



BACN General Use Policies Excerpted from BACN's 2023 Employee Manual

Firearms and Weapons

Firearms and other weapons are strictly prohibited on BACN premises, including in personal automobiles parked on BACN property. This applies to employees, volunteers, community partners, Neighbors, or any other person(s), except for law enforcement officials, emergency responders, or security personnel.

This BACN policy also applies to individuals who have a legal "right to carry" certification. BACN reserves the right to dismiss anyone from its premises who violates this policy.

If you witness anyone in possession of a firearm or other weapon should **NOT** confront the person but should **report it immediately** to the Executive Director.

Hostile Behavior and Threat of Violence

At BACN, all persons are to be treated with dignity and respect. Hostile behavior, threatening language, profanity, insults, or intimidating behavior is strictly prohibited. This applies to employees, volunteers, community partners, Neighbors, or any other person(s). Hostile behavior creates an unsafe environment and can lead to a threat of violence.

If you witness or experience hostile behavior or a threat of harm should **report it immediately** to the Executive Director. Anyone found to be willfully involved in hostile conduct or violence on the premises will be discharged.

Smoking and Vaping

The BACN facility and premises are smoke free environments. Smoking and/or vaping are not permitted in the BACN building, parking lot, or any other area on BACN property.

Alcohol

The BACN facility and premises are alcohol-free environments.

On rare occasions, the Board of Directors may authorize a special dispensation for a ceremonial or celebrative BACN event at which wine or other alcoholic beverages may be served (e.g., fund-raising event or holiday reception). Such authorization from the Board shall be in writing and specify the reason for the dispensation, date and time of the event, and the responsible person in charge. **Authorization must be received prior to the event.**

Legally Controlled and Illicit Substances

BACN explicitly prohibits:

- Unlawful manufacture, distribution, dispensation, possession, or use of illegal substances.
- Use, possession, solicitation for, or sale of narcotics, legal or illicit substances, or medications without a prescription, on BACN premises or while performing BACN business either on-site or off-site.
- Possession of **legally controlled** substances, except when the use of such substance is pursuant to a doctor's orders and affirmation that the substance does not impair judgement or adversely affect the employee's ability to safely perform his/her job duties.
- Being impaired or under the influence of legal or illegal drugs, if such impairment or influence affects work performance, the safety of oneself or others, or puts at risk BACN's reputation.

Participation in Political Matters

BACN is an independent non-partisan organization dedicated exclusively to charitable and educational purposes. BACN prohibits the use, distribution or display of political materials on the premises by any person.

No Solicitation

"Solicitation" is any form of requesting money, support or participation for products, groups, organizations or causes, which are unrelated to BACN. These include but are not limited to:

- Seeking funds or donations for a non-profit organization
- Asking for signatures for a petition
- Selling merchandise or services
- Requesting support for a political candidate
- Engaging in religious proselytism

BACN maintains a "No Solicitation Policy" to support a proper business environment and prevent interference with work. The policy applies to all volunteers, employees, visitors, partners, former employees, and Neighbors on BACN premises during working hours. Solicitation and distribution are strictly prohibited unless previously authorized by the Executive Director. Workers and others may not:

- Solicit anyone, including Neighbors, during one's own work time while at BACN or working from a remote location.
- Solicit another employee, associate, or volunteer during his/her work time.
- Distribute non-business-related literature or written material in the workplace at any time without permission from the Executive Director.