

East Coast Sage Circle Accountability Policy

Business Area: President

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Policy:

East Coast Sage Circle Inc. (ECSC) is a membership organization that sponsors educational events and makes commitments to participants and members that, their potential vulnerability and confidentiality will be protected following events such as, but not limited to, the Woman Within Training Weekend (WWTW). ECSC has as guiding principal's accountability and responsibility for actions, integrity in relationships, and dealing with disagreements directly.

Procedure:

Commitments made by ECSC Members:

1. All members of ECSC **will:**
 - A. Maintain the confidences of ECSC members and participants at all times.
 - B. Refrain from using any identifying information of any other member to solicit business or market personal goods.
 - C. Become aware of and follow the procedures of the "ECSC Fee Payment Policy"
2. All Staff members of a WWTW, E-circle guides & apprentices, Trainers of the One Day Staff Training, or leaders of any other ECSC event **will not:**
 - A. Initiate or participate in a new sexual relationship with a participant or new member for a period of one year following the completion of the event.
 - B. Solicit Business or market personal goods and services to participants or members while conducting an event or staffing an event.
 - C. Enter into any new formal or informal commerce relationship with a participant or member for a minimum period of three (3) months following the completion of the event.
3. All Staff members of the WWTW **will:**
 - A. Become aware of and follow the procedures of the "ECSC Staffing policy for the Woman Within Training Weekend"
4. Members of the ECSC Board of Directors and Local Regional Council members will be aware of and follow the "ECSC Conflict of Interest Policy."

Sanctions for breaches of Commitments:

1. ECSC members are encouraged to deal with violations with one another directly through the "Clearing" process that is moderated.
2. The woman who believes she has experienced a breach (no third party reports will be accepted) may inform the ECSC President, in writing, that a breach of one of the above named commitments has occurred. Should the violator

be the president of ECSC, the complainant will inform in writing one of the ECSC Vice Presidents. The President or responding ECSC Board member will respond to the complainant in a prompt manner.

3. The ECSC responding Board member will maintain the confidentiality of the complainant and contact the “violator” informing them that a complaint has been filed and to obtain their response. If the “violator” denies the breach, every effort will be made to bring the parties together for a clearing that is moderated ideally by an ECSC Board member.
4. The ECSC responding Board member will bring the complaint to the Board and the Board will determine what, if any, sanctions are appropriate.
5. Records of the process, including identifying information of the violator will be kept in an envelope by the secretary of ECSC to maintain the confidentiality of the process, and to keep a record of the occurrence.
6. Sanctions may include, but are not limited to, any of the following:
 - A. Suspension from Staffing, guiding circles, or becoming a trainer of an event for a specific time frame.
 - B. Suspension of Board or Council position.
 - C. Restitution in some way that makes satisfactory amends to the complainant.
 - D. Written acknowledgement of the breach and a personal statement of a plan to work on the personal issue that caused the breach.
 - E. Suspension from membership in ECSC.