

PILLAR, Inc. Policies

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PILLAR, Inc. Policies

Policy Definition: A policy is a formal statement or guideline that outlines an organization's principles, rules, and procedures for all activities and conduct. Policies are posted on the PILLAR, Inc. website.

Background Check Policy

To minimize risks, all employees, board members, and board committee members will undergo a criminal background check. All volunteers of PILLAR, Inc. who handle money, data, and confidential matters will undergo a criminal background check. Applicable background checks will be rescreened every three (3) years after the initial check.

Cancellation and Refund Policy

PILLAR Cancellations: PILLAR, Inc. reserves the right to cancel, combine, or reschedule classes to adjust for enrollment, technical difficulties, weather, instructor illness, or other unavoidable circumstances. If it is necessary for PILLAR Inc. to cancel a class for any reason, all registered participants will be informed as soon as possible. If possible, the class will be rescheduled. If the class cannot be rescheduled, then the class fee can be transferred to another class within the same term, donated, or refunded.

Participant Cancellations: If a participant cannot attend a previously registered class, they will need to cancel the class with the office by email (preferably) or phone call, as soon as possible. This will enable the office to utilize the class waiting list.

Membership: There are no refunds on membership fees.

Day Trips and Special Events: Daytrip and special event fees are non-refundable as fees are paid in advance to secure buses, performers, admissions, food, books, etc. However, day trips and special event fees are transferable to another person.

Participants will be charged currently acceptable fees for all returned checks and chargebacks of credit cards.

PILLAR, Inc. Policies

Confidentiality Policy for Board Members, Employees, and Volunteers

PILLAR, Inc. board members, employees, and volunteers of PILLAR, Inc. may be exposed to information which is confidential and/or privileged or proprietary in nature. It is the policy of PILLAR, Inc. that such information must be kept confidential both during and after employment or volunteer service.

Employees, board members, and volunteers are expected to return or destroy print or electronic privileged or confidential information data at the time of separation from employment or volunteer experience. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Data Privacy Policy

PILLAR, Inc. does not sell, transfer, or give away any personal data collected on board members, employees, volunteers, instructors, or participants.

Driving Policy

Employees or volunteers may not drive another volunteer or class participant in their personal vehicle on behalf of PILLAR, Inc. If they should choose to do so, it is at their own discretion, choice, and liability. Employees or volunteers agree that PILLAR Inc. will not be held liable in any way should they drive other volunteers or class participants in their personal vehicles.

Equal Employment and Affirmative Action Policy

PILLAR, Inc. is committed to providing equal employment and affirmative action without discrimination or harassment based on race, color, religion (creed), gender, gender identity, gender expression, sexual orientation, national origin (ancestry), age, disability, marital status, parental status, veteran status, genetic information, or any other protected characteristic under federal, state, or local law.

PILLAR, Inc. Policies

Ethics and Conduct Policies

Code of Conduct Policy

PILLAR, Inc. board members, employees, volunteers, and instructors must commit themselves to ethical, businesslike, professional, and lawful conduct. Any person who engages in activities contrary to the objectives and purposes of the Corporation, or who brings discredit to, or who misrepresents the Corporation, may be removed from membership by a majority vote of the Board of Directors.

Conflict of Interest

PILLAR, Inc. board members, employees, and volunteers must state that there is no conflict of interest when acting for PILLAR, Inc. A conflict of interest occurs where an individual's obligation to further the organization's purpose is at odds with their own interests.

Anti-Discrimination Policy

PILLAR, Inc. will not discriminate against any person(s) on the basis of race, color, sex, sexual orientation, gender identity, disability, national origin, age, religion. It will not deny services or discriminate in programs, activities, volunteer, or employee recruitment.

Fundraising or Solicitation on Behalf of Another Organization Policy

Board members, employees, participants, instructors, and volunteers may not fundraise, endorse, provide a testimonial for, have book signings, sell products, or recruit volunteers for other organizations during PILLAR, Inc. classes.

PILLAR, Inc. Policies

Gift Acceptance Policy

Acceptance of any contribution, gift, or grant is at the discretion of PILLAR, Inc. PILLAR, Inc. will not accept any gift unless it can be used with the purpose and mission of PILLAR, Inc. PILLAR, Inc. will accept donations of cash, securities, real property, in-kind gifts, and in-kind services.

PILLAR Inc. will not provide tax advice for received gifts.

PILLAR, Inc. will provide acknowledgements to donors meeting IRS substantiation requirements for monetary gifts received by the organization over \$250. However, no value shall be ascribed to any receipt or other form of substantiation for in-kind gifts. PILLAR, Inc. will respect the intent of the donor relating to anonymous gifts.

PILLAR Inc. will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to PILLAR, Inc. Gifts whose sources are not transparent or whose use is restricted in some manner, must be reviewed by the PILLAR, Inc. Board of Directors prior to acceptance

Harassment Policy

PILLAR, Inc. recognizes a moral and legal responsibility to provide an environment for its board members, employees, volunteers, instructors, and members that is free from harassment. PILLAR, Inc. considers harassment as unacceptable behavior, and it will not be tolerated under any circumstances.

Reports of harassment will be investigated promptly and confidentially. It is the responsibility of PILLAR, Inc. to create a culture that recognizes harassment as unacceptable behavior and where everyone can volunteer, work, and learn in an environment free from harassment.

Media Policy

PILLAR, Inc. may film, photograph, or record PILLAR, Inc. programs or events at its discretion for use in all forms of media. By attending a PILLAR, Inc. activity, board members, employees, volunteers, instructors, and participants are giving consent for their likeness to be used for the sole benefit of PILLAR, Inc.

PILLAR, Inc. Policies

Political Activity Policy

PILLAR, Inc. is a nonprofit 501(c)3 which has no political or religious affiliations. Federal and state laws prohibit 501(c)3 nonprofit organizations from engaging in political activity, making campaign contributions or public statements for or against a candidate, or endorsing or opposing any candidate for public office at the local, state, or federal levels. Any violation can cause the IRS to strip the PILLAR, Inc.'s 501(c)3 tax-exempt status.

PILLAR, Inc. may forbid anyone who could be perceived as speaking for the organization, including instructors, from endorsing or expressing their personal political views. In addition, PILLAR, Inc. prohibits all employees, board members, and volunteers from contributing PILLAR, Inc.'s money, time, or use of the organization's facilities or resources for a candidate or campaign.

PILLAR, Inc., as a 501(c)3, can engage in general voter education about issues that are consistent with PILLAR, Inc.'s purpose and mission, even those that could affect its cause, as long as all points of view are represented. A forum with all candidates or both sides of a ballot initiative are examples of acceptable political activity. No fundraising can occur at these events.

Violence and Weapons Policy

Any kind of violence will not be tolerated at PILLAR, Inc. In addition, possession of weapons is prohibited at all PILLAR, Inc. sites. Possession of weapons or engaging in violence at PILLAR, Inc. may lead to disciplinary action, up to and including, membership revocation or criminal charges.

Whistleblower Policy

The Whistleblower Policy provides a safe, confidential, and effective mechanism for individuals to report any suspected or actual misconduct, unethical behavior, or violation of laws, regulations, or organizational policies within PILLAR, Inc. PILLAR, Inc. is committed to maintaining the highest standards of integrity and transparency and will not tolerate retaliation against individuals who report concerns in good faith. This policy applies to all employees, volunteers, board members, instructors, and any other individuals working or associated with PILLAR, Inc.