



Appendix A:

Chapter Application

Steering Committee Members

Annual Agreement

Version 2025.1

Forms Included

Application To Form A Chapter.....	pg. 3
Questionnaire: New Steering Committee Member.....	pg. 5
Reference Form: New Steering Committee Member.....	pg. 9
Annual Agreement Form: All Steering Committee Members.....	pg. 13

Application to Form a Chapter

The individual listed below hereby apply to establish a chapter of CBE International located in following geographic location of _____

We agree to comply with Internal Revenue Service requirements, guidelines from CBE (including the Chapter Manual), and the stated purpose of CBE including CBE's [Mission, Core Values, Statement of Faith](#), and other policies listed in the [Annual Agreement Form](#), as they may be updated from time to time. The chapter acknowledges itself to be under CBE's general supervision and control and will observe 501(c)3 exempt status obligations and ECFA's Integrity Standards for Nonprofits. Extra sheets can be added as needed.

Name: _____ Date: _____

Address: _____ Telephone: _____

Email: _____ Signature: _____

Name: _____ Date: _____

Address: _____ Telephone: _____

Email: _____ Signature: _____

Name: _____ Date: _____

Address: _____ Telephone: _____

Email: _____ Signature: _____

Name: _____ Date: _____

Address: _____ Telephone: _____

Email: _____ Signature: _____

Name: _____ Date: _____

Address: _____ Telephone: _____

Email: _____ Signature: _____

Application to Form a Chapter, Continued

Name: _____ **Date:** _____

Address: _____ **Telephone:** _____

Email: _____ **Signature:** _____

Name: _____ **Date:** _____

Address: _____ **Telephone:** _____

Email: _____ **Signature:** _____

Name: _____ **Date:** _____

Address: _____ **Telephone:** _____

Email: _____ **Signature:** _____

Name: _____ **Date:** _____

Address: _____ **Telephone:** _____

Email: _____ **Signature:** _____

Name: _____ **Date:** _____

Address: _____ **Telephone:** _____

Email: _____ **Signature:** _____

Please return this completed application, along with [Questionnaire: New Steering Committee Member](#) to:

CBE International
122 West Franklin Ave, Suite 610
Minneapolis, MN 55404-2426, USA

Email: chapters@cbeinternational.org
Phone: 612-872-6898

Questionnaire: New Steering Committee Member

Each person serving as a steering committee member for the chapter must complete this questionnaire. Please use extra sheets as needed and return to CBE with three references and a signed [Annual Agreement Form](#).

Name: _____

Address: _____

City, State/Province, Postal Code, Country: _____

Home Telephone: _____ Work Telephone: _____

E-Mail Address: _____

Chapter Position: (select one): President Treasurer Secretary Other

Church/Denominational Preference: _____

How did you first hear about CBE International? _____

Would you be willing to join CBE in virtual trainings (such as IDI Assessments) Yes No

How did you become interested in biblical gender equality?

How would you rate your knowledge of the Bible? Please select one:

Less than average

Average

Better than average

Have you read any CBE books or articles? If so, please list your favorite ones:

Questionnaire: New Steering Committee Member, Continued

What specific issues related to biblical gender equality most interest you?

What do you see as the most significant need(s) in your community that a CBE chapter might address?

What might your chapter do to address these needs?

Is there other information such as education, work experience, leadership experience, family, etc., that you would like to share? (Use extra sheets as needed)

Reference List

CBE requires references for all chapter & organization volunteers, including new steering committee members.

Please provide three references below. Please send a copy of the [Committee Member Reference Form](#) to these three individuals and instruct them to return the completed form directly to CBE and then CBE will contact them.

Name: _____

Relationship: _____

Email: _____

Home Telephone: _____ Work Telephone: _____

Name: _____

Relationship: _____

Email: _____

Home Telephone: _____ Work Telephone: _____

Name: _____

Relationship: _____

Email: _____

Home Telephone: _____ Work Telephone: _____

Thank you!

Please return this completed application, along with the [Application to Form a Chapter](#).

CBE International
122 West Franklin Ave, Suite 610
Minneapolis, MN 55404-2426, USA

Email: chapters@cbeinternational.org
Phone: 612-872-6898

Committee Member Reference Form

For the applicant: Please grant your permission by checking the box to waive your right, sign and date this document, and enter your name in the space provided below.

☐ I waive my right to have access to this completed reference form.

Signature

Date

Thank you for taking a few moments to thoughtfully consider (name) _____, who is applying to lead a chapter with CBE International. CBE is a nonprofit organization dedicated to promoting the biblical basis for leadership by giftedness, not by gender. Please return the completed form to CBE directly.

This form will be kept confidential.

Reference Name: _____

Reference Email: _____

Reference Phone: _____

1. Talking via phone to applicants' references is an important part of CBE's volunteer application process, may we contact you by phone to discuss this candidate with you?

(If yes, we will be contacting you soon via email to set up a time to talk by phone)

☐ Yes ☐ No

2. In what capacity have you worked or served beside this applicant?

☐ Work Supervisor ☐ Volunteer Supervisor

☐ Co-worker ☐ Volunteer Co-worker

☐ Other _____

3. How long have you known this applicant?

4. Please evaluate this applicant in each of the following areas, where you have experience with them.

	Not Enough Basis for Evaluation	Area of Needed Growth	Average or Appropriate Among Peer Group	Top 25% Among Peer Group	Top 10% Among Peer Group	Top 2% Among Peer Group
Overall Maturity for Age						
Is Trustworthy						
Has a Teachable Attitude and a Willingness to Admit Mistakes						
Is Emotionally Stable						
Works Well on a Team						
Deals Well with Personal Failures						
Appropriately Deals with Others' Failures						
Has Resilience in Stressful Situations						
Is Humble						
Produces Quality Work						
Is Dependable						
Is Effective in Oral Communication						
Is an Independent Thinker						
Shows Attention to Details and Organization						

5. Please evaluate this applicant in each of the following areas, where you have experience with them.

	Not Enough Basis for Evaluation	Area of Needed Growth	Average or Appropriate Among Peer Group	Top 25% Among Peer Group	Top 10% Among Peer Group	Top 2% Among Peer Group
Is Able to Work Without Much Supervision						
Displays Patience and Flexibility						
Has an Appropriate Level of Self-Confidence						
Displays a Strong Work Ethic						
Displays Strong Interpersonal Skills						
Is Pleasant and Kind						
Is Tactful						
Has a Passion to Grow in Personal Faith						
Has a Passion to Work for Gender Justice						
Is Aware of Weaknesses						

6. Please comment on the applicant's academic skills, i.e. writing and research abilities, and the ability to think critically.

7. Any additional comments:

Thank you!

Please mail, fax, or e-mail this form directly to:

CBE International
122 West Franklin Ave, Suite 610
Minneapolis, MN 55404-2426, USA

Email: chapters@cbeinternational.org
Phone: 612-872-6898

Annual Agreement Form: Steering Committee Member

Last Updated: January 2020

Please read through the following policies and guidelines in their entirety, then put a check or “X” next to each document to indicate your agreement. Then sign and date the agreement and return to CBE.

_____ I agree with CBE’s [Statement of Faith](#)

_____ I agree with CBE’s [Core Values](#)

_____ I agree with CBE’s [Mission](#)

_____ I agree to abide by CBE’s [Privacy Policy](#)

_____ I agree to abide by CBE’s [Confidentiality Policy](#)

_____ I agree to abide by CBE’s [Conflict of Interest Policy](#)

_____ I agree to abide by CBE’s [Sexual Harassment & Other Forms of Harassment Policy](#)

Name (Please print)

Date

Signature

Date

CBE STATEMENT OF FAITH

- We *believe* in one God, creator and sustainer of the universe, eternally existing as three persons equal in power and glory.
- We *believe* in the full deity and the full humanity of Jesus Christ.
- We *believe* that eternal salvation and restored relationships are only possible through faith in Jesus Christ who died for us, rose from the dead, and is coming again. This salvation is offered to all people.
- We *believe* the Holy Spirit equips us for service and sanctifies us from sin.
- We *believe* the Bible is the inspired word of God, is reliable, and is the final authority for faith and practice.
- We *believe* that women and men are equally created in God's image and given equal authority and stewardship of God's creation.
- We *believe* that women and men are equally responsible for and distorted by sin, resulting in shattered relationships with God, self, and others.
- Therefore, we *lament* that the sins of sexism and racism have been used to historically oppress and silence women throughout the life of the church.
- We *resolve* to value and listen to the voices and lived experiences of women throughout the world who have been impacted by the sins of sexism and racism.

CBE CORE VALUES

- Scripture is our authoritative guide for faith, life, and practice.
- Patriarchy (male dominance) is not a biblical ideal but a result of sin that manifests itself personally, relationally, and structurally.
- Patriarchy is an abuse of power, taking from women and girls what God has given them: their dignity, freedom, and leadership, and often their very lives.
- While the Bible reflects a patriarchal culture, the Bible does not teach patriarchy as God's standard for human relationships.
- Christ's redemptive work frees all people from patriarchy, calling women and men to share authority equally in service and leadership.
- God's design for relationships includes faithful marriage between a woman and a man, celibate singleness, and mutual submission in Christian community.
- The unrestricted use of women's gifts is integral to the work of the Holy Spirit and essential for the advancement of the gospel worldwide.
- Followers of Christ are to advance human flourishing by opposing injustice and patriarchal teachings and practices that demean, diminish, marginalize, dominate, abuse, enslave, or exploit women, or restrict women's access to leadership in the home, church, and world.

CBE'S MISSION

CBE International (CBE) is a nonprofit organization of Christian women and men who believe that the Bible, properly translated and interpreted, teaches the fundamental equality of women and men of all racial and ethnic groups, all economic classes, and all ages, based on the teachings of Scriptures such as Galatians 3:28:

“There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus” (NIV 2011).

Mission Statement

CBE exists to promote the biblical message that God calls women and men of all cultures, races, and classes to share authority equally in service and leadership in the home, church, and world. CBE's mission is to eliminate the power imbalance between men and women resulting from theological patriarchy.

Envisioned Future

CBE envisions a future where all believers are freed to exercise their gifts for God's glory and purposes, with the full support of their Christian communities.

CBE PRIVACY POLICY

CBE is able to reach many people in part because we take the privacy of each of our contacts very seriously. Any contact information provided by CBE or by individuals themselves may only be used for the purposes of sharing information about your chapter events. It may not be used for any purpose other than that which relates to CBE. When emailing these contacts, please use mail merge (if you are familiar with this) or place all email addresses in the “BCC” line (rather than the “To” or “CC” lines) in order to protect the privacy of contacts provided by CBE.

- If you fail to abide by this policy, CBE reserves the right to render your chapter inactive and/or discipline the chapter leadership up to removal from office. Please contact CBE if you need any clarifications.

CBE CONFIDENTIALITY POLICY

1. REASON FOR STATEMENT

The Board of Directors of CBE has created this confidentiality policy to remind all staff and CBE representatives of their obligations to refrain from making information about CBE, its employees, donors, volunteers, interns, board members, funders and customers public, except as authorized by CBE. The Board considers this policy to be important for several reasons.

For example, Minnesota law prohibits donors' information to be provided to others (outside of CBE's organization) without the donor's consent. Similar provisions apply in many other states as well. CBE may be subject to action by agents of the state (here in Minnesota, the Office of the Attorney General) for failure to comply with this requirement. Therefore, Christians for Biblical Equality employees must read, sign and comply with "CBE's Confidentiality Policy" upon hire and at each annual performance review.

A Confidentiality Policy is also needed to avoid the potential for conflict of interest which is said to exist when a person can gain personal, professional, or financial benefit through "insider" connections or information. Because staff and representatives, in pursuing their work at CBE, has access to personal, private and sensitive information about CBE members, staff, donors, volunteers, interns, board members, funders and customers, CBE has established a privacy policy which is located on our [website](#) and states that:

Christians for Biblical Equality (CBE) respects your privacy. Any personal or sensitive information—including your name, address, purchases, or contributions—will remain completely confidential and will be used only internally to further CBE's ministry and mission. CBE is committed to protecting your personal information, and uses a variety of best industry security practices to protect your digital information from unauthorized access, use, or disclosure. [View our entire privacy policy](#).

2. PERSONS CONCERNED

This Confidentiality Policy is directed not only to directors and officers, but also to all CBE employees, volunteers, interns, vendors, consultants and agents (hereinafter CBE "staff and representatives") who have access to insider information about CBE's donors, customers, CBE employees, volunteers, interns, consultants, board members and agents, members, financial contributions and other data and who are in the position to protect and preserve such information whether pursuant to CBE's Privacy Policy or otherwise, that is established with our customers, donors, members and others (hereinafter "community").

CBE'S CONFIDENTIALITY POLICY, continued

3. PROTECTING CONFIDENTIALITY

Confidentiality between staff and representatives and its community is compromised when staff and representatives use information regarding CBE's community gathered through volunteer, intern, employment or paid agency with CBE to advance personal interests, ventures or businesses. Therefore, while employed or paid by CBE, and subsequent to employment or representation of CBE, staff and representatives may not:

1. Use contacts gained through employment or representation of CBE to promote personal interests, ventures or businesses;
2. Approach or apply for funding or for a grant from CBE's community, or their donors or foundations or other funders that have funded CBE;
3. Use CBE equipment to advance personal interests, ventures or businesses; and
4. Communicate with CBE's community in other venues, e.g. through social media, or at conferences, using contacts gained through CBE, in a way that creates confusion over staff and representatives' organizational or personal allegiance, and fails to advance the best interests of CBE.

Each year, all staff and representatives will affirm the above by signing:

I understand that CBE's Confidentiality Policy is intended to protect the integrity and reputation of CBE as well as the privacy of our community. It is intended to create clear lines of communication and allegiance between CBE staff and representatives and its community. I understand that this policy is not intended to replace good judgment and critical thought, and agree to respect not only the wording of this document, but its spirit as well.

I understand that I may be given access to confidential and/or proprietary information to the extent necessary in order to perform my duties as an employee, volunteer, intern or paid agent of CBE. I shall not, at any time either during or subsequent to my employment at CBE, make unauthorized disclosures or unauthorized use of any information that is considered to be proprietary or confidential by CBE, and agree to do my utmost to observe CBE's privacy policy and confidentiality policy and abide by its terms including not to:

- use information gained during my employment to advance personal interests, ventures or businesses.
- use CBE equipment or resources, at any time, for nonrelated CBE ventures or personal business, interests or ventures.
- pursue CBE's community, funders, foundations or individuals to advance personal business, interests or ventures.

CBE CONFLICT OF INTEREST POLICY

1. REASON FOR STATEMENT

Christians for Biblical Equality (CBE), as a ministry initiated and sustained by God, has a mandate from God to conduct all of its affairs decently and above reproach. This mandate includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest.

Christians for Biblical Equality, as a nonprofit, tax-exempt organization, depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the IRS as well as state corporate and tax officials view the operations of Christians for Biblical Equality, as a public trust which is subject to scrutiny by and accountability to such governmental authorities as well as to members of the public.

Consequently, there exists between Christians for Biblical Equality, and its board, officers, and employees a fiduciary duty that carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, management and employees of CBE have the responsibility of administering the affairs of Christians for Biblical Equality, honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Christians for Biblical Equality. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Christians for Biblical Equality or knowledge gained there from for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

2. PERSONS CONCERNED

The Conflict of Interest Policy is directed not only to directors and officers, but also to all CBE management and employees who can influence the actions of Christians for Biblical Equality. For example, this would include all who make purchasing decisions, all other persons who might be described as “management personnel,” and all who have proprietary information concerning Christians for Biblical Equality.

3. AREAS IN WHICH CONFLICTS MAY ARISE

Conflicts of interest may arise in the relations of directors, officers, and CBE management and other employees who conduct business any of the following third parties:

1. Persons and firms supplying goods and services to Christians for Biblical Equality;
2. Persons and firms from whom Christians for Biblical Equality leases property and equipment;
3. Persons and firms with whom Christians for Biblical Equality is dealing or planning to deal in connection with

CBE'S CONFLICT OF INTEREST POLICY, continued

- the gift, purchase or sale of real estate, securities, or other property;
- 4. Other ministries or churches;
- 5. Donors and others supporting Christians for Biblical Equality;
- 6. Agencies, organizations, and associations that affect the operations of Christians for Biblical Equality;
- 7. Individuals who are paid consultants for Christians for Biblical Equality; and
- 8. Family members, close friends, and other employees.

4. NATURE OF CONFLICTING INTEREST

A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms mentioned in Section 3. Such an interest might arise through:

- 1. Owning stock or holding debt or other proprietary interests in any third party dealing with CBE International;
- 2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with CBE International;
- 3. Receiving remuneration for services with respect to individual transactions involving CBE International;
- 4. Using CBE International time, personnel, equipment, supplies, or good will for other than CBE International approved activities, programs, and purposes;
- 5. Receiving personal gifts or loans from third parties dealing with CBE International. Receipt of any gift except gifts of nominal value (candy, note paper, etc.) that could not be refused without discourtesy. No personal gift of money should ever be accepted; and
- 6. Making decisions regarding hiring staff, consultants, or other employees who gain financially from CBE.

5. INTERPRETATION OF THIS STATEMENT OF POLICY

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that board members, officers, and employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not mean necessarily that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of Christians for Biblical Equality.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of board, officers, and employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately

CBE'S CONFLICT OF INTEREST POLICY, continued

make such disclosures.

6. DISCLOSURE POLICY AND PROCEDURE

Disclosure should be made according to the Evangelical Council for Financial Accountability (ECFA) Standard #6—Conflicts of Interest. Transactions with related parties may be undertaken only if all of the following are observed:

1. A material transaction is fully disclosed in the audited financial statements of the organization;
2. The director, officer, or employee with a relationship with the related party is excluded from the discussion and approval of such transactions;
3. A competitive bid or comparable valuation exists; and
4. The organization's board has acted upon and demonstrated that the transaction is in the best interest of the organization.

Disclosure In The Organization: Disclosure should be made to the President (or if she or he is the one with the conflict, then to the chairperson of the board), who shall determine whether a conflict exists and is material, and if the matters are material, bring them to the attention of the chairperson of the board.

Disclosure Involving Management: Disclosure should be made to the chairperson of the board, who shall bring these matters, if material, to the board.

The board shall determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to Christians for Biblical Equality. The decisions of the board on these matters will rest in their sole discretion, and their concern must be the welfare of Christians for Biblical Equality and the advancement of its purposes.

SEXUAL HARASSMENT OR OTHER FORMS OF HARASSMENT POLICY

DISCRIMINATION OR HARASSMENT

It is the policy of CBE that all employees have a right to work in an environment free from harassment. Harassment of any sort between employees, volunteers, and/or third parties, including sexual harassment, is against everything for which Christians for Biblical Equality (CBE) exists. Employees are to treat all persons inside and outside of CBE with the utmost dignity and respect. CBE's mission is best accomplished in an atmosphere of professionalism which, in turn, is supported by mutual respect. CBE expects all employees to work toward this goal.

CBE staff are hired on the basis of ability, experience and commitment to the goals of the organization. Discrimination or harassment based on a person's *sex, race, ethnicity, national origin, age, or any other legally protected characteristic* is strictly prohibited by CBE.

Employees who feel they have experienced or witnessed discrimination or harassment should report it immediately to Mary Gonsior, operations manager.

1. Definitions of Sexual and Other Forms of Harassment

Harassment is one type of discrimination and consists of unwelcome conduct based on a person's sex, race, ethnicity, national origin, age, or any other legally protected characteristic when submission to such conduct is:

- a condition of employment; or
- a basis for an employment decision affecting your job; or
- interfering with your job performance; or
- creating an intimidating, hostile, or offensive work environment.

One form of prohibited harassment is sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when submission to such conduct is:

- a condition of employment; or
- a basis for an employment decision affecting your job; or
- interfering with your job performance; or
- creating an intimidating, hostile, or offensive work environment.

CBE prohibits harassment, including sexual harassment, in any form, including verbal, physical, and visual harassment. While not exhaustive, some examples of conduct that may constitute harassment in violation of this policy

SEXUAL HARASSMENT OR OTHER FORMS OF HARASSMENT POLICY, *continued*

if based on someone's sex or other legally protected characteristics include:

- Unwelcome abusive, intimidating, insulting, degrading, or offensive remarks, epithets, jokes or slurs;
- Displaying objects, cartoons, pictures, or other material which may be perceived as offensive or demeaning;
- Unwelcome conduct of a sexual nature, such as unwelcome leering, sexual gestures, sexual advances, requests for sexual favor;
- Unwelcome physical conduct of a sexual nature; or
- Threats, demands, or suggestions that an employee's work status, advance or terms of employment are contingent on the employee tolerating or agreeing to submit to unwelcome sexual advances.

2. Scope of Policy

This policy prohibits discrimination or harassment by every individual working at CBE, including interns, employees, supervisors and managers.

CBE won't tolerate discrimination or harassment by anyone inside or outside of CBE. For details about how CBE deals with harassment from outside of CBE, please refer to our THIRD PARTY [PARTNER, CONSULTANT, VENDOR] CONTRACT CLAUSE: Sexual Harassment, Other Discriminatory Harassment, Offensive Conduct.

3. Reporting Discrimination or Harassment

CBE wants to resolve any problems, but it can do so only if it is aware of them. An employee who believes he or she has been subjected to prohibited discrimination or harassment should make his or her concerns known by

(1) telling the person engaging in the discriminatory or harassing conduct or communication that the conduct or communication is offensive, against this policy, and must stop immediately.

(2) telling any supervisor or human resources person. This option should be used if you do not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication has been unsuccessful. If the individual engaging in the offensive conduct or communication is the employee's supervisor, the employee should immediately contact Mary Gonsior.

(3) writing down the facts surrounding the discriminatory or harassing conduct or communication and giving it to Mary Gonsior.

SEXUAL HARASSMENT OR OTHER FORMS OF HARASSMENT POLICY, *continued*

4. Reporting Policy

CBE requires all individuals to observe high standards of business and personal ethics in the conduct of their duties and responsibilities and to comply with all applicable laws and regulatory requirements.

Reports may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

5. No Retaliation

Retaliation against any individual for making a complaint under this policy, for opposing harassment, or for participating in an investigation of any claim regarding harassment or inappropriate behavior is strictly prohibited.

If you feel that you have experienced such retaliation, you should immediately report any such retaliation to Mary Gonsior, operations manager.

6. Policy Violations

All employees are responsible to maintain a working environment free of discrimination, harassment, and retaliation. Any individual who is found to have engaged in behavior prohibited by this policy will be subject to corrective action, which may include discipline up to and including termination.

CODE OF CONDUCT POLICY

BEHAVIOR EXPECTATIONS

CBE employees are expected to abide by CBE INTERNATIONAL's Code of Conduct and contribute to a respectful and professional workplace. As an employee, you hold a position of influence and power over those CBE serves. Because of this, we have established a Code of Conduct Policy to establish expectation of CBE employees.

This policy is designed to spell out specific behavioral expectations not specified elsewhere.

As a Christian organization, it is vital that CBE employees demonstrate exemplary behavior in their interactions with CBE's community. This is especially true of interactions between women and men.

Violence or abuse of any kind will not be tolerated.

SEXUAL HARASSMENT OR OTHER FORMS OF HARASSMENT POLICY, continued

Employees will demonstrate respect in all interactions, both with colleagues, volunteers, and third parties (CBE constituents such as clients, donors, supporters, as well as consultants, contractors, or vendors working with CBE.) This includes verbal or body language. Behavior that demeans or intimidates others will not be tolerated. This includes, but is not limited to:

- Yelling or shouting under any circumstances
- Slamming doors or slamming objects on desks or in work environments
- Storming out of a room
- Yelling or physical intimidation of any kind
- Standing over someone for the purposes of intimidation, or intentionally blocking their path
- Threats of violence
- Comments about someone's physical appearance privately or in public
- Insults
- Crude or sexual jokes
- Watching pornography
- Posting inappropriate images or messages in CBE's office or at workplaces outside CBE's office (booths, outside events, chapter meetings, etc.)

It's to be aware of how tone or body language may come across. Make a conscious effort to avoid verbal or body language that conveys power, dominance, or disrespect. Things like this may include:

- Standing very close to someone
- Standing over someone, especially if they're seated
- Ignoring, dismissing, or showing contempt toward another's ideas or opinions
- Refusing to change behavior if another staff member expresses discomfort

On the Road

Employees often travel to destinations across the US and the world. While traveling, employees are to avoid even the appearance of impropriety. Avoid things like:

- Extending social invitations where a real or perceived power-differential would create discomfort or vulnerability.
- Inviting an individual of the opposite sex into your hotel room, or other non-public location, alone.
- Intoxication.
- Staying alone in a house with someone of the opposite sex (as the traveler or host).
- Sexual jokes or comments about the physical attractiveness of anyone.
- Use common sense. Behave professionally. If it could reflect poorly on the organization, don't do it.

SEXUAL HARASSMENT OR OTHER FORMS OF HARASSMENT POLICY, continued

When in cross-cultural settings, be aware and respectful of cultural standards, such as modesty and alcohol consumption, some of which may be rooted in patriarchal values. To achieve our mission, it's important to be respectful of cultural expectations for men and women.

Policy Violations

Any individual who is found to have engaged in behavior prohibited by this policy will be subject to corrective action, which may include coaching, and/or discipline up to and including termination.