



# **Historic Metcalf-Franklin Farm**

## HMFFPA Safe Farm Policy

I. Our Commitment to Safety

II. What is a Safe Space?

III. Sexual Harassment

# HMFFPA Safe Farm Policy

## *Our Commitment to Safety*

Adopted 2023

The HMFFPA will make every effort to promote and maintain the safety of all our volunteers and students. Safety is a value that must be taught and reinforced at every opportunity. We are all responsible and must hold each other accountable to provide a safe environment for all participants.

### **We are committed to abuse prevention by utilizing:**

- Criminal background checks;
- Safe school training for those in supervisory roles;
- Monitoring one-on-one adult and youth interactions; and
- Mandatory reporting of suspected abuse to HMFFPA representatives.

### **We are committed to injury and illness prevention by integrating safety measures in our values and procedures:**

- All volunteers are supervised by experienced and trustworthy adults who set the example for safety; and
- Appropriate equipment, tools and procedures are utilized at all times.

When incidents do occur, we expect a timely, clear, and complete verbal and, if necessary, written reports. We are committed to learning from our experiences and modifying program guidance for the prevention of future incidents.

### **Alcohol, Tobacco, and Drugs**

HMFFPA activities are not a place to possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any HMFFPA rules: alcoholic beverages in the presence of minors or controlled substances in general, including marijuana. In addition, this policy specifies that if you are taking prescription medications with the potential of impairing any functioning or judgment, you will not engage in activities that would put our volunteers at risk, including driving or operating equipment.

An important way adult leaders can model healthy living is by following the policies on alcohol, tobacco, and drugs. All volunteers should support the attitude that they, as well as youths, are better off without tobacco in any form and may not allow the use of tobacco products at any HMFFPA activity involving youth participants. This includes the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking. All functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

# HMFFPA Safe Farm Policy

## *What is a Safe Space?*

A safe space is relative to your context. However, the very basic concepts we need to consider are **respect, honest, integrity** and **trust**. A safe and brave space is an environment where participants can comfortably voice their ideas, questions and concerns. In this atmosphere, everyone is respected and listened to. We know that people learn better in a space where they can fully participate - free of violence in any form, harm, risks, biases, and discrimination.

### **Your role in creating and maintaining safe and brave spaces:**

#### ***Practicing and Promoting Respect***

1. Listen and be present.
2. Give others a chance to speak.
3. Be thoughtful of other people's feelings. Refrain from saying things or doing acts that may hurt people and make people feel excluded.

#### ***Gaining and Preserving Trust***

1. Do not share or disclose information about other members of your group.
2. When something makes you or someone else uncomfortable, do not hesitate to speak up and report it to your adult leader or to someone you trust.
3. If someone shares with you that they are not feeling safe, tell them that you are here to help and ask them if you can share their concern for them. Do not tell their concern to anyone except the correct authorities that could help solve their problem. If you believe that they are in danger, ask for help immediately.

### **As a leader, trainer, or facilitator:**

#### ***Practicing and Promoting Respect***

1. As a group, come up with clear guidelines to promote respect and openness for everyone and agree on how the group will keep to the guidelines.
2. Be aware of what is happening in your community and the world that may be impacting your group members.
3. Be mindful of your facilitation approach to make sure all voices have a space to be heard.
4. Avoid making generalizations when speaking about different issues.
5. Be ready to adapt your program. If the group is deep in a powerful conversation, it is fine to change the plans, so they have more time to work through that conversation.

### ***Gaining and Preserving Trust***

1. Vocally state that your space is safe for all who wish to participate.
2. Stress the importance of confidentiality.
3. Plan how you will support group members to speak up or seek support if they don't feel safe and communicate this to the group.

### **As a leader of an organization:**

### ***Practicing and Promoting Respect***

1. Create guidelines that will foster an organizational culture that promotes respect and zero tolerance for discrimination.
2. Include and promote the participation of different age groups during discussions or consultations on your national program.

### ***Gaining and Preserving Trust***

1. Lead your group in coming up with and/or implementing a Safeguarding policy.
2. Establish support desks or committees that protect the anonymity of members who seek support.
3. Model the behavior you seek and mainstream it through your policies.

# **HMFFPA Safe Farm Policy**

## *Sexual Harassment*

### **Purpose**

The Historic Metcalf Franklin Farm Preservation Association has a strict zero tolerance policy against all forms of sexual harassment. This policy was created as part of our commitment to a safer and more welcoming Farm workplace for volunteers and those in the general community to enjoy.

Anyone can be a victim of sexual harassment regardless of their gender, gender identity, sexual orientation, race, age, or other factors and can occur between those assuming the role as a supervisor and a volunteer. Therefore, HMFFPA will take every measure to prevent and address acts of sexual harassment.

The purposes and goals of this policy are to:

1. Provide notice to all volunteers that sexual harassment will not be tolerated, and that violators will be held accountable; and
2. Create and enforce policies and procedures to assist volunteers who are impacted by sexual harassment, including providing training on this policy for all.

### **Sexual Harassment**

Sexual harassment can occur in many ways. It may involve unwelcome romantic advances, requests for sexual favors, visual materials, social media posts, verbal comments, and/or physical contact of a sexual nature.

Such conduct is a violation of this policy, even in instances where the offending volunteer believed they were acting jokingly. Such actions of a sexual nature, or unwelcome advances. Unwelcome advances may include an excessive attention paid to a volunteer. That attention may take the form of overly friendly attention, staring or taking pictures without permission.

The most obvious examples of sexual harassment involve physical behavior or physical contact. The following is a non-exhaustive list of physical behaviors that may be considered offensive:

- Touching an individual by massaging their back, neck or shoulders, hugging, kissing, patting, pinching, fondling, or touching/pulling an individual's clothing or hair;
- Physical gestures that imply a sexual act or sexual anatomy, touching oneself in a sexual manner; and
- Brushing up against another person, standing too close, or lingering, taking unwanted photographs or staring in such a way that makes people feel uncomfortable.

However, sexually harassing behavior does not always involve physical contact. The following is a non-exhaustive list of examples of verbal and non-verbal/visual behavior that may be considered offensive:

- Suggestive behavior such as “elevator eyes” (looking a person up and down), leering, staring, sexual gestures, whistling, catcalls, winking, throwing kisses, making kissing sounds, howling, groaning, or smacking/licking lips;
- Sexual comments or innuendoes about clothing, anatomy, appearance, or sexual jokes or stories, or playing or singing sexually suggestive songs;
- Discussions or inquiries about sexual fantasy, preferences, history, or sex life about self or others;
- Displaying pictures, objects, reading materials, or other materials that are sexually suggestive or demeaning. This includes any sexual materials on personal devices including a smart phone or tablet, or company-owned computers or devices shared in the workplace;
- Repeated invitations and/or pressuring/coercion for dates or sexual favors; harassing phone calls, emails, texts, social media posts, or other communication;
- Giving personal gifts that imply an intimate relationship;
- Sending sexually suggestive communications (such as e-mails, texts, instant messages, notes, etc).; displaying or transmitting suggestive visual materials (such as pictures, calendars, and posters); and
- Stalking, following, or blocking an individual’s path.

### **Persons Covered by this Policy**

Persons covered by this policy include Volunteers, Employees and Independent Contractors

### **Reporting Sexual Harassment**

#### **A. Internal Complaint Procedures**

Volunteers should report allegations of sexual harassment, to a designated individual as soon as reasonably possible after the conduct occurs to help ensure an effective investigation. The President of the HMFFPA will assure that the incident is investigated.

If the President of the HMFFPA determines that an volunteer has engaged in conduct in violation of this policy, the President shall take prompt, remedial action commensurate with the circumstance, up to and including asking the volunteer to leave the HMFFPA.

#### **B. Duty to Cooperate**

Every Volunteer shall have a duty to cooperate with the investigation. Failure to do so may result in disciplinary action. Additionally, every volunteer has the duty to be truthful and must disclose all information known to the volunteer when requested to do so by an appropriate person in the organization or the person designated by the organization to investigate an alleged incident of violence. Any volunteer who fails to be completely truthful or who withholds information shall be subject to disciplinary action.

### **C. Witnessing Sexual Harassment**

In addition to having a duty to cooperate with an investigation of sexual harassment, Volunteers who have information about or who witness an act of sexual harassment against another Volunteer, are required to report all information to the Board of Director member on-site.

### **D. Investigation Procedures**

If the BOD member receives information that alleges or suggests that a volunteer has committed an act of sexual harassment, then the matter shall be referred to the President for the purpose of investigating the information or allegation. The investigation should be conducted as soon as possible with respect for the volunteers right to privacy.