

Employee Handbook

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*****Publicity Notice** This employee handbook is the public version as the was no Non Disclosure Agreement signed yet. Upon completion of the Leadership Volunteer Contract, Internship Contract, or Volunteer Contract, you would be provided with a version of this handbook which includes links to all internal and confidential documents.***

Welcome

This employee handbook defines who we are, how we work together, and our structure and basic operations. We've created this handbook as a statement of our corporate functions and processes, which can be referenced by any member and should be understood by all.

This handbook isn't a contract or a guarantee of employment. It's a collection of our expectations, commitments, and responsibilities. Please read this employee handbook carefully and consult it whenever you need to.

Our Mission

The Institute for Youth in Policy conducts and communicates independent, high-quality research to improve nonpartisan education policy and practice. Working with policymakers, researchers, educators, community groups, and others, the Institute seeks to advance evidence-based policies that support empowering and equitable learning for teens and young adults. Nonprofit and nonpartisan, the Institute connects policymakers and stakeholders at the local, state, and federal levels with the evidence, ideas, and actions needed to strengthen the education system from preschool through college and career readiness.

Our focus is to engage this young generation in our political process through open discourse, policy research, civic education, and political participation. The world exists in a highly polarized state, unable to find middle ground in a sea of political opinion. We believe that by promoting objective discourse and critical analysis of political issues this generation can overcome the follies of the past, and enter society with an open view of political issues and opinion. No matter the ideology, alignment, or political belief, It's critically important for young people to fully develop their own beliefs and recognize opposing ones, conduct research and analysis to make informed political decisions, and bridge the gap between those divided. This is our vision for a generation actively engaged in their democracy, and one we endeavor to advance. [More About Us.](#)

Structure & Organization

Our corporate structure, levels of leadership, and department organization.

Leadership Definitions

Executives

- **Executive Director:** CEO/President of the Organization; final authority on all matters not decided on by the board. Generally manages partnerships and meets with the Board of Advisors on a monthly basis. They are responsible for the organization's overall success, its agenda, and messaging. While all levels of management report to the Executive Director, this may be relayed to the Chief of Staff for certain departments (eg. corporate functions). This is the person “with whom the buck stops with”.
[One Executive Director]
- **Chief of Staff:** Responsible for the management of the organization's members and all member related processes, as well as directly manages the organizations Corporate Functions (HR, Fundraising, Legal, Tech). Also manages the organizations projects, organization, and agenda alongside the Executive Director.
[One Chief of Staff]
- **Board Chairperson:** Non-voting member of the BOD which is responsible for guiding board meetings & setting the board agenda. The Chairperson also works closely with the Executive Director to make executive decisions and develop strategy.
[One Board Chairperson]

Senior Management

- **Senior Director:** Oversees groupings of related departments to facilitate better collaboration and ease of operation. Works with the Executive Director and Chief of Staff on inter-departmental initiatives and directly manages the Directors of each individual department they oversee (typically 2).
[Up to 2 Senior Directors]
- **Director:** Head of a department, responsible for its effective operation and management of all personnel within it. They will coordinate all department efforts in accordance with BOD decisions as well as at the direction of the Executive Director and Chief of Staff.
[One Director per department]
- **Associate Director:** Subordinate to the department Director; responsible for carrying out tasks assigned by the Director and assisting them with managing their department. Associate Directors will only be appointed if the Director requires assistance managing their department.
[One Associate Director per department]

Junior Management

- **Manager:** Responsible for leading sub-departments within departments and managing their micro-processes such as day to day work, team interaction, relaying of information from directors, etc. They work at the instruction of the Associate Director and Director of each department, ensuring their sub-department is running efficiently and actively.
[1 Manager per sub-department]

- **Coordinator:** Coordinators are leaders within larger sub-departments who work under Supervisors to assist with staff management and leadership tasks. While most sub-departments will only have a Manager, Coordinators are necessary for sub-departments whose operations require extended leadership structures, or sub-departments who have teams within them for specific purposes.
[multiple coordinators per sub-department if necessary]

- **Lead (organizing (chapters) only):** Staff who lead chapter operations and growth within a state or territory, or state chapter leads. These individuals are considered to be below coordinators. They manage the organizations chapter and event programs within their state, reporting to their regional and national supervisors on the organizing team.
[1 lead per U.S. state or another national territory]

Staff

- **Intern:** General staff of the organization, responsible for carrying out processes they are recruited for within their department and sub-department (team). They work directly under the Supervisor for their sub-department, and are the base of all the organization's operations and growth. Interns do not manage other interns, however there are levels of seniority based on tenure and capability for interns which should be noted:
(Listed by order of seniority, lowest at the bottom)
 - Distinguished Fellow
 - Senior Fellow
 - Fellow
 - Intern
 - Associate Intern

[No cap on interns per department & sub-department]

- **Associate:** Individuals involved with the organization, but who are not Staff. Associates in most cases will be chapter members, chapter leaders, and those registered with the organization but not actively working with us at an internship capacity.
[No cap on Associates within the organization]

Corporate Structure

Corporate Functions

Overview

Corporate functions are the administrative backbone of the YIP, existing as a collective of detached micro-departments which oversee the organization's administrative matters otherwise not handled by the 5 departments. Corporate functions have a certain degree of authority over the organization as a whole; they are our advisors and administrators tasked with ensuring the intricacies of our management are handled with care. Our corporate functions are directly overseen and managed by the YIP Chief of Staff and only report to them. Corporate functions are structured similarly to sub-departments, with the YIP Chief of Staff as the “Director” of these sub-departments.

However, corporate functions are titled departments, and leaders of each of our corporate functions are known as directors due to the expanded nature of their roles despite the relatively small size of their departments.

Human Resources Department

The role of the Human Resources Department within the Institute for Youth in Policy will be to regulate under its purview all matters pertaining to hiring, training, discharge, policy enforcement, and internal member management & support. The department is to act as an arbiter of internal affairs, providing oversight for all members of the organization and ensuring the maintenance of a healthy and productive work environment. The Human Resources Department will be managed by the HR Director, who reports to the Chief of Staff on all matters of their department. The exact processes of the HR department can be found in the Human Resources Standard Operating Procedure.

Legal Department

Our legal department manages all matters of corporate legislation, contracts, intellectual property, and other legal affairs for the organization. The primary function of this department is to provide legal materials for the organizations use, and secondarily to advise the organizations leadership in matters pertaining to law. The legal department is to be led by the legal Director, who manages the legal interns and coordinates legal initiatives and projects within the department to benefit the organization.

Technology Department

The technology department is the arbiter of the YIP’s website and all IT matters that could arise. Technology is tasked with consistently improving our website, online

discoverability, cybersecurity, technological innovation, etc. The technology department will be led by the technology director, who oversees the interns of their department. Technology will also work with other departments to solve IT issues and improve digital productivity and resources.

Finance Department

The finance department will serve as the primary source of revenue for the organization, facilitating donations, monetary programs, financial management, and filing the organization's financial statements quarterly and yearly. The finance department will be led by the finance Director, who manages the interns of their department. The finance department will also work with other departments such as organizing to equitably allocate the organizations revenue to the areas of most need.

Publishing Department

Overview

The role of the Publishing Department will be to write and edit articles and manage the writers and their work from start to finish. The department is responsible for everything pertaining to political articles.

Structure

The writers, including Senior Fellows, Fellows, Interns, and Associate Interns, form the base of the Publishing Department. They hold the responsibility of researching and writing articles. Above them are the Policy Editors, who edit the articles written by the writers. Above them are the Publishing Associate Directors, who in addition to editing, are responsible for filling in for the Publishing Director when necessary and helping create new programs and ideas to make the Publishing Department more successful. At the top of the department is the Publishing Director, who often communicates with Publishing Associate Directors and the Chief of Staff.

Writing

Each writer in one of the four tiers (Senior Fellows, Fellows, Interns, and Associate Interns) is responsible for writing at least one article between 1,000-1,200 words per month, with the option of writing additional articles. When writing, they should use the official YIP Style Guide to limit mistakes and errors. When a writer finalizes an article, they must send a link with editing access turned on to the Publishing Director via Slack (subject to change if the Publishing Department automates this process).

Editing

Each Policy Editor and Publishing Associate Director, as well as the Publishing Director at their own discretion, is responsible for editing one to three articles on a weekly basis. They should use the official YIP Style Guide when editing to assist them, and they are also able to make any additional changes necessary. When they are unsure of what a writer was trying to say, need extra clarification, etc., the editor should message the writer via Slack to resolve the issue. Editors, despite being able to adjust any sentence as necessary, must refrain from changing the writer's tone throughout the paper. Additionally, all editors have the responsibility of remaining nonpartisan when editing. When a paper is fully edited, the editor must provide the writer with a short paragraph consisting of feedback and constructive criticism. The editor must edit and provide the writer with feedback no later than seven days after the writer submitted their article.

Publishing and Management

The Publishing Director, as well as the Publishing Associate Directors and Policy Editors at times, are responsible for communicating with writers when necessary. They inform the writers of when their topic proposals and papers are due and must provide several reminders weekly. The Publishing Director is responsible for setting up productive and educational events, like drop-in tutoring sessions. The Publishing Director is also in charge of updating the spreadsheet titled "YIP Publishing," where they will input due dates, topic proposals, and links to papers.

Partnerships Department

Overview

The Partnerships Department focuses on creating a long-lasting and meaningful connection (affiliations, acquisitions, collaborations, and partnerships) with other companies and individuals in order to scale and reach a broader audience. The department will focus on conducting outreach to potential partners, while also maintaining and building long-lasting relationships with these partners.

Structure

The Partnerships Department will be managed by the Partnerships Director, who oversees all current and potential brand partnerships. The Partnerships Department is split up into the Networks and Outreach sub-departments, respectively. The sub-departments will be managed by the Networks Manager and Outreach Manager, respectively. The Networks sub-department is further split into Internal Networks and Relations, who will have their own respective coordinators. The immediate supervisor of an intern, coordinator, or manager will be the individual above them on the corporate structure. The quantity of membership within the department is subject to the discretion of the Partnerships Director. A visual representation of the department structure can be found below.

Networks Sub-Department

The function of Networks is to work with Internal Partners and Relations in order to assist with operations for the partner. This includes, but is not limited to, the curation of content, hiring interns, and providing feedback. The Networks Managers oversee Networks and s/he must actively oversee all sub-departmental functions. Networks should assure that the functions of all Internal Partners are running smoothly, and they should assist accordingly. Networks should also ensure that the Relations team is actively creating long-lasting relationships with our partners, engaging and maintaining them for the Institute's benefit.

Outreach Sub-Department

The function of Outreach is to broaden the company's network by reaching out to different companies and individuals for affiliations, acquisitions, collaborations, and partnerships. This may include working together on a project, sharing resources, or acquisitions. It is the duty of the Outreach sub-department to make these initial connections, but it is then the duty of the Relations team, under Networks, to actively engage with our connections and maintain them for the Institute's benefit.

Internal Partners

Internal Partners are partners that work closely with the Institute for Youth in Policy, but remain independent and have semi-autonomous leadership. This means that although they report to the Institute and are under the supervision of the Internal Networks Coordinator, their day-to-day operations are up to the discretion of the partner themselves. In addition, it also means that the partner may continue to keep their own corporate structure.

Verbum

Verbum is an internal partner of the Institute. The media company's goal is to spark meaningful conversations. Verbum aims to create content that highlights different perspectives and stories with the ultimate goal of igniting meaningful conversations.

Youth in Policy Podcast

The Youth in Policy Podcast is also an internal partner of the Institute. The Youth

in Policy Podcast highlights and interviews specialists in various fields of study, going in-depth on the evolution of today's political, philosophical, technological, and environmental climates.

Media Department

Overview

The role of the Marketing Department within the Institute for Youth in Policy will be to promote brand awareness, political discourse and regulate non-partisanship throughout all platforms of media. The department co-produces content in advertisements for Academy, Verbum Network, and partnership campaigns. All members of the department must ensure non-partisanship through all channels of communication and social media.

Structure

The Marketing Department will be managed by the Marketing Director, who reports to the Chief of Staff and Executive Director on all matters of their department. The quantity of membership within the Marketing department is subject to the discretion of the Marketing director. The Media department must assign *at least* one manager for each sub-department to act as a liaison between their department and Marketing Director. These representatives will assist with the processes of managing, training, and member support for their assigned sub-departments, reporting progress to the Media Director on a regular basis. If there are any problems that have arisen, sub-departments will report to the HR representative who shall dispute with the Marketing director.

Content

A sub-department creating graphics, newsletters, upcoming strategies to utilize in other external departments and media. In a case in which a sub-media department may require graphics, the content manager will notify their graphic designers to further collaborate on any materials or content needed for posting, advertising or communication. The content manager tracks progress of bi-weekly newsletter while continuously checking in with Media and PR if any designs/content is necessary. If any issues or concerns arise all conflict shall be disputed with the HR representative alongside the Marketing Director.

Media

The sub-department is split up into five subcategories (Discord, Instagram, TikTok, Twitter, Reddit) all adhering to the Media Manager. Throughout all platforms of media, our main mission is to spread out diverse political views implying political discourse and non-partisanship. Each category must have at least one specified media coordinator implementing, maintaining, and pertaining to guidelines assigned by Media

Manager. Each week, all subcategories must strive to increase Youth In Policy's brand awareness and engagement to utilize in future marketing campaigns or advertisements. Social Media Assistants will be assigned to sub categories if specified by coordinators. If any issues or concerns arise all conflict shall be disputed with the HR representative alongside the Marketing Director.

Public Relations

A sub-department aimed to further advance Youth In Policy's favorable public image through press, news, and local papers. The PR Manager reports, researches, and coordinates with news outlets, press or any form of external media to advertise Youth In Policy's impact through our efforts. Press release coordinator(s) will communicate/send cold emails pitching to outreaches from potential media sources whilst maintaining brand image. Regional Coordinator(s) aide this process through researching which organizations or outlets are adequate towards YIP presence. Both coordinators provide the PR manager with materials to decide which sources YIP should appear on. If any issues or concerns arise all conflict shall be disputed with the HR representative alongside the Marketing Director.

Strategic Innovations Department

Overview

The strategic innovations department of the Institute for Youth in Policy is the hub for the organizations miscellaneous or and pilot programs approved by leadership and managed as if they operated as sub-departments. Strategic Innovations allows the YIP to create various programs that otherwise wouldn't mesh with our existing departments and test new programs.

Structure

The strategic innovations department will be led by the strategic innovations Director, who coordinates the programs housed within their department and ensures the managers of these programs are effectively developing these programs and meeting goals. The individual programs within the department will be led by our program managers, who operate their programs just as a manager would a sub-department.

Programs

The programs housed within the department are ever changing, and for this reason they are not included here. The most current standing programs within the

department can be found in the YIP department structure chart under the strategic innovations department.

Programming Department

Overview

The programming department facilitates engagement at all levels of the Institute for Youth in Policy, managing our international chapters program, events, community engagement, and resources for our local chapters. Programming houses all of the YIP's on the ground organizing, making it not only the largest department in the organization, but the one with the most moving parts.

Structure

The programming department is to be managed by the Programming Director, who oversees all sub-departments and coordinates the YIP's organizing. The Programming Director will also have an Associate Director to assist with all matters of their department. Programming consists of 4 distinct sub-departments, these being chapters, events, academy, and community. The chapter's sub-department is further split into 4 branches for U.S. High School chapters, U.S. College chapters, Canadian High School chapters, and Canadian College chapters. Each sub-department is overseen by a Manager, who oversees the coordinators and interns of their respective departments.

Chapters Sub-Department

The chapters sub-department houses the YIP's physical chapter program, which are founded and maintained in high schools and colleges across North America. These chapters exist as a way for young people to easily get involved with public policy, civic education, political engagement, and participate in the YIP's other programs. The chapters sub-department will be managed by the chapters manager, who is the point of contact for the entire chapters apparatus. Below the chapters manager are the chapters coordinators, of which there are 4. These coordinators each represent the national programs for both high school and college chapters in the U.S. and Canada. The high school and college chapters programs are split to ensure that each program is peer led. National chapter coordinators oversee and manage the chapter leads, who lead the chapter programs for each state in the U.S., and each province in Canada. These leads are responsible for stoking chapter growth in their respective state or province, and ensuring new chapters are being created while keeping our current chapters active and engaged. Finally, the state/province chapter leads oversee the individual chapter leaders within their state, who lead their local chapter and organize events for the

members of their chapter. These chapter leaders report to the state/province chapter lead frequently to provide updates on activity, give feedback, and request resources.

Events Sub-Department

The events sub-department organizes YIP events at the national level, ensuring that these events run smoothly, and that they prove beneficial to the organization's members. The events sub-department will be led by the events manager, who coordinates the event interns to plan and execute meaningful events to benefit youth engagement and our members. The department may work with other departments outside of programming to organize specific events or assist with other programs, however it is still under the purview of the Programming department.

Academy Sub-Department

The academy sub-department curates and distributes academic materials to our chapters for the purposes of civic education and policy research experience. Academy works in tandem with our Strategic Innovations Department to provide unique, insightful, and educational material to our chapters, adding value to the experience which our chapters provide. This sub-department will be led by the Academy Manager, who oversees their academy interns and academy creators. Academy interns are responsible for working with other departments to curate materials for use by our chapters, whereas academy creators work internally on supplemental materials and courses for use by our chapters. Together, these groups of interns work to educate the youth population involved with the YIP to foster education and exploration in the political space.

Community Sub-Department

The community sub-department works to foster the YIP's community built around policy research and political engagement. Community will work to maintain and improve the culture of the YIP and ensure that it is an equitable, safe, educational, and stable environment for all. This team collaborates with our media department to maintain our online community, as well as keep the community of our chapters healthy and productive. This sub-department will be led by the community manager, who oversees the community interns to moderate and improve our community engagement organization wide.

Employment basics

Our employee contract types and definitions of our basic employment policies.

Employment contract types

All members of the Institute for Youth in Policy are considered volunteers or interns. All donations and monetary influx directly gets reinvested into YIP. As no individual belonging to the YIP receives compensation, any and all members of the Institute are governed by the [Fair Labor Standards Act](#).

Senior Leadership will typically work anywhere from 5-12 hours per week.*

Leadership and Associate Leadership will work anywhere from 5-8 hours per week.*

Associates, Interns, and Regulatory Staff will work 3-6 hours per week.*

Any volunteers of YIP can have either temporary or indefinite duration contracts. We remind you that, in the U.S., employment is “at-will.” This means that you or our company may terminate our employment relationship at any time and for any non-discriminatory reason(s).

(*Time commitments are estimates based on internal common trends)

Equal opportunity employment

The Institute for Youth in Policy is an equal opportunity employer. We don't tolerate discrimination against protected characteristics (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, veteran status.) We expect employees at all levels to treat others with respect and professionalism. In practice, this means that we:

- Hire and promote people based on skills, experience or potential and try to reduce bias in every process (e.g. through structured interviews.)
- Use inclusive, diversity-sensitive language in all official documents, signs and job ads.
- Conduct diversity and communication training to the best of our ability.

Apart from those actions, we commit to penalizing every discriminatory, offensive or inappropriate behavior. To do this properly, we ask you to report any discriminatory action against yourself or your colleagues to HR. YIP will not retaliate against you if you file a complaint against any of it's leadership. Any employee who retaliates or discriminates against another will face disciplinary action in accordance with Human Resources' Standard Operating Procedure.

Recruitment and selection process

The Human Resources department conducts all recruitment and selection operations within the organization, and is responsible for ensuring that this process is equitable and carried out as such. Our recruitment and selection processes can be found in the HR-SOP:

Human Resources - Standard Operating Procedure

Steps may overlap, so skip steps when appropriate. Each member of a hiring team might have different responsibilities depending on the case. This procedure is to be followed in the majority of cases, however.

Throughout this process, we aim to keep candidates informed, communicate well with each other and give everyone an equal opportunity to work with us. Communicate with the HR department if any recruitment & selection needs arise in accordance with the HR-SOP.

Background checks

Guidelines for conducting background checks are included in the Human Resources Standard Operating Procedure. This process is sensitive and we must always abide by laws and ensure candidates understand our intentions. As a general rule, commission a background check for finalists only. Use caution when checking social media, web platforms, and other sources about a person.

Referrals

If you know someone who you think would be a good fit for a position at our company, feel free to refer them to your direct superior or Human Resources. If we end up hiring your referred candidate, you may be eligible for a referral advantage. Our employee referral advantages may be higher if we hire your referred candidate in a hard-to-fill role. For example, if we hire your referral for the position of Technology Officer, you may receive a promotion or increased responsibility within your department.

Additional rules for referrals:

- We guarantee that every referral advantage will be received within a month of the date we hired a candidate.
- There is no cap on the number of referrals an employee can make. All rewards will be received accordingly.
- If two or more employees refer the same candidate, only the first referrer will receive the referral advantages.
- Referrers are still eligible for advantages even if a candidate is hired at a later time or gets hired for another position.

Who can be referred?

We have two conditions for candidates who can qualify you for referral advantages. They should:

- Have not applied to our company for at least a year.
- Be hired as a permanent as a permanent volunteer (not as temporary volunteers or contractors.)

Our company may use an online form or a platform where employees may refer candidates. You can also reach out directly to HR or the Chief of Staff with referrals.

Generally, we encourage you to check our open positions and consider your social networks and external networks as potential resources for referred candidates.

Trial Period

When anyone who is a coordinator or above is recruited to any position in the YIP, they are subject to a 4 week trial period to assess their capability for the position they occupy, and ensure that the organization has the opportunity to find an alternative candidate if necessary. When accepting a position, candidates will agree to this 4 week trial period, upon which point their 4 weeks will begin. At the end of these 4 weeks their Director (in the case of managers) can choose to either fully recruit the candidate or opt for an alternative. In the case of Directors, the chief of staff, executive director, and board of directors will decide at the end of their 4 week trial period if they will remain in their position or find another candidate. Candidates who are not accepted after this trial period can be appointed to other positions if they wish, or apply for an alternative position within the organization.

Attendance

Punctuality is important to us, and we expect you to be present during your scheduled meeting minutes. If you face an emergency that prevents you from attending a scheduled event, contact your manager/director as soon as possible. We will excuse unreported absences in cases of verifiable serious accidents, acute medical emergencies, or regional emergencies. In most cases, a superior should be notified when you won't be in attendance at least 48 hours in advance.

Workplace policies

Policies that apply to everyone at our company: employees, contractors, volunteers, vendors and stakeholders alike. These policies help us build a productive, lawful and pleasant workplace.

Confidentiality and data protection

We want to ensure that private information about clients, employees, partners and our company is well-protected. Examples of confidential information are:

- Unpublished financial information
- Employee Records
- Data of customers/partners/vendors
- Customer lists (existing and prospective)
- Unpublished goals, forecasts and initiatives marked as confidential

As part of our hiring process, we may ask you to sign non-compete and non-disclosure agreements (NDAs.) We are also committed to:

- Restrict and monitor access to sensitive data.
- Develop transparent data collection procedures using forms and sheets interchangeably
- Train leadership in online privacy and security measures.
- Build secure networks to protect online data from cyberattacks.
- Establish data protection practices (e.g. secure locks, data encryption, frequent backups, access authorization.)

We also expect you to act responsibly when handling confidential information.

You must:

- Lock or secure confidential information at all times.
- Delete confidential documents when they're no longer needed.
- Make sure you view confidential information on secure devices only.
- Only disclose information to other employees when it's necessary and authorized - talk to the Chief of Staff or Executive Director if you have any questions or concerns regarding confidential information
- Keep confidential documents inside our company's shared drive and slack unless it's absolutely necessary to move them outside of given parameters.

You must not:

- Use confidential information for your personal benefit or profit.
- Disclose confidential information to anyone outside of our company.
 - Disclosing confidential information to another organization in a competing space will result in legal action taken by the Institute for Youth in Policy.
- Replicate confidential documents and files and store them on insecure devices. This policy is important for our company's legality and reputation. We will terminate and reserve the right to take legal action against any employee who breaches our confidentiality guidelines for personal profit.

We may also discipline any unintentional breach of this policy depending on its frequency and seriousness. We will terminate volunteers who repeatedly disregard this policy, even when they do so unintentionally.

Employee Code of Conduct

As an employee, all company policies mentioned above apply to you. We have some additional expectations about your behavior at work, which we outline here. We can't cover every single case of conduct, but we trust you to always use your best judgement. Reach out to your manager or HR if you face any issues or have any questions.

Dress code

Our company's official dress code is casual. However, an employee's position may also inform how they should dress. If you frequently meet with interviewees or prospects, conform to a more formal dress code. We expect you to be clean when coming to meetings.

General expectations for meeting & professional attire include:

- Do not wear clothing that is revealing or suggestive
- Do not wear clothing that features profanity or profane images
- Do not wear clothing that you wouldn't wear at a family gathering
- Wear professional attire or business casual attire during formal events such as interviews.
- Casual clothing such as a T-Shirt and Jeans or a Sweater is acceptable for most applications.

We also respect and permit grooming styles, clothing and accessories that are dictated by religious beliefs, ethnicity, or disability.

Cyber security and digital devices

This section deals with all things digital at work, which comprise most of our operations. These are guidelines for using computers, phones, our internet connection and social media to ensure security and protect our assets.

Internet usage

Our corporate slack subscription is primarily for business. But, you can and are encouraged to use it for connective purposes as long as they don't interfere with your job responsibilities.

You must not use any YIP-provided online resource to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person's privacy and gain access to sensitive information.
- Download or upload pirated movies, music, material or software.
- Visit potentially dangerous websites that can compromise our network safety.
- Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.
- Access or advance any personal resource not related or intended for use by the YIP.
- Uses other than their direct intended purpose as authorized by their direct superior

Cell phone

We allow use of cell phones at work. But, we also want to ensure that your devices won't distract you from your work or disrupt our workplace. We ask you to follow a few simple rules:

- Only contact your colleagues on their personal communications when absolutely necessary, you must keep communications between the hours of 9AM and 9PM local time. General YIP communications must remain within the public slack channels.
- During meetings, you are expected not to be using your Cell phone unless explicitly asked to do so for work related purposes.

Corporate email

Email is essential to our work. If it is essential to your work and ability to carry out your daily tasks, you may be provided a YIP email with the official ending of @yipinstitute.com. You should use your company email only for work, we do not allow uses of your company email for personal reasons under any circumstances.

- **Work-related use.** You can use your corporate email for work-related purposes without limitations, as long as you are using it as intended by your direct authorized superior. Personal uses such as signing up for newsletters or subscription services is strictly prohibited and will result in your losing access to the account.

Copyright Policy for Publishing

1. Disclaimer

The opinions, beliefs and viewpoints expressed by the various authors and forum participants on this web site do not necessarily reflect the opinions, beliefs and viewpoints of the YIP Institute or official policies of the YIP Institute.

2. Copyright Statement and Policy

A. The author of each article published on this web site owns his or her own words.

B. The articles on this web site may be freely redistributed in other media and non-commercial publications as long as the following conditions are met.

The redistributed article may not be abridged, edited or altered in any way without the express consent of the author.

The redistributed article may not be sold for a profit or included in another media or publication that is sold for a profit without the express consent of the author.

C. The articles on this web site may be included in a commercial publication or other media only if prior consent for republication is received from the author. The author may request compensation for republication for commercial uses.

3. Submissions

An article may be submitted for possible publication on this web site in the following manner.

Send a short email message to info@yipinstitute.com describing the article you would like to publish.

If the editors respond by expressing interest in your article, please save the complete article in rtf format and send it as an email attachment to info@yipinstitute.com. Please include your full name, contact information (address and telephone number—to be used by the editors only), and a short bio.

Articles are published on this web site only on the condition that the author agrees to the terms of the Copyright Statement and Policy above.

Our general expectations

No matter how you use your corporate email, we expect you to avoid:

- Signing up for illegal, unreliable, disreputable or suspect websites and services.
- Sending unauthorized marketing content or emails.
- Registering for a competitor's services, unless authorized.
- Sending insulting or discriminatory messages and content.
- Intentionally spamming other people's emails, including your coworkers.

In general, use strong passwords and be vigilant in catching emails that carry malware or phishing attempts. If you are not sure that an email you received is safe, consult our technology department.

Social media

We want to provide practical advice to prevent careless use of social media in our workplace.

We address two types of social media uses: using personal social media during meetings and representing our company through social media.

Using personal social media

You are permitted to use public social media to speak out against policies and sides you disagree with. But, we expect you to act responsibly, according to our policies and ensure that you stay respectful with other volunteers and interns of YIP.

Specifically, we ask you to:

- **Discipline yourself.** Avoid getting sidetracked by your social platforms during meetings.
- **Ensure others know that your personal account or statements don't represent YIP.** For example, use a disclaimer such as "opinions are my own."
- **Avoid sharing intellectual property (e.g trademarks) or confidential information.** Ask your manager or PR first if you think you may be sharing company news that's not officially announced.
- **Avoid any defamatory, offensive or derogatory content.** You will violate our company's anti-harassment policy if you direct such content towards colleagues, clients or partners.

Representing our company through social media

If you handle our social media accounts or speak on our company's behalf, we expect you to protect our company's image and reputation. Specifically, you should:

- Be respectful, polite and patient.
- Avoid speaking on matters outside your field of expertise when possible.

- Follow our confidentiality and data protection policies and observe laws governing copyrights, trademarks, plagiarism and fair use.
- Coordinate with Public Relations before sharing any major-impact content.
- Avoid deleting or ignoring comments for no reason.
- Correct or remove any misleading or false content as quickly as possible.

Conflict of Interest

When you are experiencing a conflict of interest, your personal goals are no longer aligned with your responsibilities towards us. For example, accepting a bribe may benefit you financially, but it is illegal and against our business code of ethics. If we become aware of such behaviour, you will lose your job and may face legal trouble.

For this reason, conflicts of interest are a serious issue for all of us. We expect you to be vigilant to spot circumstances that create conflicts of interest, either to yourself or for your direct reports. Follow our policies and always act in our company's best interests. Whenever possible, do not let personal or financial interests get in the way of your job. If you are experiencing an ethical dilemma, talk to your manager or HR and we will try to help you resolve it.

Any and all additional positions for Managers, Sr. Managers, Deputy Directors, Directors, and any other leadership must be accounted for by Human Resources. These disclosures will be made available for the public to see on our website.

Nondisclosure and Noncompetition. At all times while working with YIP and after completing a leadership position or termination, any Leadership (Coordinator and above) agrees to refrain from disclosing YIP's partnership lists, trade secrets, or other confidential material. Any Leadership further will take reasonable security measures to prevent accidental disclosure and industrial espionage. Sr. Leadership is further expected not to hold any leadership positions in similar organizations to YIP (in terms of size and mission). If you currently hold a leadership position in YIP and another organization please speak with the Executive Director.

While working with YIP, Sr. Leadership agrees to use their best efforts to lead their team(s) and to abide by the nondisclosure and noncompetition terms described here. After expiration or termination of this agreement, agrees not to directly copy any part of YIP's structure or programs in violation of U.S. copyright laws, 17 U.S.C. § 101 et seq.

Employee relationships

We want to ensure that relationships between employees are appropriate and harmonious. We outline our guidelines and we ask you to always behave professionally.

Fraternization

Fraternization refers to dating or being close friends with your colleagues. In this policy, “dating” equals consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual violence and we prohibit them explicitly.

Dating colleagues

If you start dating a colleague, we expect you to maintain professionalism and keep personal discussions outside of our workplace. All relationships within YIP must be cleared by HR in accordance with the **HR-SOP**.

You are also obliged to respect your colleagues who date each other. We won't tolerate sexual jokes, malicious gossip and improper comments. If you witness this kind of behavior, please report it to HR.

Dating/Friendships with managers

To avoid accusations of favoritism, abuse of authority and sexual harassment, supervisors must not date their direct reports. This restriction extends to every manager above a regular volunteer/intern.

Furthermore, if you act as a hiring manager, you aren't allowed to hire your friends or partners to your team. You can refer them for employment to other teams or departments where you don't have any managerial or hiring authority.

Friendships at work

Employees who work together may naturally form friendships either in or outside of the workplace. We encourage this relationship between peers, as it can help you communicate and collaborate. But, we expect you to focus on your work and keep personal disputes outside of the workplace and slack.

Employment of relatives

Everyone in our company should be hired, recognized or promoted because of their skills, character and work ethic. We do not condone the phenomena of nepotism, favoritism or conflicts of interest, so we will place some restrictions on hiring employees' relatives.

To our company, a “relative” is someone who is related by blood or marriage within the third degree to an employee. This includes: parents, grandparents, in-laws, spouses or domestic partners, children, grandchildren, siblings, uncles, aunts, nieces, nephews, step-parents, step-children and adopted children.

As an employee, you can refer(to HR) your relatives to work with our company. Here are our only restrictions:

- You must not be involved in a supervisory/reporting relationship with a relative.

- You cannot be transferred, promoted or hired inside a reporting relationship with a relative.
- You cannot be part of the hiring process when your relative is interviewed for that position.

Harassment and violence

The YIP discourages harassment and all forms of violence, the following detail our procedures to handle issues of this nature and their prevention.

Workplace harassment

Harassment is a broad term and may include seemingly harmless actions, like gossip. We can't create an exhaustive list, but here are some instances that we consider harassment:

- Willfully sabotaging or degrading others or their work.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading hurtful rumors about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job against their will.
- Willfully Degrading another's reputation either publicly or privately.

Sexual harassment is illegal and we will seriously investigate relevant reports. If an employee is found guilty of sexual harassment, they will be terminated.

If you're being harassed, whether by a colleague, customer or vendor, you can choose to reach out to the following for support:

- **Contacts:** You may reach out to Human Resources, the Executive Director, your immediate Manager/Director, or the Chief of Staff to report any and all harassment.
- **HR:** Feel free to reach out to HR in any case of harassment no matter how minor it may seem. For your safety, contact HR as soon as possible in cases of serious harassment (e.g. sexual advances) or if your manager is involved in your claim. Anything you disclose will remain strictly confidential.

Workplace violence

Violence in our workplace is a serious form of harassment. It includes all forms of verbal abuse including severe harassment, degrading language, and destruction of property. We want to avoid those incidents altogether, but we also want to be ready to respond if needed.

For this reason, we ask you to:

- Report to HR if you suspect or know that someone is being violent. Your report will be confidential and we will investigate the situation with discretion.

We will treat employees who verbally threaten others as high risk and they will receive an appropriate penalty. If HR finds that an employee commits an act of violence, we will terminate that employee. Employees who damage property deliberately will be solely responsible for paying for it.

Get help early on

Seek help from others early on to mitigate conflicts. For example:

- If you experience conflicts with a teammate, ask your manager for advice before tensions escalate. If these conflicts persist, ask HR whether you could attend conflict resolution seminars with your team mate.
- Speak in terms of YIPs limits of providing help for mental health. If you struggle with mental health outside of the workplace, please seek independent counseling and care.

Our workplace is founded on mutual respect and we won't allow anyone to compromise this foundation.

Solicitation and distribution

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our company (e.g. religious proselytism, asking for petition signatures.) Distribution means disseminating literature or material for commercial or political purposes.

We don't allow solicitation and distribution by non-employees in our workplace. As an employee, you may not solicit from your colleagues. YIP and people with access to the general channel on slack may put out periodic opportunities from partner organizations.

In all cases, we ask that you do not disturb or distract colleagues from their work.

Compensation & development

In this section, we outline our guidelines for compensating employees according to their employment status. We also describe our performance management and employee development policies.

Compensation status

All members of the Institute for Youth in Policy are considered *unpaid* volunteers or *unpaid* interns. No member, intern, volunteer, manager, executive or affiliate of YIP receives any monetary compensation. All funds raised directly go back into YIP for the overall benefit of the organization. Benefits include but are not limited to:

- Policy knowledge development and easy access to like minded youth also interested in politics and civil discourse.
- Volunteer hours and access to the prestigious Presidential Volunteer Service Award.
- Promotional and social opportunities - empowerment to further get involved with YIP and politics on a local, state, and national level.
- Mentorship from college students experienced in given fields.

Performance management

We have built our performance management and onboarding practices to:

- Ensure you understand your job responsibilities and have specific goals to meet.
- Provide you with actionable and timely feedback on your work.
- Invest in development opportunities that help you grow professionally.
- Recognize and reward your work through non-financial means.

To meet these objectives, we have:

- Quarterly performance reviews. During these reviews, your manager will fill out your performance evaluation report and arrange a meeting with you to discuss it. Through these discussions, managers aim to recognize employees who are good at their jobs, identify areas of improvement and talk about working goals. Advancements and rewards are not guaranteed. But, we encourage managers to recommend rewards for their team members when they deserve them. There won't be any forced ranking or other comparison between employees, as our goal is to help all employees improve and develop their careers.
- Instructed all managers to meet with their team members once per week to provide feedback and talk about their work and motivations. This way, you can receive feedback in a timely manner and avoid surprises during your quarterly performance review.

How we expect managers to lead employees

If you manage a team, you are responsible for your team members' performance as well as the ultimate performance of your team as a whole, it's failures, and successes. To conduct effective regular meetings and performance evaluations, we expect you to:

- **Set clear objectives.** Your team members should know what you expect of them. When you first hire someone to your team, ensure they understand their job duties. Set specific goals for each team member (and team-wide if applicable.) Revisit those goals during quarterly performance reviews.
- **Provide useful feedback.** During weekly scheduled meetings with your team members, give them both guidance and praise, as appropriate. Be fair and specific to help them understand and implement your feedback.
- **Keep your team members involved.** There should be regular two-way communication between you and your team. Make your expectations clear, but always take your team members' motivations and aspirations into account. Discuss training and development opportunities that may interest your team members.
- **Keep logs with important incidents about each one of your team members.** These logs help you evaluate your team, but may also prove useful when rewarding, promoting or terminating your team members.

Employee training and development

We owe our success to our leadership, volunteers, and interns. To show our gratitude, we will invest in our employees professional development. We want employees to feel confident about improving their efficiency and productivity. We also want to help our employees achieve personal growth and success.

If monetary means are needed for certain projects, premium email, zoom premium etc. please talk to the Executive Director.

Development is a collective process. Team members and managers should regularly discuss learning needs and opportunities. College student mentorship is another option and offered to all of our interns. (Message Paul if you'd like someone). It's HR's responsibility to facilitate any development activities and processes.

Time

In this section, we explain our provisions for your working hours and time off. We include five types of leave and holidays.

Working hours

Meetings are set in place as the groundwork of YIP. It is the Managers and Directors job to setup at least one weekly meeting with their team.

Ideally try to keep to regular communication hours (9am-9pm local time). Messages may be sent at any time. To maintain punctuality, responses should always be sent out within ~72 hours.

Holidays

Our company observes the following holidays:

- [New Year's Day]
- [Martin Luther King Day]
- [President's Day]
- [Good Friday/Easter Monday]
- [Memorial Day]
- [Independence Day]
- [Labor Day]
- [Columbus Day]
- [Veterans Day]
- [3 day period surrounding Thanksgiving Day]
- [3 day period surrounding Christmas Day]
- [Voting Day]
- [Easter Sunday]
- [New Years Eve]

If the holiday falls on a meeting day please do not meet with your teams and postpone the meeting to the nearest reasonable time.

YIP offers a floating day, which you can take as a holiday any day you choose. If you want to observe a religious holiday that isn't included in our list, we may allow you to take time off for that day.

Working on a holiday

These holidays are considered “off-days” for most employees. If you need a team member to work on a holiday, inform them at least 72 hours in advance.

We will count hours you worked on a holiday to decide whether you are entitled to any rewards regarding the number of volunteer hours worked.

Long-term illness

The U.S. Family and Medical Leave Act provides employees 12 weeks of job-protected leave in a 12-month period with the same group health benefits for medical and family reasons. One of those reasons is to recover from a serious health condition or to care for an immediate family member with a serious health condition.

Bereavement leave

Losing a loved one is traumatizing. If this happens to you while you work with us, we want to support you and give you time to cope and mourn.

For this reason, we offer up to three weeks of bereavement leave.

Leaving our company

In this section, we describe our procedures regarding resignation and termination of our employees. We also refer to our progressive discipline process that may sometimes result in termination.

We remind you that in the U.S. employment is “at-will.” This means that you or our company may terminate our employment relationship at any time and for any non-discriminatory reason.

Progressive discipline

Here we outline steps we will take to address employee misconduct. We want to give employees a chance to correct their behavior when possible and assist them in doing so. We also want to ensure that we thoroughly investigate and handle serious offenses. The steps outlined here are general baselines for interns and general volunteers. Leadership and Senior Leadership will be held to higher standards as deemed adequate by the Executive Director, Chief of Staff, and the Human Resources Department.

In the case of non-compliance in which any member of the Institute for Youth in Policy violates this Code of Conduct or any professional responsibilities expected of them, at least 1 “Censure” will be administered by a direct authorized superior in the

case of members (once reviewed by a Human Resources Representative), and via majority vote by the Board (excluding the Board member who received the Censure[s]) in the case of senior executives, C-Suite members, and the Chief of Staff.

Censure Authorization

The Executive Director and the Chief of Staff are authorized to administer Censures to all members of the organization Directors and below. Directors are authorized to administer Censures to members of their department, however if a Director seeks to administer a Censure to a Senior Leadership member of their department (platform managers, etc.), they must receive approval from the Chief of Staff or Executive Director. Censures cannot be administered by members of Senior Leadership, however they can request disciplinary action (including Censures) from their Director. Censures can be administered for all of, however not limited to, the following reasons:

1. A breach of YIP company policy
2. A breach of the YIP Code of Conduct
3. Violating the YIP Conflict of Interest Policy
4. Poor attendance record
5. Absence at team & organization meetings without sufficient notice
6. Inability to meet deadlines and complete task(s)
7. Professional obstinance
8. Breaching an NDA, or leaking YIP's confidential information to third parties
9. Other issues which the leadership deem to be deserving of a Censure (Elastic Clause)

Issues regarding the administration of censures, including the belief that one was wrongly censured, can be taken up with the Human Resources department, who will review the case and determine if the Censure was rightfully issued. Executive Directors do reserve the right to bypass these determinations in rare cases.

Decay Period

At the time a Censure is administered, a 2-month decay period will begin in which exactly sixty days after the Censure was administered it will be removed. If another Censure(s) is administered within this sixty day period, the remaining duration of the previous Censure(s) is added to the new, and both Censures will decay in the sum of those durations. Censures cannot be revoked unless in the case of a unanimous vote by the board (excluding the individual who received the Censure[s] in the case of board members). Censures will be logged by the Human Resources department, and all Censures must be reviewed by a member of HR before it can take effect. If a Censure is administered to a member of the YIP's leadership team, the board must inform the YIP public about the Censure(s) within 24 hours of its administration.

Censures Cont.

A maximum of 4 Censures will be administered. If a member receives 4 Censures during their decay period, they will be removed by action of their direct authorized superior with oversight from the Human Resources department. The Human Resources department will account for all disciplinary action including leave, probation, demotions, discharge, etc.

Ramifications for each quantity of Censures, up to the maximum of 4, are as follows:

0 Censures: the member is currently in good standing and requires no disciplinary action.

1 Censure: the recipient will be notified that a Censure has been administered and be referred to HR for intervention; the Censure will then be logged.

2 Censures: the recipient will accept all actions above, as well as be expected to attend an interventionary meeting with their authorized superior lasting no less than 15 minutes to discuss misdoings. The recipient may be also placed on probation, or demoted at their superiors discretion.

3 Censures: the recipient will accept all actions above, as well as a forced temporary leave of absence of no less than 10 days at the discretion of their authorized superior. The individual must also write a report of no less than 350 words detailing their commitment to future improvement and disciplinary avoidance which will be submitted to their authorized superior.

4 Censures: The recipient is immediately discharged from their position of responsibility and will be sent to HR for final evaluation and to fill out form 190. The recipient's direct authorized superior will be contacted by the Chief of Staff and their professional capability examined.

In some, but not all cases, we may request for you to cease and desist any and all contact with members of the organization upon the administration of Censure(s) with the exception of the HR department, Executive & Managing directors, and the Chief of Staff.

Different offenses can correspond to different steps in our disciplinary process. For example, minor, one-time offenses (e.g. missing a weekly management meeting) will trigger one censure - More severe violations (e.g. sexual harassment) could trigger more than one censure and will likely result in termination.

If you manage employees, inform them when you distribute censures. Pointing out a performance issue is not necessarily a verbal warning and may be part of your regular

feedback. If you judge that progressive discipline is appropriate, let your team member know and ask HR to help you explain our full procedure.

Keep in mind that our company isn't obliged to follow the censure steps of our progressive discipline process. As you are employed "at-will" in the U.S, we may terminate you directly without launching a progressive discipline process. For serious offenses (e.g. sexual harassment), we may terminate you without warning. However, we are always obliged to act fairly and lawfully and document every stage of our progressive discipline process. If a volunteer believes any treatment from a manager, director, or leader directed towards them is unfair, they should contact HR.

Resignation

You resign when you voluntarily inform HR or your manager that you will stop working for our company. We also consider you resigned if no one hears for you for two consecutive weeks without notice.

You are not obliged to give us advance notice before resigning. But, for efficiency's sake, and to make sure our workplace runs smoothly, we ask that you give at least two weeks notice, if possible. If you hold a highly specialized or executive position, we ask that you give us at least a month's notice, when possible. To resign, please fill out form 190 and message HR or the Chief of Staff.

Forced resignation

You can resign anytime at your own free will and nobody should force you into resignation. Forcing someone into resigning (directly or indirectly) is constructive dismissal and we won't tolerate it. Specifically, we prohibit employees from:

- Creating a hostile or unpleasant environment.
- Demanding or coaxing an employee to resign.
- Victimizing, harassing or retaliating against an employee.
- Forcing an employee to resign by taking unofficial adverse actions (e.g. demotions, increased workload).

Termination

Terminating an employee is always unpleasant but sometimes necessary. If that happens, we want to ensure we act lawfully and respectfully. We may terminate an employee either for cause or without cause.

- **For cause termination** is justified when an employee breaches their contract, engages in illegal activities (e.g. embezzlement), disrupts our workplace (e.g. harasses colleagues), performs below acceptable standards, causes damage or financial loss to our company, reaches 4 censures within a given period, affects the public image of YIP, or is in breach of the NDA or non-compete policies.
 - Accordingly, YIP may ask that you cease to use YIP on your resume or to affiliate with us in any way.
 - This would be considered a leave of non-good standing.

- **Without cause termination** refers to redundancies or layoffs that may be necessary if we cease some of our operations or re-assign job duties within teams. We will follow applicable laws regarding notice and payouts. This would be considered leaving in good standing.

Any termination of regular interns must be done through Human Resources accordingly. Read more in the HR SOP.

Termination of any Leadership must be run by the Executive Director, Chief of Staff, and HR.

Termination of all Senior Leadership or Board Members must be voted upon by the Board of Directors. Board membership immediately ceases once the Letter of Termination has been handed out to the individual.

When terminated for any reason, we would also demand that you immediately cease and desist from engaging in any written, verbal or electronic communication, cyber activities or allegations that may directly or indirectly damage, harm or otherwise injure the Institute for Youth in Policy. Your adherence to the above would determine our future course of action if any. We reserve the right to take any and all action upon discovery of further attacks, allegations or communications in any form electronic or written from you that targets our team.

Once terminated, you are not allowed to represent the Institute for Youth in Policy team in any shape or form. Please comply with post-position requirements of the team by surrendering any and all access to key Team Documents and Internal Sources. Please also be sure to continue observing our non-compete and non-disclosure policies.

We may also help employees who were terminated without cause to find work elsewhere, if possible.

If you manage team members, avoid wrongful dismissal by having HR handle any and all terminations as described in the HR-SOP.

References

When we terminate employees, we may provide references for those who leave in good standing. This means that employees shouldn't have been terminated for cause. If you are laid off, you may receive references. Please ask your manager.

If you resign, you may ask for references and your manager has a right to oblige or refuse.

Policy revision

We will always strive for fairness and equal opportunity and penalize offensive and illegal behaviors. But, as laws and our environment change, we may revise and modify some of our policies.

We also ask you to contact HR if you spot any inconsistencies or mistakes. And, if you have any ideas about how to improve our workplace, we are happy to hear them.