

MIND BODY BABY NC



ORGANIZATION HANDBOOK HANDBOOK HANDBOOK

WHAT WE VALUE

The things we believe in that help make us valuable and unique.

COMMUNITY

At our very core, Mind Body Baby views ourselves as community connectors for individuals and families journeying through the perinatal period.

All our work is done in partnership with community businesses, services and organizations. We cherish our community relationships that allow us to provide community support to those we assist.

HUMILITY

Cultural humility involves an ongoing process of self-exploration and self-critique combined with a willingness to learn from others. It means entering a relationship with another person with the intention of honoring their beliefs, customs, and values.

DIGNITY

Care with dignity supports the self-respect of the person, recognizing their capacities and ambitions, and does nothing to undermine it. It includes respect for what they can do, who they are, and the life they've lived. It is our ongoing goal.

Inclusivity & Humility Agreement

Mind Body Baby NC's work is rooted in an understanding of perinatal mental health, infant mental health, our innate mammalian need for social support (a village) and the overall importance of the primary caregivers' wellbeing in the development of the child, the safety of the home, and as cultivators of each new generation.

Every parent and primary caregiver (no matter how they found themselves in the role, or who their family/home consists of) is valuable and deserves support. Their children need them to matter too. An evolving requirement of partnering with Mind Body Baby NC in any form is an active and ongoing commitment to cultural, racial, philosophical, and experiential humility.

Humility in this situation is the self awareness that each and every one of us can only truly know our own ideas, history and experiences, and as such, none of us can ever fully comprehend all that is involved in someone else's decisions, desires, knowledge or experience. Additionally, it's an awareness that each of us holds bias in many forms because of our own experiences. Practicing this form of humility is a constant and humbling effort. We are never done.

In action, humility is catching your inherent judgements and implicit bias - recognizing it for its unfair judgment, a willingness to learn from other's experiences and practice mutual respect even if their ideas, experiences or decisions do not sit well with you, or if the other person does not wish to share with you. This is work this organization strives towards every day. It doesn't mean we do not make errors, but rather are willing to apologize and learn from mistakes despite how uncomfortable it can sometimes feel.

If you are committed to this ongoing work as part of working to create positive community change, please "*I am committed to inclusivity & humility*" below and sign your name.

Sign _____ Date _____

Mission

Mind Body Baby exists to bridge the gaps in mental health care for mothers and birthing people in our community by providing knowledge, resources and equitable, peer-driven emotional support through their perinatal experience; because when parents are knowledgeable, equipped and valued their babies have the ability to reach their fullest potential.

Vision

Envisioning our community as invested in every parent feeling valued, well-resourced & equipped to be the builder of secure foundations for their babies

Visit our How & Why Video [here](#).

Please Acknowledge reading
this section with initials:

Overview

The Mind Body Baby, Inc.'s Company Handbook (the "Handbook") has been developed to provide general guidelines about Mind Body Baby, Inc. policies and procedures for employees/contractors. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment/ contract. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, these guidelines are subject to modification, amendment or revocation by Mind Body Baby, Inc. at any time, without advance notice.

The personnel policies of Mind Body Baby, Inc. are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Executive Director. The Executive Director may, in turn, delegate authority for administering specific policies. Contractors are encouraged to consult the Executive Director for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the Executive Director.

Mind Body Baby, Inc. will provide each individual a copy of this Handbook upon contract. All contractors are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all Mind Body Baby, Inc. contract partners. Further, Mind Body Baby, Inc. expects each contractor to display good judgment, diplomacy and courtesy in their professional relationships with members of Mind Body Baby, Inc.'s Board of Directors, committees, membership, staff, and the general public.

Please Acknowledge reading
this section with initials:

Employee Receipt & Acceptance

I hereby acknowledge receipt of the Mind Body Baby, Inc. Company Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Company Handbook is not an employment contract for any specific period of employment or for continuing or long-term contracts.

Therefore, I acknowledge and understand that unless I have a written employment agreement with Mind Body Baby, Inc. that provides otherwise, I have the right to withdraw from my contract with Mind Body Baby, Inc. at any time with notice and with or without cause according to our contract, and that Mind Body Baby, Inc. has the right to terminate my contract at any time with or without notice and with or without cause. I have read, understand and agree to all of the above. I have also read and understand the Mind Body Baby, Inc. Company Handbook. I agree to return the Company Handbook upon termination of my contract.

Signature _____

Print Name _____ Date _____

Confidentiality Policy and Pledge

Any information that a contractor learns about Mind Body Baby, Inc, its board, staff, clients or donors, as a result of working for Mind Body Baby, Inc that is not otherwise publicly available constitutes confidential information. Contractor may not disclose confidential information to anyone who is not employed by Mind Body Baby, Inc or to other persons employed by Mind Body Baby, Inc who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of Mind Body Baby, Inc's confidential information is prohibited. Any contractor who discloses confidential Mind Body Baby, Inc information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information. I understand the above policy and pledge not to disclose confidential information.

Signature _____

Print Name _____ Date _____

Anti-Harrassment, Anti-Discrimination Policy

Mind Body Baby NC, LLC is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Mind Body Baby NC, LLC expects that all relationships among persons in the office will be business-like and free of explicit bias, prejudice and harassment.

Mind Body Baby NC, LLC has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Mind Body Baby NC, LLC will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the executive director or a member of the board of directors.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Mind Body Baby NC, LLC prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

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Equal employment opportunity

It is the policy of Mind Body Baby, Inc to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Mind Body Baby, Inc prohibits any such discrimination or harassment.

Retaliation

Mind Body Baby, LLC encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Mind Body Baby NC, Inc to promptly and thoroughly investigate such reports. Mind Body Baby, Inc prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals & Conduct Covered

These policies apply to all applicants, employees and contractors, whether related to conduct engaged in by fellow employees or by someone not directly connected to Mind Body Baby, Inc. (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

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Reporting an Incident of Harassment, Discrimination or Retaliation

Mind Body Baby, Inc. encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman. See the complaint procedure described below.

In addition, Mind Body Baby, Inc. encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Mind Body Baby NC, LLC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, any member of the personnel practices committee or any ombudsman.

Mind Body Baby, Inc. encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Mind Body Baby NC, LLC will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Mind Body Baby NC, LLC believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Mind Body Baby NC, LLC's executive director or board president.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

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Whistle Blower Policy

Mind Body Baby NC (“MBB”) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of MBB, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility: This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that MBB can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of MBB’s code of ethics or suspected violations of law or regulations that govern MBB’s operations.

No Retaliation: It is contrary to the values of MBB for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of MBB. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure: MBB has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with the Vice Chair of the board of directors who is acting as a compliance officer. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the MBB’s Compliance Officer who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or our organization’s Compliance Officer.

Compliance Officer: MBB's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Board of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters: MBB's Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith: Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. To create a confidential report, go to:

Handling of Reported Violations: The MBB's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Compliance Officer:

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Diversity & Inclusion Statement

Diversity and Inclusion Statement (Updated December 2021)

At Mind Body Baby, a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

We're committed to modeling diversity and inclusion for the entire arts industry of the nonprofit sector, and to maintaining an inclusive environment with equitable treatment for all.

To provide informed, authentic leadership for cultural equity, Mind Body Baby strives to:

- See diversity, inclusion, and equity as connected to our mission and critical to ensure the well-being of our staff and the arts communities we serve.
- Acknowledge and dismantle any inequities within our policies, systems, programs, and services, and continually update and report organization progress.
- Explore potential underlying, unquestioned assumptions that interfere with inclusiveness.
- Advocate for and support board-level thinking about how systemic inequities impact our organization's work, and how best to address that in a way that is consistent with our mission.
- Help to challenge assumptions about what it takes to be a strong leader at our organization, and who is well-positioned to provide leadership.
- Practice and encourage transparent communication in all interactions.
- Commit time and resources to expand more diverse leadership within our board, staff, committee, and advisory bodies.
- Lead with respect and tolerance. We expect all employees to embrace this option and to express it in workplace interactions and through everyday practices.

Mind Body Baby abides by the following action items to help promote diversity and inclusion in our workplace:

- Pursue cultural competency throughout our organization by creating
 - substantive learning opportunities and formal, transparent policies.
 - Generate and aggregate quantitative and qualitative research related to equity to make incremental, measurable progress toward the visibility of our diversity, inclusion, and equity efforts. Once the content is curated it will be added to our website so others can access.
 - Improve our cultural leadership pipeline by creating and supporting programs and policies that foster leadership that reflects the diversity of American society.
 - Pool resources and expand offerings for underrepresented constituents by connecting with other arts organizations committed to diversity and inclusion efforts.
 - Develop and present sessions on diversity, inclusion, and equity to provide
 - information and resources internally, and to members, the community, and the perinatal care industry.
 - Develop a system for being more intentional and conscious of bias during the hiring, promoting, or evaluating process. Train our hiring team on equitable practices.
 - Include a salary range with all public job descriptions.
 - Advocate for public and private-sector policy that promotes diversity, inclusion, and equity. Challenge systems and policies that create inequity, oppression and disparity.
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Social Media Policy

Scope: This policy applies to all employees, contractors, and third parties acting on behalf of Mind Body Baby, Inc. who engage in social media activities.

Guidelines:

1. Professional Conduct:

- When representing Mind Body Baby, INc. on social media, maintain professionalism and adhere to the company's values and code of conduct.
- Ensure that your social media posts reflect positively on the company and its reputation.

2. Confidentiality:

- Do not disclose any confidential or proprietary information about [Company Name], its clients, partners, or employees on social media platforms.
- Respect the privacy of colleagues and refrain from sharing any sensitive or personal information without consent.

3. Accuracy and Transparency:

- Ensure that all information shared on social media platforms is accurate and up-to-date.
- Clearly distinguish between personal opinions and official statements when discussing company-related matters.
- If you are unsure about the accuracy of information, refrain from sharing it.

Remember:

- Honest about who you are (#iworkwithmbb)
- Clarity that your opinions are your own
- Respect and humility; Live our Values in all communication: Mind Body Baby will not tolerate discrimination (including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status or any other legally recognized protected basis under federal, state, or local laws, regulations or ordinances)."
- Good judgement in sharing only public information – including financial data
- Awareness that what you say is permanent

- Respect and Civility:
 - Treat others with respect and professionalism in all social media interactions.
 - Do not engage in or tolerate any form of harassment, discrimination, or offensive behavior.
 - Refrain from engaging in heated debates or arguments on controversial topics that may reflect poorly on the company.
- Intellectual Property:
 - Respect copyright laws and intellectual property rights when sharing content on social media.
 - Do not use [Company Name] logos, trademarks, or copyrighted material without proper authorization.
- Endorsements and Recommendations:
 - Clearly disclose your affiliation with Mind Body Baby, Inc when endorsing or recommending products, services, or other organizations on social media.
 - Exercise caution when making endorsements to avoid any conflicts of interest or misleading representations.

Personal Social Media Use:

- Disclaimers:
 - Include a disclaimer in your social media profiles clarifying that your views are personal and do not necessarily reflect those of Mind Body Baby, Inc.
- Privacy Settings:
 - Review and adjust privacy settings on personal social media accounts to maintain a level of privacy and security.
 - Be mindful that even personal social media posts can impact your professional reputation and the reputation of [Company Name].

Consequences of Policy Violations: Violations of this social media policy may result in disciplinary action, up to and including termination of employment or contractual relationship with Mind Body Baby, Inc.

Acknowledgment: By engaging in social media activities on behalf of [Company Name], employees acknowledge that they have read, understood, and agree to comply with this social media policy.

Review and Updates: This policy will be periodically reviewed and updated as necessary to ensure its effectiveness and relevance in addressing the evolving landscape of social media.

Please Acknowledge reading
this section with initials:

