

Urban Native Education Alliance

Thriving through education, culture, and tradition



**Urban Education
Alliance**

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Welcome to UNEA

Dear Volunteer,

On behalf of the Urban Native Education Alliance Board of Directors, I want to thank-you for your interest in and support of our flagship programs: Clear Sky, Clear Sky Academy, and Native Warrior Athletics.

UNEA's outstanding, unique, volunteer, and youth-centered organization serves as an important resource for our urban Native learners, families and community. Volunteers are true partners in building the success of UNEA and our youth programs.

Thank-you in advance for your help with increasing the quality, effectiveness, and reach of our programs. I look forward to working with you as we unite to serve our Native children and young adults.

Respectfully,



Core Values

INTERCONNECTEDNESS

SERVICE

INCLUSIVITY

INTEGRITY

1. UNEA Overview

About UNEA

Welcome to our organization and thank you for volunteering for UNEA. Your involvement can make a difference between a Native youth staying in school, achieving their potential, standing proud whatever path they follow and cherishing their heritage with every step.

Background

The Urban Native Education Alliance, as it is now known, was formed in 2008. A group of parents, youth, community members, and allies in the Seattle area started meeting to discuss how to galvanize grassroots action to address the many educational disparities that Native students face in the Seattle Public School system.

They were concerned about high dropout rates, institutional racism, educational achievement gap, and the lack of alternative healthy activities for Native American youth. At the same time, Native students, frustrated by the lack of services in the area, had formed their own group. As UNEA and Clear Sky began merging, the Alliance began to form.

By the fall of 2009, the Indian Heritage Middle College program was on the Seattle Public Schools short list for shutting down and this was a serious crisis as this educational program provided an alternative educational environment for a number of Native American students. This helped coalesce UNEA efforts, and they began to offer services to deal with this educational dilemma.

Mission

Engage all generations to serve and empower Native youth through education, culture and traditions.

Vision

Establish an American Indian Cultural Learning Center K-12 Educational Institution which supports Academic, Cultural, Socio-Economic Success for all Native learners. Effectively eliminating achievement gap, and reducing all educational disparities experienced by Native Learners.

Organization Goals

01.

Improve the quality of all our programming, activities and events, expand the reach of our programs to support all Native youth in Seattle region.

02.

Authentically engage and respond to our intertribal community needs.

03.

Our goal is to affirm universal traditional tribal values through activities that help Native youth become empowered and informed citizens.

2. UNEA Programs

About Our Programs

The goal of all UNEA is to promote healthy identity development of Native youth, while affirming universal, traditional, tribal values. We do this through holistic programming. We offer sociocultural, academic, and educational activities that serve and support the entire community.

We provide consultation, advocacy, support, and resources to Seattle Public Schools for Native families. We are inspired by the accomplishments of our participants; 100% of Native students who regularly attend UNEA Clear Sky graduate or advance in school.

“UNEA is solidly built on the values of our intertribal urban community, together we have created a wonderful place for our children to thrive, share and join as a cohesive force in fostering health and wellbeing.”

-Sarah Sense-Wilson (Oglala), UNEA Co-Founder/chair

Clear Sky

Clear Sky strengthens community while empowering Native youth to make positive choices, and serve as role models in our community.

Clear Sky meets Tuesday and Thursdays, from 6:00-8:30 pm. A partial list of activities includes:

- Academic support- via weekly tutoring and mentoring with college students
- College readiness- life skills & access to higher education resources
- Leadership opportunities- public speaking, circle discussions, fundraisers, community organizing, social justice rallies, activism, advocacy training and public testimony
- Education/Awareness- on alcohol, drugs, problem gambling, cancer and diabetes
- Native arts- traditional drumming, singing, storytelling, talking circles, tribal language circle, journaling, writing, spoken word and expression, mural making and creative art projects.

“Clear Sky has literally changed my life, my outlook, and attitude towards education”

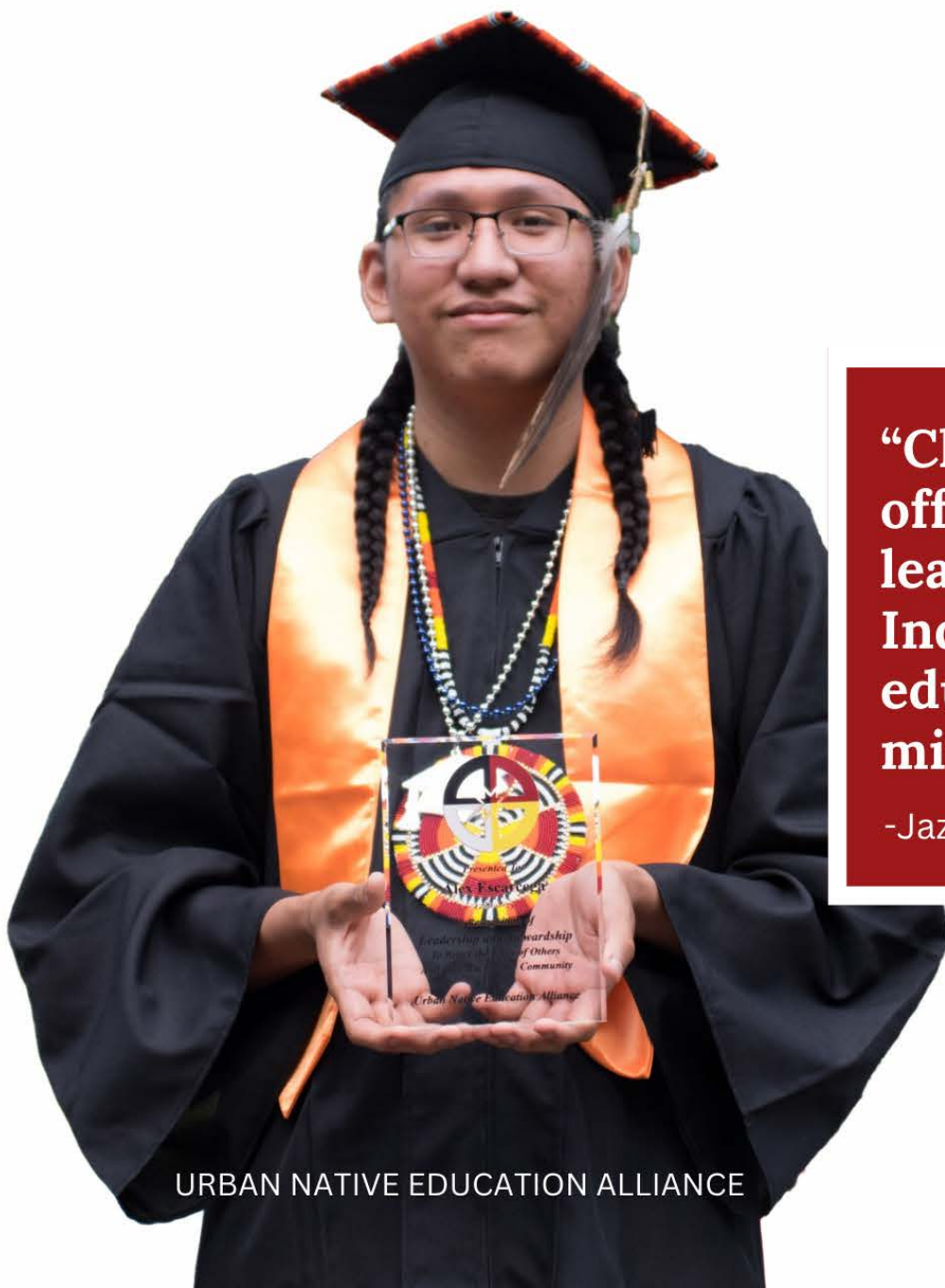
-Kayla Harstad (Turtle Mt. Chippewa)



Clear Sky Academy

CSA is an academic opportunity for high school students to enroll in American Indian focused courses in partnership with Yellow Wood Academy.

Courses meet the credit for OSPI & Common Core State Standards for Fine Arts. Students can earn 0.5 high school credit for the course, fulfilling Fine Arts elective graduation requirements. Students can enroll for the first or second semester or the entirety of the academic year.



“Clear Sky Academy offered a whole new learning experience. Indigenizing education is now my mindset”

-Jazell Jenkins (Aleut)

Native Warrior Academy

NWA features youth sports, fitness classes, workshops, basketball training and team events. The Basketball program offers league, scrimmages, practices, tournaments, and special training sessions.

UNEA values partnerships. NWA regularly invites guest speakers from outside of the Native community to share their expertise. Examples include: hosting guest coaches to help students improve individual skills, and workshops on nutrition, health/wellness.



“I have found my community through participation in Native Warrior Athletics, I love coming to the gym and seeing other Native youth competing and laughing, learning and sharing together”

-Moi (Three Affiliated Tribes)

UNEA Special Events

Additional UNEA events, activities, and programs include: Native Youth Leadership, Wellness Retreat, Trainings, Basketball Camps, Billy Mills Walk/Run for Life, Native Scholars on the Rise- Mentorship Day at the University of Washington, and the Rites of Passage Graduation Ceremony.



3. Volunteer Information

Training Requirements

Please familiarize yourself with this Handbook. If you have any questions, ask staff or UNEA Board members.

We are here to help you stay informed about what is going on with UNEA and our youth programs. Clear Sky and N.W.A. Volunteers must submit the following documentation before working with youth:

- Completed UNEA Volunteer form
- Copy of I.D. (driver's license or state I.D.)

Expectations and Attendance

Our youth take your commitment seriously. Your regular attendance and participation are crucial to everyone's success. If you're unable to attend or complete assignments, please let us know, preferably 24 hours in advance.

Communications

Please contact the UNEA Board of Directors if you have any questions, concerns, or issues. Call 206.941.0338 to leave a message, email uneachair@gmail.com or text: 206.941.0338. We try to respond quickly for timely resolution of any issues, concerns or problems, but please understand that UNEA is a 100% volunteer organization. We rely on all our volunteers to work together to support the growth, expansion and quality of the organization.

UNEA has open to the public, quarterly community sessions. You are invited to attend, participate and add items to the agenda.

If you experience problems with the facilities please contact us ASAP (206) 941-0338.

4. CONDUCT & BEHAVIOR

General Conduct Guidelines

Volunteers are expected to exercise common sense and courtesy at all times, for the benefit of clients, co-workers, and the Urban Native Education Alliance organization as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Failure to meet these expectations may be grounds for discipline, up to and including termination. The following are examples of unacceptable conduct, but this is not an exhaustive list.

- Failure to follow the policies outlined in this handbook.
- Negligent, careless, or inconsiderate treatment of clients or their information.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.
- Unauthorized removal of UNEA property from the premises.
- Sharing trade secrets or other confidential business information with anyone who does not have an official need to know.
- Accessing, without authorization, confidential information pertaining to clients or employees.
- Falsifying or changing any type of UNEA, client, or employee document or record without authorization.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of UNEA, a client, or an employee.
- Taking or giving bribes of any nature.
- Entering UNEA and North Seattle College (NSC) premises without authorization.
- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Unauthorized use of a personal vehicle for UNEA business.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on UNEA and NSC premises.
- Use of abusive language.
- Any rude, discourteous, or un-businesslike behavior, on or off UNEA premises, which is not protected by Section 7 of the National Labor Relations Act and that adversely affects UNEA services, operations, property, reputation, or goodwill in the community, or interferes with work.
- Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Use or possession of illegal drugs on UNEA premises at any time.
- Use of alcohol or illegal drugs during working hours, or working under the influence of intoxicants.
- Unauthorized possession of a weapon on UNEA and North Seattle College premises.
- Illegal gambling on UNEA and North Seattle College premises.
- Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. Such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the regular operation of business, is orderly, lawful, in good taste, conducted in an orderly manner, and does not create a safety hazard or a mess.

Non-employees are prohibited from all forms of solicitation on UNEA/NSC property at all times.

In addition, all staff, contractors, and volunteers are required to attend a quarterly mandatory training on sexual assault, harassment, grooming and sexual misconduct. This training will be posted when available and volunteers will be notified.

Child Protection

UNEA strives to provide safe and healthy learning environments for youth. To do this, it is essential to employ risk management techniques that will reduce or mitigate as much risk as possible. This guide utilizes the ACT model of risk management:

Avoid: avoid risky behavior, cease risky action.

Control: prevent or reduce the severity and or frequency of adverse incidents.

Transfer: utilize insurance, contracts, and waivers to transfer risk to another party whenever possible.

The risk of accidents or abuse is drastically reduced by following these guidelines and requirements.

UNEA Policies and Procedures for Working with Youth

1. Individuals who perform functions or duties that regularly require interaction with minors in a private setting or without direct supervision on-site must receive a background check.
2. Employees and volunteers who meet the above criteria and work with youth on an ongoing basis are required to have a new criminal history check every year.
3. The recommended supervision ratio for on-site programs is one staff or volunteer for every ten youth (1:10). The recommended supervision ratio for overnight or off-site events is one staff or volunteer for every eight youth (1:8). NOTE: these ratios may change for specific activities.
4. UNEA Board, staff, and volunteers should avoid situations where they are alone with one, unrelated youth unless there is prior parent/guardian permission.
5. Youth should be within visual and/or hearing supervision of volunteers or staff at all times. Exceptions to visual supervision include bathroom or changing room use. Under these circumstances, staff or volunteers should respect youth privacy, but remain within hearing supervision by waiting nearby.
6. UNEA Board, staff and volunteers charged with supervising a group of youth will remain in sight and sound supervision of that group until relieved by another faculty, staff or volunteer.
7. Youth should not be in situations where they are alone with another unrelated youth for more than a few minutes. For example, avoiding prolonged periods in bathrooms or changing rooms reduces the risk of youth-youth abuse.
8. Avoid placing youth of widely differing ages in the same group. If this is not possible, closely supervise the group for appropriate interactions. Exceptions may be allowed for certain circumstances.
9. UNEA Board, staff, or volunteers who do not follow these stated policies are not allowed to work with youth.

Additional UNEA Policies for Volunteers Working with Youth

1. Volunteers serving youth programs are required to complete one form annually. A "Conditions of Volunteer Service" identifies the educational mission and UNEA supervision as it relates to each volunteer. A criminal record does not necessarily excuse you and the situation will be re viewed by the BOD.
2. Role descriptions communicate the duties and expectations of volunteers. Every volunteer should have a role description for each different role he/she holds in the organization, i.e. mentors or tutors.
3. Volunteers may be asked to leave for the day, a longer period, or permanently at the discretion of the program coordinator or his/her designee. A UNEA Incident Report must be completed and submitted to the supervisor. Dismissals shall be reviewed in consultation with the UNEA Administrative Assistant and Volunteer Board of Directors and documentation will be maintained.

Social Environment to Protect Youth

1. Parents and other responsible adults are invited to volunteer with UNEA programs. Safety is everyone's shared responsibility.
2. Learning occurs in open places where others may observe (through windows in doors) and feel welcome to enter easily (not behind closed or locked doors). Create an open, welcoming environment.
3. Two or more adults are engaged with youth. There is safety in numbers.
4. The physical and emotional state of all youth is observed each time they participate. Signs of injury or suspected child abuse must be reported.
5. Lodging assignments are made so that no single adult is housed with a single, unrelated minor. There is safety in numbers. Safety is always the guiding principle.
6. The need for privacy is respected at all times, and specifically when youth are changing clothes or bathing. The appropriate adult action is to turn your back, provide a visual barrier (i.e. hold up a towel) or step out of the room (but remain within hearing supervision).
7. Personal space is respected for all participants. Appropriate touching is always visible, open, and not secretive. Appropriate touching avoids contact with private body parts. Touching should be in response to the need of the child - not the needs of the adult.
8. A buddy system is implemented to protect everyone. Youth should have a buddy when they are not with a larger group. However, avoid prolonged periods where youth are alone without adult supervision.
9. Disciplinary measures never include use of physical punishment or failure to provide necessities of care, such as food, water, or shelter. Nor should punishments single out an individual for group ridicule.
10. Bullying, hazing, or secret initiations are never allowed.
11. Youth are protected from inappropriate adult conversations and topics, including but not limited to adult-oriented jokes or discussion of sexual interactions.

Media Policy

1. Inappropriate use of cameras, imaging, cell phones, or digital devices is prohibited. It is inappropriate to use any device capable of recording or transmitting visual images in showers, restrooms, changing rooms, or other areas where privacy is expected by participants.

2. It is inappropriate to use any device capable of recording or transmitting visual images in showers, restrooms, changing rooms, or other areas where privacy is expected by participants.
3. Participants must sign a media release form before pictures or videos can be used for reports, advertising or promotional materials.

UNEA Employees and volunteers who work with youth

UNEA staff, contractors, and volunteers interested in working with youth, with or without direct supervision, must complete the following:

- Potential volunteer completes and submits an application.
- The volunteer applicant authorizes UNEA to conduct a background check.
- Program staff provides program orientation for volunteer or employee role, reinforcing applicant's personal commitment and ability for this role.
- Complete the quarterly sexual assault and misconduct trainings.
- As an optional step, program staff may choose to conduct an interview with potential volunteers. This allows professional judgment regarding applicant's intentions and motivation for working with youth.

Responding to Suspected Child Abuse

- In case of suspected child abuse, notify the coordinator or Board member.
- In cases of imminent threat, report directly to the appropriate agency.

When responding to a youth who discloses possible sexual abuse or maltreatment a report must be filed.

Definitions

Child and Youth: in this document the terms "child" and "youth" are used interchangeably and are defined broadly to include minors under the age of 18.

Child Abuse: any assault, physical or mental injury (other than accident), rape, incest, sexual abuse, exploitation, negligent treatment, maltreatment, failure to provide adequately for needs, threatened harm or subjecting child to risk of harm to the child's welfare. Report and document to administrative assistant and report and document to UNEA Board.

Child Sexual Abuse: involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact accomplished by force or threat of force, regardless of the age of the participants, and all sexual contact between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity.

Sexual contact between an older and a younger child also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism."

Sexual and Other Unlawful Harassment

What is Sexual Discrimination?

- Unfavorable treatment of a person based on sex or gender.

- Includes all forms of sexual harassment and includes sexual violence
- Can be committed by volunteers, staff, students, independent contractors, third parties against any of these groups.

What is Sexual Harassment?

Sexual harassment is unwelcome conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from a program or activity.

Two types:

1. Hostile Environment: Occurs when conduct is so offensive or severe as to alter the terms of employment (for staff or contractors) or substantially limits the ability of a student, volunteer, or community member to participate in our programs.
2. Quid Pro Quo: Occurs when an individual with real or perceived authority conditions the receipt of some benefit upon granting of sexual favors.

Examples of Sexual Harassment:

- Persistent comments or questions of a sexual nature.
- A supervisor who gives a staff member a raise in exchange for submitting to sexual advances.
- An instructor who promises a student a better grade in exchange for sexual favors.
- Sexually explicit statements, questions, jokes, or anecdotes.
- Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.
- Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
- Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
- Direct or indirect propositions for sexual activity.
- Unwelcome letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.

What is Sexual Violence?

- Sexual violence includes physical sexual acts perpetrated without consent.
- Consent is clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.

Examples:

- Nonconsensual sexual intercourse or touching, however slight, without consent and/or by force.
- Domestic violence
- Dating Violence
- Stalking

Who can be involved?

- Victims of sexual harassment or sexual violence might be volunteers, staff, students, independent contractors, or third parties.
- The accused may be from any of those groups. Victims and alleged perpetrators can identify as any gender identity.

1. Harassment can take place between two individuals of the same sex.

What is Grooming?

- Perpetrators of child sexual abuse may gain the trust of potential child victims and their caregivers by methodically “grooming” them.
- The Grooming process begins with identifying potential victims, gaining their trust, and breaking down their defenses.
- Grooming tactics are often directed at potential youth victims as well as the adult caregivers—parents, other youth-serving professionals, and the community-at-large.
- After gaining access to children and youth by achieving this trust, the perpetrator initiates some kind of contact that s/he finds sexually gratifying.
- The sexual contact may range from voyeurism to rape and other forms of child sexual abuse.

Grooming steps include:

- Identifying and targeting the victim. Any child or teen may be a potential victim. ...
- Gaining trust and access. ...
- Playing a role in the child’s life. ...
- Isolating the child. ...
- Creating secrecy around the relationship. ...
- Initiating sexual contact. ...
- Controlling the relationship.

Reporting requirements

Who is required to report?

- Anyone who experiences, observes, or hears about an incident of sexual harassment or sex discrimination should report it to the UNEA Board of Director President within 24 hours.
- All UNEA volunteers and staff and independent contractors are required to report any allegations or reports of sexual harassment, assault or discrimination to the UNEA Board of Director President.

What are you required to report?

- Any observed, experienced, or known sex discrimination, including sexual harassment and sexual violence, whether at a UNEA hosted or sponsored event or activity or involving UNEA participants.

What does reporting look like?

- You should encourage the student or adult to file a complaint with the UNEA Board of Director President. You are also required to report separately to the UNEA Board of Director President.

Example: A student tells a volunteer tutor about an incident of sexual harassment that happened last year. Step 1: Refer the student to the UNEA Board of Director President to file a complaint. Step 2: Report to the UNEA Board of Director President.

Confidentiality

Urban Native Education Alliance will aim to protect the identity of complainants to the extent possible under law. Confidentiality cannot be guaranteed. UNEA must balance confidentiality with student and community safety.

If a student or adult is beginning to tell you of an incident, you should let them know that you are required to report some information to the UNEA Board of Director President. Even if they don't want to report the incident, it needs to be reported to the UNEA Board of Director President, so safety issues can be addressed.

What happens to complaints and incident reports?

- Complaint goes to the UNEA Board of Director President who enacts Initial Remedies: Immediate, temporary actions to remedy effect on victim.
- Then in Initial Review, the UNEA Board of Director President will assess: Does the complaint allege some form of sexual harassment or discrimination and is the alleged incident a possible policy violation? If not, the UNEA Board of Director President will determine whether to address the complaint using Wolakota Kaga grievance process, per the resolution on this passed in 2019 by the Clear Sky Youth Leadership Council (docs.google.com/document/d/1wtbfmKVBKckayl-j8ESzuhOSp6jz4pOa). If yes, the UNEA Board of Director President will request consent from the victim to launch investigation, begin investigation, inform parties of outcome, and refer findings as necessary.

What do I need to do if a student, volunteer, or other victim tells me about an incident?

- Care for the victim.
- Is there an ongoing safety issue requiring immediate intervention for safety?
- If appropriate, encourage the victim to call emergency support.
- Connect the victim with resources
 - Seattle Indian Health Board: 206-324-9360
 - Cowlitz Tribal Health Services: 206-721-5170
 - King County Sexual Assault Crisis Line: 888.99.VOICE (888.998.6423)
 - Native and Strong Crisis Lifeline: call 988 and press option 4
- Encourage the victim to file a complaint. Assist with filing the complaint.
- Report the incident to the UNEA Board of Director President within 24 hours.

Complaint Procedure

Purpose: To provide a process where UNEA receives, reviews, and resolves all formal complaint, dispute, and grievance matters for UNEA Board of Directors and Officers; volunteer or staff.

Policy Statement

This policy is the sole and exclusive means by which any UNEA Board of Directors; volunteers or staff may submit a formal complaint, objection, dispute, grievance disagreement for review and resolution. All UNEA board members accept this policy as the appropriate and binding organizational system for the fair, equitable, orderly, and efficient consideration and settlement of such matters, without resort to governmental, court, or other outside procedures.

Application of Policy

This policy will apply to any grievance matter initiated by UNEA Board of Directors and Officers; volunteer or staff with respect to organizational or policy matters which involve UNEA.

Confidentiality of Process/Participation of Non-Parties

All unresolved resolutions, proceedings, and materials related to this policy are confidential and private and will be maintained securely by UNEA Board of Directors, Officers and the Parties. Other than the Parties involved, no observers or other persons are permitted to participate in the processes established by this policy without the permission of the UNEA Board Chair and the denial of such permission is not subject to further review or appeal.

Information and Proof Accepted

The “designated authority” will receive and consider all information appearing to be relevant to the grievance matter, including any information which may be helpful to a complete understanding of the issues involved. Objections relating to the relevance of information and other evidence issues will be decided by the Resolution Officer and these decisions are not subject to further review or appeal.

Failure to Cooperate/Submission of Misleading or False Information

Any Party including a Grievant who is not associated with UNEA, must cooperate with the designated authority with respect to the resolution of the grievance matter resolution process. Failure to cooperate may result in the imposition of corrective actions or sanctions by UNEA, including the denial or acceptance of a grievance, or other appropriate Complaint, Dispute, and corrective actions. Similarly, any Party who submits false or misleading information to UNEA with respect to the resolution of a grievance may be subject to appropriate corrective action or sanction.

Complaint, Dispute, and Grievance Policy

All grievance matters must be submitted to the “designated authority” Board Chair or designee, and explicitly identified by the Grievant as a formal complaint, dispute, or grievance, submitted for treatment under this policy.

Initial Review

“Designated authority” Board Chair Determination of Nature of Complaint. The “designated authority” Board Chair shall review the matter and make a determination as to the nature of matter and inform the complainant.

- Matters of an Operational Nature: shall generally be defined as those issues related to the day-to-day administrative operations and conduct of programs including operational policies.
- Matters of a Strategic Nature: shall generally be defined as those issues related to the strategic direction of the organization including Board policy directives, Board Governance Policies and any items reserved to the Board for decision by the UNEA By-laws, Board Policies or the Rules of the Board.
- Mixed Matters: to the extent that the complaint contains matters which are covered by subsections (a) and (b), the complaint shall be bifurcated and each matter shall be handled by the process relevant to that matter, as contained in this policy.
- Appeal Initial Determination of the Nature of the Matter: To the extent that a Party

disputes the determination with respect to the nature of the complaint and therefore the channel for appointing a Resolution Officer, the Party must, by written letter, appeal that decision to the UNEA Chair within ten (10) days of being notified of that determination. The notice from the Board Chair advising the Parties of the determination of the nature of the complaint category shall include an advisement to the Party of his/her right to seek a timely appeal determination from the Chair. Failure to submit the issue to the Chair within ten (10) days will constitute a waiver of that issue by the Party.

Resolution Officer

- Operational UNEA Matters: The Board of Directors Chair, or his/her/their appointed designee, shall serve as Resolution Officer for matters described above. In the event of a possible conflict of interest, the nature of the complaint or other appropriate basis for referral, the Board Chair may refer the matter to the Board Chair for review and resolution.
- Strategic Board Matters: All matters which are described above shall be referred to the UNEA Board Chair who shall serve as Resolution Officer. In the event of a possible conflict of interest, the nature of the complaint or other appropriate basis for referral, the Chair may refer the matter to another Officer of the Board, one or more members of the Board or another appropriate designee appointed by the Chair for initial review and resolution.
- To the extent that any Resolution Officer appointed by the Board Chair should discover during the course of the proceedings that he/she/they has a conflict of interest, the Resolution Officer shall immediately contact the Chair or other designated officer, as applicable, and to advise of the conflict. The Chair or other officer shall then appoint a new Resolution Officer to proceed with the Grievance.

Resolution Officer Review and Actions

- The Resolution Officer shall inform the individual, group, or organization that is the subject of the grievance of the complaint and will thereafter conduct a preliminary review of the grievance matter, including the collection and consideration of all relevant communications and other materials submitted by the Parties or others in possession of material information. Following such review, the Resolution Officer may take any of the following actions:
- Issue an informal resolution to the matter.
- Request or direct that one or more of the Parties, or others in possession of material information, provide relevant documents, data, or information necessary to consider and resolve the grievance matter.
- Issue a formal resolution to the matter, which will include a written, initial decision and resolution, and which may include any appropriate corrective or remedial action(s) and/or disciplinary sanction(s). Among other formal resolution conclusions, the Resolution Officer may affirm the grievance in whole or in part or deny and dismiss the grievance in whole or in part.
- Submit the complaint to the respondent for a reply within such timeframe as the Resolution Officer deems appropriate.
- Dismiss the complaint when the Resolution Officer determines that:
 - the complaint fails to state a claim that is supported by the facts alleged; or
 - that the complaint challenges only the reasonableness of an action which was in

- the discretion of the respondent to take and the complaint fails to allege sufficient facts to show a gross abuse of that discretion.
- Refer the matter to the UNEA Chair or another Resolution Officer for review, further referral, and/or resolution.
- Require that the Parties involved submit to informal mediation of the grievance as authorized.

Specific Expertise Panel

Where the allegations of the complaint involve factual or legal issues which the Resolution Officer determines that require specific expertise beyond that of the Resolution Officer, s/he/ they may refer the grievance to a panel of arbitrators for binding arbitration, consisting of one or more individuals, possessing the needed expertise to act as the Resolution Officer(s). In the case of such a referral, the Parties shall bear the cost of the arbitration as the arbitrator(s) may determine.

Finality of Resolution

All formal and informal resolutions of the grievance matter by a Resolution Officer will be final and not appealable.

Mediation/Informal Resolution

- **Matters Appropriate for Mediation:** Each Resolution Officer is authorized to determine if a grievance matter is appropriate for informal mediation between the Parties, based on the facts and circumstances related to the matter. Such mediation will be intended to assist the Parties in reaching a fair, informal, mutually acceptable settlement of the issues and concerns presented without resort to any formal process.
- **Mediator Authorities/Designation of Mediator(s):** Once a matter is determined to be appropriate for mediation under this policy, the Resolution Officer may begin and conclude the necessary meetings, discussions, and negotiations appropriate to reaching a mediated settlement of the matter. In the alternative, and in consultation with the Parties, the Resolution Officer may appoint one or more designated mediators to supervise and oversee the mediation process consistent with these provisions.
- **Successful Mediation:** In the event that the Parties reach a successful, mediated resolution of the grievance matter, the designated mediator will prepare a report identifying the resolution terms, and forward the report to the Parties for approval, and the Board Chair for receipt.
- **Unsuccessful Mediation:** In the event that the Parties are unable to reach a successful, mediated resolution of the grievance matter, the resolution officer will accept the matter for resolution and other controlling terms of this policy.

Resolution Hearings

- **Hearing Authorizations:** A Party may request that a grievance matter review and resolution include an informal, in-person or telephone hearing. Such request must include a statement of the reasons that the Party believes support the use of a hearing process. The decision to grant or deny a hearing request is solely within the discretion of the Resolution Officer to grant or deny as s/he deems it appropriate.
- **Hearing Process:** Any hearing authorized or convened under this policy will be informal, and designed to collect and weigh the available, relevant information and

proof. The Resolution Officer shall conduct the hearing, and will have full authority and responsibility to convene, preside over, continue and conclude the hearing in a fair, objective, and efficient manner. The decisions of the Resolution Officer with respect to the hearing, including the acceptance or rejection of information submitted, will not be subject to appeal.

- Hearing Schedule and Location: Each hearing convened under this policy will be scheduled by the Resolution Officer in consultation with the Parties. Each hearing will be held by telephone, or at a site determined by the Resolution Officer.
- Hearing Notice and Attendance: The Resolution Officer will schedule the hearing and notify the Parties in writing. Any hearing may proceed to a conclusion whether or not the Parties are present. Each Party will be given the option to attend the hearing in person and will be required to indicate the following at least thirty (30) days before the hearing:
 - Whether the Party intends to appear at, and participate in, the hearing in person;
 - Whether the Party intends to participate in the hearing via telephone, and if so, the telephone numbers where the Party is to be reached during the hearing;
 - Whether the Party intends to appear at the hearing with an attorney or other representative, and if so, the name, address and telephone number of such attorney or representative;
 - Whether the Party intends to present witnesses at the hearing; and if so, the name, address and telephone number of each witness and a brief summary of the content of proposed witness testimony; and
 - Whether the Party intends to present or offer any documentary information or other written proof during the course of the hearing. If such information is offered, the Party must provide a copy of each document and a brief description of the relevance of the material.
- Responsibilities and Rights of the Parties: In addition to other responsibilities and rights, the Parties may do, or be required to do, the following:
 - Attend the hearing and be present during the testimony of all witnesses;
 - Present witnesses, written information and argument on their behalf;
 - Review or inspect all oral or written information presented in the case;
 - Comply with all lawful requirements or directives issued by the responsible Resolution Officer consistent with the terms of this policy.
- Witnesses: All witnesses will be excluded from the hearing except during their presentation of information. However, a Party may request that a witness remain in the hearing room during all or part of the hearing. The Resolution Officer will rule on any request and the ruling will not be subject to appeal. Hearing Expenses: Parties will be responsible for their own expenses associated with the hearing, including costs associated with transportation, witnesses, legal counsel, and the like unless otherwise stated in these procedures, UNEA will bear all general hearing expenses and other grievance matter costs, including costs associated with the participation of the Resolution Officer and staff or individuals assisting the Resolution Officer.
- Closing of the Hearing Record: The record of each hearing will be closed following the conclusion of the hearing, unless otherwise directed by the Resolution Officers. Any Party may request that the record remain open for thirty (30) days for the purpose of receiving additional documentary information and or similar materials. The Resolution Officer authority may deny requests to keep the hearing record open without appeal.

Policy Distribution

Internal for Action: All UNEA Board members, UNEA staff, volunteers and all who participate in the complaint and dispute.

Corrective Action

Corrective action may include, but is not limited to: coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and termination. The type and order of actions taken will be at management's sole discretion and UNEA is not required to take any disciplinary action before termination.

5. Health, Safety & Security

Non-Smoking

Smoking, vaping, and use of chew are not permitted in any UNEA buildings, work sites, or vehicles. Volunteers wishing to engage in these activities may do so during their designated break times, outside of UNEA buildings, in designated areas (or off the property if no area is designated), and in accordance with local ordinances.

Drug and Alcohol

UNEA is dedicated to providing volunteers with a workplace that is free of drugs and alcohol. While on UNEA premises, whether during work time or non-work time, volunteers are prohibited from being under the influence of drugs or alcohol. There are limited exceptions for the use of prescription drugs (not including marijuana), as long as they do not create safety issues or impair an employee's ability to do their job, and the moderate use of alcohol at company-sponsored or sanctioned events.

Volunteers are strictly prohibited from possessing illegal drugs, cannabis, or excessive quantities of prescription or over-the-counter drugs while on UNEA premises, performing UNEA-related duties, or operating any UNEA equipment. Any drugs confiscated that are suspected of being illegal will be turned over to the appropriate law enforcement agency.

Volunteers taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform their job and should advise their manager of any resulting job limitations. Once notified, UNEA will make reasonable efforts to accommodate the limitation.

UNEA reserves the right to test any volunteer for the use of illegal drugs, marijuana, or alcohol, in accordance with applicable law. Volunteers in safety-sensitive positions may be subject to regular or random drug testing. Drug or alcohol tests may also be conducted after an accident in which drugs or alcohol could reasonably be involved, or when behavior or impairment on the job creates reasonable suspicion of use. Under those circumstances, the volunteer may be driven to a certified lab for testing at the Company's expense. Refusal to be tested for drugs or alcohol will be treated the same as a positive test result as we reserve the right to ask you to leave if alcohol use is suspected.

Violation of this policy may result in discipline, up to and including termination.

To the extent that any federal, state, or local law or regulation limits or prohibits the application of any provision of this policy, then that particular provision will be ineffective in that jurisdiction only, while the remainder of the policy remains in effect.

Reasonable Accommodations

If UNEA is made aware of a volunteer's disability and resulting need for accommodation, Human Resources or the volunteer's manager will engage with them in the interactive process. This process will determine what, if any, accommodations are necessary and reasonable in order to assist the volunteer in doing the essential functions of their job. In most cases, volunteers will be required to provide documentation from an appropriate healthcare provider.

Human Resources will provide volunteers with the necessary form.

All volunteers are required to comply with safety standards. Volunteers who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

Injury and Accident Response and Reporting

If a volunteer is injured or witnesses an injury at work, they must report it immediately to the nearest available manager. Volunteers should render any assistance requested by that manager. When any accident, injury, or illness occurs while a volunteer is at work, regardless of the nature or severity, the volunteer must complete an injury reporting form and return it to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources or the designated Safety Officer, including a determination as to whether the injured volunteer may return to work.

Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act and state law, UNEA has an independent interest in making its facilities a safe and healthy place to work. UNEA recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as non-functioning or hazardous equipment, to a manager immediately. Appropriate remedial measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

Workplace Violence and Security

UNEA expects all volunteers to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee, customer, business partner, or UNEA property will be acceptable. Acts of violence or intimidation of others will not be tolerated. Any volunteer who commits, or threatens to commit, a violent act against any person while on UNEA premises will be subject to discipline, up to immediate termination.

Volunteers share the responsibility of identifying and alleviating threatening or violent behaviors. Any volunteer who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to a manager. Threats will be investigated and appropriate remedial or disciplinary action will be taken.

Driving Safety

Volunteers who drive on UNEA business are expected to drive safely and responsibly and to use common sense and courtesy. Volunteers are also subject to the following rules and

conditions:

- A valid driver's license must be maintained as a condition of continued employment for positions that require driving. The company may request to see an employee's license at any time.
- Volunteers may not use a UNEA vehicle without express authorization from management.
- If UNEA vehicles are generally used for UNEA business, volunteers must receive authorization from management to use their personal vehicle instead.
- Volunteers who drive their own vehicles for work must maintain the minimum amount of insurance required by state law as a condition of continued employment. UNEA may request proof of insurance at any time.
- Volunteers must wear seat belts at all times, whether they are the driver or a passenger.
- With the exception of a phone being used only for navigation purposes, volunteers are required to turn off cell phones or put them on silent before starting their car. Volunteers are permitted and encouraged to communicate to clients, associates, and business partners the reason why calls may not be returned immediately.
- Volunteers who are using a device for navigation purposes should complete all set up before starting the vehicle.
- Use of electronic devices for purposes other than navigation is strictly prohibited. This includes, but is not limited to, making or receiving phone calls, sending or receiving text messages or e-mails, browsing the internet, reading books, and downloading information from the web. If a volunteer needs to engage in any of these activities while driving, they must pull over to a safe location and stop the vehicle prior to using any device.
- Volunteers should not engage in other distracting activities such as eating, shaving, or putting on makeup, even in stopped or slow-moving traffic.
- The use of alcohol, drugs, or other substances that in any way impair driving ability is prohibited. This includes, but is not limited to, over-the-counter cold or allergy medications and sleep aids that have a residual effect.
- Volunteers must follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
- All passengers must be approved by management in advance of travel.
- Volunteers must not allow anyone to ride in any part of the vehicle not specifically intended for passenger use or any seat that does not have a working seat belt.
- Volunteers must promptly report any accidents to local law enforcement as well as UNEA.
- Volunteers must promptly report any moving or parking violations received while driving on UNEA business or in UNEA vehicles.

Incident Weather and Outages

This policy establishes guidelines for UNEA operations during periods of extreme weather and similar emergencies. UNEA will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, UNEA does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each volunteer should exercise their best judgment with regard to road conditions and other safety concerns.

6. PROGRAM POLICIES & PROCEDURES

Risk Management

I. Orientation for long-term volunteers

A consistent orientation for all staff and volunteers, prepares them to make appropriate decisions and take appropriate actions in their role with UNEA youth programs. Whether the program is on a school campus or off school grounds, all volunteers and staff who work with youth must have adequate training to perform their duties.

- Outline orientation and training session
- Policies and procedures
- Overview of policies and procedures for working with youth
- Discussion about social environment to prevent child abuse
- Appropriate boundaries between youth and adults
- Safety procedures to implement during program/event
- Ratio of supervising adults to youth
- Lodging arrangements
- Check-in and check-out procedures
- Mandatory sexual assault, grooming, and harassment training.
- When and how to report suspected child abuse
- Signs of abuse
- Protocol for reporting suspected abuse
- Individual is protected when report is done in good faith
- Practice skills through scenarios, “When a Youth Discloses...”

II. Monitoring

The following records should be kept for at least two (2) years after the youth program or event:

1. Volunteer and staff contact information and whether they received a background check.
2. Documentation of volunteer and staff training. Training agenda and volunteer signed code of conduct are best.
3. Accident and incident log for the program or event. It is a good practice to record minor accidents even if a formal accident report is not filed with the UNEA administrative assistant or Board of Directors.

III. UNEA Volunteers and Motor Vehicles

A. Liability

If a volunteer uses a personally owned vehicle in the course of their duties, they are required to have automobile liability insurance to provide primary coverage for any accidents involving that vehicle.

All students must provide written permission from their parent or legal guardian before they can ride in a volunteer’s vehicle.

Approved 10-2-2015. Adapted from Oregon State University Policies and Procedures

IV. Conflict Resolution: Wolakota Kaga

UNEA is fully committed to the principles of “Wolakota Kaga” and will implement and formally

apply peacemaking policy and practices as an approach to resolving problems, conflicts, and issues as they arise and with a spirit of good intentions and love for our youth, families, and community, as resolved by members of the Clear Sky Youth Leadership Council.

UNEA values our traditional forms of healing and restoring balance for centering our relationships as core values as a grassroots organization and practicing healthy traditional methods, as healing is an utmost priority for our community.

V. Grievance Policy

If a volunteer has a grievance or a dispute that they are unable to satisfactorily resolve, they are to report the grievance to the UNEA board chair or designee. UNEA maintains a process where UNEA receives, reviews, and resolves all formal complaint, dispute, and grievance matters for UNEA Board of Directors and Officers, volunteers, or staff.

- All unresolved resolutions, proceedings, and materials related to a grievance are to remain private and confidential
- The designated authority will receive and consider all information appearing to be relevant to the grievance matter, including any information which may be helpful to a complete understanding of the issues involved.
- Failure to cooperate in the grievance procedure may result in the imposition of corrective actions or sanctions by UNEA. Similarly, any party who submits false or misleading information to UNEA with respect to the matter may be subject to appropriate correction action or sanction.
- The resolution officer shall inform involved parties and conduct a review. Review may result in dismissal of complaint, mediation, or resolution hearing.

For policy questions, contact UNEA Chair at (206) 941-0338. Our tax number is: 27-4272577.

VOLUNTEER HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of UNEA's Volunteer Handbook and agree to follow the guidelines within it. I also acknowledge the following:

1. Receipt of this handbook does not create a contract of employment; UNEA or I can end the volunteer relationship at any time, with or without notice, and with or without cause.
2. I am not entitled to any particular sequence of disciplinary measures prior to termination.
3. This handbook may be modified at any time.
4. Violation of any policy in this handbook, or any policy included as an addendum, may be grounds for discipline, up to and including termination.
5. This handbook does not include every process, policy, and expectation applicable to volunteers; I may be counseled, disciplined, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
6. Should any provision in this handbook be in conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
7. If I have questions regarding any policy in this handbook, or other expectations related to my behavior or performance, it is my responsibility to speak with my Supervisor.

Signature

Printed Name

Date

UNEA Code of Conduct & Expectations

Students attending Clear Sky/NWA agree to:

Respect yourself

- Learn and follow Sign-in rules
- Attend regularly
- Notify staff/parents or volunteers when leaving practice areas
- Role model Friendliness, Positivity and Good Communication
- No Play Fighting, Pushing, or Rude Gestures

Respect others

- Meet and Greet new Youth, Volunteers, Parents and Guests
- Support your Peers
- No Bullying, Swearing, Yelling or Threatening Behavior/Gestures
- No Alcohol/Drug or Gambling
- No non-Traditional Use of Tobacco



Respect property

- Clean -Up after Yourself
- No Tagging or Graffiti
- Take care of Clear Sky/NWA Property, Resources and Supplies
- No Stealing, Destroying Property or Others' Belongings

Respect the earth

- No throwing food or water/drinks
- No wasting food or water

INTEGRITY

INCLUSIVITY

