



Process for Addressing Ethical Violations

At Congregation Mishkan Or, we hold ourselves and each other to the highest standards of personal and professional integrity, moral conscience, and social responsibility. The Governance Committee of our Board of Directors is working on drafting a Code of Ethics for us, which will outline expectations of all of us and identify potential ethical challenges. We expect to communicate this Code to all of us in the next few months.

In the interim, we are establishing a process to facilitate compliance with our commitment to the highest standards. Should anyone believe that there are serious violations of ethical standards, each of us is obligated to report them. Matters which must be reported include, but are not limited to, actual or suspected:

1. Abuse, neglect or sexual harassment
2. Fraud
3. Theft or misuse of assets
4. Harassment or improper retaliation against a person
5. Discrimination
6. Breaches of confidential information
7. Undisclosed conflicts of interest

Process

- Every congregant, lay leader, clergy and professional staff member will receive a copy of this interim process for addressing ethical violations
- Any person who has a concern or complaint about an ethical problem should direct their concern to one or more of these congregational leaders:
 - Board President
 - Kevin Margolis | president@mishkanor.org
 - Executive Director
 - Jennifer M. Mendelson | executivedirector@mishkanor.org
 - Senior Rabbi
 - Joshua Caruso | seniorrabbi@mishkanor.org
 - Chairs, Governance Committee of the Board
 - Nancy Adams | nancyadams1125@gmail.com
 - Larry Mack | coltonroad123@gmail.com
- After a complaint or concern is received by any one of the above individuals, the Chairs of the Governance Committee, in consultation with the President of the congregation, will identify a lay leader to oversee any investigation and resolution of the reported complaint or



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concern. They may also deem it appropriate to consult with law enforcement and/or outside counsel.

- The lay leader responsible for overseeing the investigation and resolution of the complaint or concern will maintain appropriate confidentiality, will appropriately document any investigation and/or resolution, and will seek resolution of the complaint or concern as soon as reasonably possible.

