



Leadership Jacksonville Program Expectations and Policies

We look forward to an exciting year with you. To get the most out of your experience, we would like to set forth some expectations and inform you of our policies.

PROGRAM EXPECTATIONS

Retreats – Opening and Closing

Part of the Leadership Jacksonville experience is to get to know the other participants in your class. The class is selected each year to be diverse on many dimensions. We will facilitate your ability to get to know as many people as possible by assigning you to sub-groups throughout the year. These assignments are made in support of your getting to know each other and we do not accept requests to be in groups with specific people.

Ground Rules

At the Opening Retreat your class will adopt a set of Ground Rules for how you will work together during the year. We have found it the most effective way to maximize the learning for the year. Those rules will be typed and distributed to the class following the retreat. It is the responsibility of the class to adhere to the ground rules once they are established

Cell Phones and Other Similar Devices

We ask that you confine your use of cell phones and other electronic devices to the break and lunch times unless using them as part of a program activity. Except for those times, we ask that you turn the devices off. Even on vibrate these devices are distracting to the program. We ask you to refrain from texting or responding to emails during the program. This is requested both for the focus on the program content and for the respect for those community leaders and alumni volunteers who give their time to make our program days informative and effective for you. You may think you can be discreet, but our speakers are aware when you are focused on your cell phone and not them.

Food

Food will be provided for each of the in-person retreats and program days. The type of food will vary depending on the event. In general, we will provide a morning snack, lunch and an afternoon snack. Coffee will be available in the mornings and cold beverages at lunch and in the afternoon. We will offer healthy food that meets most people's needs. If you have very specific food requirements, we may not be able to provide exactly what you need. In those cases, you may need to take responsibility for providing some of your own food. The Program Coordinator will contact those individuals who have indicated food restrictions to determine if this is the case.

Homework/Pre-work

Many of the program days will include an activity to be completed before the program day takes place. The types of activities will range from reading an article, to completing questionnaires, to completing an activity. They are designed to be a part of the experience and all class members are expected to complete the assignments.

Locations and Transportation

We will be meeting at various locations throughout the year. You will be notified 7-10 days in advance of each program day about the location and agenda for the day. These will be distributed by email. On several of the program days we will move from location to location. In those instances, if permitted by physical distancing requirements, a bus will be provided to transport the class. Often the locations we visit have limited parking available and it is difficult

to move this size group in and out of facilities in a timely manner. For these reasons, you will be expected to ride the bus. Any exceptions will need to be cleared in advance with the Program Coordinator or in the case of physical distancing requirements, you will be notified in advance of the need to drive your own car between locations.

Attire

On most program days, business casual attire is appropriate. Some events will be designated as casual attire. You will be advised as to which days are designated casual. Several days include some walking. It is important to wear comfortable shoes for this type of activity when specified. We meet in facilities we do not own, and we cannot always control temperatures. It is best to dress in layers to be comfortable. Until further notice, all in-person programs will always require that a mask be worn, unless eating or drinking. The mask must cover both nose and mouth.

Class Evaluations

At the close of each program day, you will be asked to complete an evaluation form. These forms are compiled, and the summary of evaluations is sent to the class, the Leadership Development Team and the Board of Directors. Please complete the forms completely and clearly. We use the information to monitor and improve the program each year.

PROGRAM RELATED POLICIES

A signed participant acknowledgement and consent to these policies and the Program Participant Code of Conduct will be requested and will be maintained on file at Leadership Jacksonville. Please note that parts of the COVID-19 Policy have been relaxed but the policy remains in place. Updates on current restrictions will be provided and it is anticipated that the Board will soon modify portions of the policy.

1) Attendance Policy Philosophical Statement

Attendance at all class events during the program year is required for three reasons. First, the selection of class membership for Leadership Jacksonville is a deliberate process, with each candidate weighed on the basis of his or her commitment to our community, potential for future community trusteeship, and expected contribution to the entire class's learning and growth. Absences diminish this learning and growth by denying classmates the opportunity to learn from each other. Secondly, the LJ class curriculum has been carefully designed to be a continuous and cumulative experience. Missing any portion of the program significantly dilutes that experience. Thirdly, our program is dependent upon the commitment, goodwill and donation of time by leaders in our community for the program days. Absences by class members belittle the substantial effort and time put into the programs by staff, committee members and presenters. There are no options to make up missed days. For all these reasons, LJ class members are expected to honor their commitment to attend 100 percent of the annual program.

A. Attendance at the Entire Opening Retreat is **MANDATORY.**

1. If the need to withdraw from the program is communicated to the LJ Chief Executive Officer by August 13, 2021, there will be full reimbursement of any tuition previously paid.
2. If a need to withdraw occurs and is communicated to the LJ Chief Executive Officer between August 14, and the Tuesday of the Opening Retreat week, reimbursement will only be made if the position can be filled by an alternate. If no alternate is available, an adjusted refund will be made of 50% of the agreed upon tuition. No deferment requests will be accepted after August 13, 2021.

3. If such need is communicated to the LJ Chief Executive Officer after Tuesday of the week of Opening Retreat LJ is under no obligation to attempt to find an alternate. If an attempt is made and an alternate obtained, full reimbursement will be paid. If no alternate is obtained, there is no refund of any tuition previously paid. If a class member has not communicated with LJ prior to the Opening Retreat and fails to attend the entire Opening Retreat, there is no refund of tuition paid.
- B. Successful completion of the LJ program requires class members' full participation at all program events, except as provided below:
1. Class members have committed to attendance at program days whether those days are in-person or virtual. To give meaning to this commitment, class members should attempt to limit absences to:
 - a. An illness of the class member or an illness, death or crisis in the member's family.
 - b. A business emergency such as unexpected travel or required attendance at a business function imposed by the member's superior or company and not within the member's control.
 2. Class members should report absences to the LJ office as soon as they are known, preferably prior to the class event, so that activities and meals can be accurately planned.
 3. Tardiness of more than one-half hour will result in a one-half day absence. If the class member leaves a program day more than one-half hour early the result is one-half day absence. It is important to respect the time and effort put into the programs by all. Coming late and/or leaving early shows little respect for that effort. Class members are expected to make whatever arrangements are necessary to be on time for programs and leave after completion of programs.
 4. A total of three absences, either full days or a combination of full and half days, will result in termination from the Leadership Jacksonville program.
 5. Termination will be immediate. The person involved may not finish the year and will not be considered an alumnus of LJ. Any person terminated from an adult program class for absences shall not be entitled to reapply for a future LJ adult class.
 6. The class member may appeal his/her termination to the Executive Committee in writing. (Decision of the Executive Committee shall be final.)
 7. After the Opening Retreat, there will be NO refund of tuition if termination is necessary.
- C. Failure to pay agreed adult program tuition by May 1 of the program year shall also result in automatic termination.
1. Staff will notify the Executive Committee of such failure and the class member shall be informed of the termination in writing.
 2. The class member being terminated may appeal in writing to the Executive Committee within ten days of the date of the written notification.
 3. Such non-paying terminated member will not be eligible for inclusion in the alumni of LJ nor entitled to any refund of money previously paid toward tuition.

2) Behavioral Code of Conduct and Abuse Prevention Policy

Purpose

This policy establishes how Leadership Jacksonville will do everything in its power to prevent the physical, emotional or sexual abuse of program participants, volunteers and staff by other participants, volunteers or employees. Leadership Jacksonville seeks to create a welcoming and safe environment and has zero tolerance for those whose actions

may jeopardize the safety or health of participants, volunteers or employees or in the case of participants who are minors, the innocence of the participant.

Definitions

Abuse: Because abuse takes many forms, the following subtypes are prohibited within the scope of this policy:

1. Physical abuse – an act of omission or an act that endangers the physical or mental health of a participant, volunteer or employee.
2. Sexual abuse – contact or activity of a sexual nature between any adult and a minor age program participant or between minor program participants; contact of a sexual nature between a program participant, volunteer or employee with a non-consenting adult program participant, volunteer or employee. This may include, by example, touching, fondling, other physical contact or sexual relations.
3. Emotional abuse – mental or emotional injury inflicted by the actions of a program participant, volunteer or employee. Emotional abuse may include stalking.
4. Neglect – failure to provide adequate care for a minor age program participant.
5. Economic – deliberate misuse of the money or belongings of a program participant, volunteer or employee.

Making a Complaint: Persons who have knowledge of possible violations of this policy by a program participant, volunteer or employee should immediately report this possible violation to the Chief Executive Officer or a member of the Executive Committee of the Board of Directors as appropriate. The Executive Committee of the board will oversee action in investigation, reporting, due process, and take action to seek justice. This may include the assistance of legal and public relations issues as well as interviews necessary for the investigation of the complaint. If a minor is involved, that person's parent/guardian shall be notified as soon as possible of the alleged violation of policy by a person designated by the Chief Executive Officer or President of the Board of Directors as appropriate. Decisions of resolution shall ultimately rest with the Board of Directors.

Sexual Harassment: Any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive environment resulting from discrimination on the basis of gender.

Sexual Misconduct: Sexual misconduct means a chargeable offense.

Minor: A youth, whether a program participant or volunteer, who is younger than 18 years of age.

Screenings for Staff and Volunteers

Safeguards in the employee hiring process will be used to eliminate from consideration or employment any candidates who display characteristics that could classify them at a high risk for violating this policy. The required screenings and background information will depend on the position and its level of involvement with program participants, particularly with minors. All employees will submit an employment application that includes signed authorization to perform necessary background checks and these checks, including criminal background, driving records, and sexual offender registry checks will be completed before any employee works with program participants or volunteers. If hired, those working with minors will have criminal and sexual offender registry checks bi-annually.

Program volunteers in positions that involve frequent, sustained contact with participants or other volunteers who are minors, including but not limited to those attending retreats that include minors, will also be screened and background information obtained.

If a potential volunteer or employee is found to have been involved in any activity in which the person abused or exploited minors or adults, the person will not be hired or approved to volunteer in Leadership Jacksonville programs.

Results of screenings will be kept confidential.

Structural Guidelines for Programs

All Leadership Jacksonville programs are designed to encourage safe interaction between participants, volunteers, and employees. The following guidelines are meant to keep established safeguards effective:

1. Programs that include minors must have an established adult to participant ratio. Every effort should be taken to ensure that at no time should an employee be alone with an entire program, primarily those programs including minors.
2. Employees and volunteers are restricted from being alone with a minor where they cannot be easily observed by others. If necessary, for one-on-one interaction between adults and minors, the interaction should occur in an unenclosed area and with the knowledge of another adult.
3. Written permission must be obtained from a parent or guardian before any employee transports a minor in the name of Leadership Jacksonville. This permission may be electronic.
4. In no event shall a minor program participant be allowed to visit the residence of an employee or program volunteer without the written permission of a parent or guardian, unless the minor program participant is a family member of the employee or volunteer or in the company and supervision of their parent or guardian.

Behavioral Code of Conduct

All program participants, volunteers working with programs and employees must be provided with a copy of a code of conduct to be signed annually and maintained by Leadership Jacksonville. The code of conduct language may vary depending upon the group and position, but will generally require:

1. Treat all with respect and consideration. Treatment must be fair and equal and must not be based on gender, religion, race, national origin, disability, marital or familial status, sexual orientation, income level or occupation. All effort must be made to avoid favoritism or the appearance of favoritism.
2. Must not use harsh or inappropriate language, degrading punishment or any type of restraining device.
3. Profanity, inappropriate jokes and any kind of harassment in the presence of program participants, volunteers or employees is prohibited.
4. May not participate or allow others to engage in any form of hazing.
5. While representing Leadership Jacksonville, must not possess, distribute, use or allow others to use illegal drugs; or serve alcohol to any underage program participant.
6. Smoking or use of tobacco during programs is prohibited at all times except during program breaks in areas approved for this by a program facility. Smoking or use of tobacco in the presence of minor program participants is prohibited for volunteers and employees.
7. Possession of any type of weapon or explosive device during a Leadership Jacksonville activity by program participants, volunteers or employees is prohibited except those members of law enforcement properly permitted by Florida Statutes may carry their licensed weapon unless otherwise prohibited by the site of the program or activity.
8. Must not have sexual contact with minors or non-consensual contact with adults.

9. Volunteers and employees will refrain from intimate displays of affection towards others in the presence of program participants, volunteers, and employees.
10. Program volunteers and employees may not be alone with minor program participants who they have first met in Leadership Jacksonville programs outside of Leadership Jacksonville programs. This includes dating, sleepovers, and inviting minors to the volunteer or employee's home
11. Program volunteers and employees must not dress, undress, shower or bathe with or within the view of minor program participants.
12. Employees and volunteers are prohibited from sharing sleeping locations with minor program participants. This includes beds, tents, hotel rooms or similar areas. Employees and volunteers can sleep in open areas with minors if the area is large enough for the employee or volunteer to have their own defined sleeping areas and other employees or volunteers are also present.
13. Program participants, volunteers and employees must not discuss their own sexual history, preferences or fantasies nor use of illicit or pornographic materials nor possess any sexually oriented materials while in the company of minor program participants or when conducting business in the name of Leadership Jacksonville.
14. When one-on-one discussion is warranted, employee or volunteer interaction with a minor program participant will take place in an area that allows for private conversation while remaining in the view of others.
15. Program participants, volunteers and employees are required to report any activity in violation of the Code of Conduct to the Chief Executive Officer or President of the Board of Directors.

3) Intellectual Property and Social Media Policy

Purpose

The intent of this policy is to preserve the mission, reputation, and property of Leadership Jacksonville, Inc. and, at the same time, promote the organization, interaction among the alumni and their connection to Leadership Jacksonville through the prudent use of social media. This policy applies to all types of social media known today or that may be developed in the future. Without intending to limit the scope of this policy and only to provide examples, these social media include platforms such as Facebook, LinkedIn, Twitter, blogs, comment sections of new media or other networking sites.

- A. The name, marks, and the logos of Leadership Jacksonville are solely owned by Leadership Jacksonville and all rights are reserved. This includes but is not limited to the following program names: Leadership Jacksonville, Youth Leadership Jacksonville, New Leadership Summit and Next Generation.
- B. All members (alumni and current class members of all programs, honorary and affiliate members) of Leadership Jacksonville are encouraged to maintain the highest standards on their own personal social media pages and expected to do so whenever there is any reference to Leadership Jacksonville. Participation as a member in any Leadership Jacksonville activity, no matter whether as class members, as alumni, as honorary members, or as affiliate members, requires that participants consent that Leadership Jacksonville has the right to object to and to prohibit improper uses in social media of the Leadership Jacksonville name, trademark, servicemark, logos, or other intellectual property, as well as improper references to all of the foregoing and any Leadership Jacksonville affiliation.
- C. Leadership Jacksonville, Inc. is the only entity authorized to create and maintain public social media sites or web pages in the name of Leadership Jacksonville, which right may be delegated. Any public social media or other web site will be maintained by the Leadership Jacksonville staff or delegate. All material associated with

Leadership Jacksonville that is entered onto public sites will maintain the high standards of Leadership Jacksonville, including and not limited to the following:

1. Material will not be political in nature and any solicitation for funds will be used solely for the Leadership Jacksonville programs.
2. The Leadership Jacksonville administrator may remove any inappropriate posts, unauthorized members, copyright, servicemark or trademark material that is not the property of Leadership Jacksonville or its members, as determined in its sole discretion.
3. All contributors of content will state their affiliation with Leadership Jacksonville (i.e., LJ Class #, Leadership Jacksonville Alumni, etc.)
4. All posts will be respectful. In other words, no spam, off-topic, derogatory or offensive comments. No personal attacks will be permitted. Posts are not to be commercials by or for alumni/classmates/ members or their associated businesses or affiliated organizations.
5. Leadership Jacksonville documents, reports, and coursework are for internal use of Leadership Jacksonville only, and not to be distributed by any means. Leadership Jacksonville documents, reports and coursework are confidential and proprietary to Leadership Jacksonville and represent intellectual property that is protected by copyright, trademark and other laws.
6. All social media communication will be transparent and not in any way a violation of Leadership Jacksonville's privacy, confidentiality, and legal guidelines for external commercial, personal, or political speech.
7. Comments related to public disasters or crises, legal matters, litigation, or any parties Leadership Jacksonville may be in litigation with may be commented on only by the Leadership Jacksonville staff.
8. All news media inquiries must be referred to the Leadership Jacksonville staff.
9. Due to the permanent nature and accessibility of any person's internet presence, all content related in any fashion to Leadership Jacksonville must be carefully considered prior to publication.
10. Removal of material from a site by a Leadership Jacksonville staff member or their designee may be appealed to the Board of Directors.

- D. Leadership Jacksonville may have private, members-only pages or sites which are created and administered by the Leadership Jacksonville staff or their designee(s). Only members of Leadership Jacksonville classes, alumni honorary members, and affiliates are eligible to be admitted as members. Information and discussions held on these sites will not be open to the public. All material on the sites will maintain the high standards of Leadership Jacksonville. The Leadership Jacksonville administrator will remove any unauthorized users and/or inappropriate posts.

1. **Leadership Jacksonville Adult Program classes** (both alumni and the current year class) may have individual social media sites for the respective class. Each class shall have only one authorized site that will be created by a Leadership Jacksonville staff member or their designee following a request from an interested class member and approval by Leadership Jacksonville.

2. The **current year's Youth Leadership Jacksonville class** will have a private, members-only site created and administered by a Leadership Jacksonville staff member. The staff member will control all content and member access.

3. **New Leadership Summit, Next Generation, and Youth Leadership Jacksonville alumni** will have sites to be used by the alumni of each respective program. A Leadership Jacksonville staff member will create each site and maintain administrative function of the sites.

- E. Participation in any Leadership Jacksonville social media activity as a class member, alumni, honorary member, or affiliate member will require, as set forth in separate agreement, each participant's consent to abide by this policy and other policies governing the use of Leadership Jacksonville's intellectual property and reputation.
- F. If necessary, Leadership Jacksonville will take legal action to preserve its reputation and its intellectual property and any other substantial interest through the enforcement of its policies and contracts.
- G. Leadership Jacksonville reserves the right to amend this policy at any time without notice.

4) COVID-19 Policy

A. Philosophical Statement

Leadership Jacksonville is monitoring the situation around COVID-19 to ensure that it is taking necessary measures to best protect the health and well-being of class members, volunteers and staff. This includes paying close attention to official recommendations. Leadership Jacksonville acknowledges that the situation is fluid and could be very different over time. Decisions and policies will be made and updated informed by the information that is available at the time. These policies will remain flexible for modification should local, state or federal guidelines changes.

B. Potential Exposures

Individuals are asked to follow the following protocol:

1. If exposed to COVID-19 and not up to date on COVID-19 vaccinations:
 - a. Do not participate in a Leadership Jacksonville program during the five full days following exposure.
 - b. After five days, if no symptoms, wear a mask for a LJ program between days 5-10.
2. If exposed to COVID-19 and up to date on COVID-19 vaccinations, participants are encouraged to wear a mask for a program within 10 days of close contact with someone with COVID-19 and to follow any CDC guidelines at the time of exposure.
3. If a participant has tested positive for COVID-19 or has symptoms, regardless of vaccination status:
 - a. Do not participate in a Leadership Jacksonville program for 5 days from the first day of symptoms or a positive viral test.
 - b. After 5 days participation is acceptable if fever-free for 24 hours (without use of fever-reducing medication) and symptoms are improving.
 - c. If participating in a program pursuant to b. above, participant should wear a well-fitting mask for the program for 10 full days after symptoms started or the date of the positive test. This list of potential exposures and quarantine periods is fluid

and subject to change over time. Participants are encouraged to observe the latest CDC guidelines.

C. Hygiene Practices

Personal hygiene will be reinforced to all who are participating with an in-person Leadership Jacksonville event. There will be signage, reinforcement, and general availability of locations to wash and/or sanitize hands. Leadership Jacksonville will work with all program location managers to verify that the facilities have had regular cleaning and deep cleaning protocols. The protocols will be facility specific.

D. COVID Symptom Management

If recommended by the CDC or area hospitals, arrival for Leadership Jacksonville events will begin with a health check which will include taking temperature and checking for COVID symptoms. This includes all participants, volunteers and staff. All individuals who are deemed to have a fever (100.4 or higher) will be required to leave the program and to be cleared to return by a physician or a negative test for COVID. The list of COVID symptoms is subject to change but the wide range includes fever or chills, cough, shortness of breath or difficulty breathing, fatigue, new loss of taste or smell, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Individuals who are experiencing symptoms should not attend in person and those who report symptoms at screening will be asked to leave.

E. Positive COVID Test

If any participant, volunteer or staff member tests positive for COVID, they are asked to self-report immediately to the Leadership Jacksonville Chief Executive Officer and follow appropriate protocols in effect at that time. Our strategy is to quickly identify those who may have come in contact with an individual who tests positive. Protocols for quarantine and return to the program for an individual who tests positive and for those with whom they have come in contact will be updated based on guidelines at that point in time.

F. Mask Usage and Physical Distancing

Based on current CDC guidelines, persons may be required to use masks when participating in an in-person Leadership Jacksonville indoor activity, except while eating and/or drinking. Six-foot physical distancing may also be in force if recommended by medical authorities.

Individuals are asked to bring a mask of their own choosing with them to all in-person activities in the event that masks are required by any facility or activity. Extra masks will be available if required.

All participants should limit physical contact with others and maintain reasonable personal space where possible. Occupancy requirements will be managed appropriately to allow for adequate social distancing in host site spaces including retreats, program days and other gatherings.

G. Calendar and Schedules during COVID-19 Pandemic

Dates previously published by Leadership Jacksonville for retreats, program days, orientations, events and meetings will to the fullest extent possible remain on the originally scheduled calendar day with a combination of in-person and virtual elements, depending on current local COVID-19 data and the type of program. All program date changes, delivery type and locations will be communicated to attendees as soon as possible, again recognizing the fluid nature of the pandemic and the possibility that changes might continue to be made. Leadership Jacksonville recognizes that virtual program elements are very different from in-person experiences and will

make every effort to provide programs and activities that are as comparable as possible to in-person programs, including allowing adult class members to take part in some activities beyond the originally scheduled program year.

H. Waiver

All program participants, volunteers and staff will be asked to sign a waiver in substantially the following form prior to the first in-person activity:

By signing this Agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 while attending a Leadership Jacksonville program and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I understand that the risk of becoming exposed to or infected by COVID-19 during the program may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Leadership Jacksonville staff, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind (the "Claims"), that I may experience or incur in connection with my attendance or participation in the program. I hereby release, covenant not to sue, discharge, and hold harmless Leadership Jacksonville, its employees, agents, contractors and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Leadership Jacksonville, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Leadership Jacksonville program.

(For participants) Additionally, I agree that I will not hold Leadership Jacksonville liable for a tuition refund, in full or in part, in the event that the content of the program is impacted by COVID-19 policies or restrictions. I recognize that Leadership Jacksonville is committed to providing a quality program that is safe for participants and this may require substantial changes in the typical Leadership Jacksonville program.