

PROHIBITED ACTIVITIES, CONFLICTS OF INTEREST AND OFF-DUTY EMPLOYMENT

Generally, JUF regards the off-duty activities and affiliations of employees to be their own personal business. However, certain off-duty activities and affiliations by employees may present the potential to harm a material business concern of JUF, the Jewish Federation or the agencies affiliated with the Federation agencies or support positions or values that are inimical to those of JUF and are prohibited. For those reasons, the following policy is established with the intent to inform and guide employees' conduct.

A. Affiliation with, Support for, or Activities on Behalf of Certain Types of Organizations

1. Employees who engage in or are associated with illegal or immoral conduct or who are affiliated with, support or participate in activities that are inimical to JUF's mission or values may be subject to disciplinary action including termination.
2. Such prohibited conduct or affiliations could include, but are not limited to, involvement in any activity or organization that supports or promotes racial, religious, or other illegal discrimination such as the Ku Klux Klan or the Nationalist Social Movement (formerly the American Nazi Party), for example, or those activities or organizations with an anti-Zionist agenda, such as Boycott, Divest or Sanctions (BDS) or those advocating for the delegitimization of Israel.
3. Employees must always be mindful of whether their activities or affiliation with certain advocacy groups or organizations violate this policy. Such prohibited conduct also includes activities or affiliations that may create a conflict of interest or perceived conflict of interest with JUF or its agencies adversely reflect on or are likely to adversely reflect on JUF or its agencies or adversely affect their own continued ability or credibility to carry out their employment responsibilities. Whenever possible, the employee is expected to bring the conflict of interest (or perceived conflict of interest) to the attention of his or her supervisor in advance of the event or occurrence or as soon as it is known to the employee. He or she may be expected to withdraw from or immediately cease his or her participation or activity and may be subjected to disciplinary action including termination.

B. Off Duty Employment:

1. Employees may engage in off-duty employment, provided that:
 - a. Written approval is granted in advance by the President or his/her designee;
 - b. The employment does not conflict with the employee's work schedules, duties, or responsibilities;
 - c. The employment does not create a conflict of interest, a perceived conflict of interest, or incompatibility with employment at the Agency or JUF;
 - d. The employment does not have a detrimental effect upon the employee's work performance with the Agency;

- e. The employment does not involve conducting business during work hours of employment with the Agency or use of Agency resources; and
- f. The employment does not adversely reflect on or is not likely to adversely reflect on the Agency or the Jewish Federation.

Self-employment is considered off-duty employment and falls under the same conditions as other off-duty employment, with the addition of the restriction that employment does not involve ownership of a private business that is incompatible with an employee's position with the Agency.

- 2. Employees who wish to engage in off-duty employment are required to submit a written request explaining pertinent details to the President or his/her designee. If approved by the President or his/her designee, copies of the request will be given to the employee and the supervisor and will be placed into the employee's personnel file.

Upon any subsequent change in off-duty employment, including the employer, type of work performed, modification of work schedule or work location, the employee will be required to submit a new or revised written request for off-duty employment, and it will be processed as described above.

- 3. Employees are prohibited from working a second job or earning remuneration from self-employment during any period of leave of absence from the Agency unless approved by the President or his/her designee.
- 4. An employee who sustains an injury or illness in connection with off-duty employment will:
 - a. Not be entitled to receive workers' compensation benefits provided by the Agency;
 - b. Not accrue credit for vacation, sick leave, or any other discretionary employment benefits during a period of absence resulting from such injury or illness; and
 - c. Not be entitled to the normal contribution by the Agency toward healthcare benefit premiums during a period of absence resulting from such injury/illness except to the extent required by law.
- 5. An employee's authorization to engage in off-duty employment may be revoked at any time and at the sole discretion of the Agency where it is determined that it is in the best interest of the Agency to do so. Such revocations will be based upon a finding that the conditions set forth herein have not been met.

Any violations of this policy may be subject to disciplinary action including termination. This policy is meant to supplement, not negate or supersede any other Agency policy such as the Program to Detect and Deter Unlawful Behavior or related policies dealing with conflict of interest or inappropriate employee conduct.