact with children on congregation property or congregation-sponsored events. This includes the following:

- Please do not talk with children.
- Please do not volunteer or agree to lead, chaperone or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children and/or youth.
- Please remain in the presence of an adult who knows your situation at all times when children are present.
- Please avoid being in the building unsupervised when activities involving children are in session.
- If a child in the congregation approaches you, either at church or in a community place, politely and immediately excuse yourself from the situation.

I, \_\_\_\_\_, accept that the following people will be told of my circumstances in order for them to protect the children/young people for whom they care: the Fellowship Coordinator, Board members, child care providers, and anyone involved in Religious Education or other youth programming.

I have reviewed this Non-Contact Agreement and agree to abide by these provisions. I understand and agree that if I violate this agreement, I will be denied access to future church functions and church property. This agreement remains until the accusation is resolved.

Signature:

Date:

Witness:

Date:

NEIUUF Board Chair:

Date:

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<sup>1</sup> This sample focuses child abuse. Changes would be needed for accusations of, for example, sexual harassment or dependent adult abuse.