

March 3, 2018

POLICIES
OF THE
JACKSON COUNTY FARMERS MARKET

March 3, 2018

JACKSON COUNTY FARMERS MARKET NON-DISCRIMINATION POLICY

Jackson County Farmers Market does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

March 3, 2018

JACKSON COUNTY FARMERS MARKET SOCIAL MEDIA POLICY

This policy provides guidance for vendor and employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURES

The following principles apply to professional use of social media on behalf of Jackson County Farmers Market as well as personal use of social media when referencing Jackson County Farmers Market.

- Board members, vendors and employees need to know and adhere to the Jackson County Farmer's Market By-Laws and/or Vendor Contract & Agreement when using social media in reference to Jackson County Farmers Market.
- Board members, vendors and employees should be aware of the effect their actions may have on their images, as well as Jackson County Farmers Market's image. The information that employees post or publish may be public information for a long time.
- Board members, vendors and employees should be aware that Jackson County Farmers Market may observe content and information made available by board members, vendors and employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Jackson County Farmers Market or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Board members, vendors and employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Board and/or Market Manager.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Board members, vendors and employees should refer these inquiries to authorized Jackson County Farmers Market spokespersons.
- If board members, vendors or employees find encounter a situation while using social media that threatens to become antagonistic, they should disengage from the dialogue in a polite manner and seek the advice of a board member or market manager.
- Board members, vendors and employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or customers. Additionally, board members, vendors and employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at Jackson County Farmers Market. Jackson County Farmer's Market's computer systems are to be used for business purposes only. When using Jackson County Farmers Market's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Jackson County Farmers Market blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates the Jackson County Farmers Market's by-laws or Vendor Contract and Agreement or any other company policy may subject

March 3, 2018

- an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with Jackson County Farmers Market, a disclaimer should be used, such as this: “The postings on this site are my own and may not represent Jackson County Farmers Market positions, strategies or opinions.”
- It is highly recommended that employees keep Jackson County Farmers Market related social media accounts separate from personal accounts, if practical.

March 3, 2018

JACKSON COUNTY FARMERS MARKET CHILD SAFETY POLICY

POLICY STATEMENT

The Jackson County Farmers Market welcomes children of all ages to use materials and services. The Jackson County Farmers Market encourages children to develop a love of local agriculture and local food but is NOT RESPONSIBLE for their care and supervision or for accidents or other incidents that may happen to them. Responsibility Parents or legal guardians are responsible for the care, safety and behavior of their children under the age of 18 at the Jackson County Farmers Market regardless of whether or not they accompany their child(ren). It is the responsibility of the Market Manager and the Board members to determine whether a child's behavior is problematic and to report suspected abuse or neglect. (Legal Reference G.S. 7B-301: Duty to report abuse, neglect, dependency or death due to maltreatment.)

Supervisory Guidelines

For Child Safety For reasons of safety, children under the age of 7 must be under supervision (parent, legal guardian or caregiver) while at the Jackson County Farmers Market.

UNATTENDED CHILDREN AT CLOSING

The Jackson County Farmers Market will not assume responsibility for parental negligence in caring for minor children nor do we assume parental responsibility for minor children left at the Jackson County Farmers Market at closing time. The Market Manager, vendors and Board of Directors are concerned about the safety of young people who may remain at the Jackson County Farmers Market at closing time. A minor who does not have firm arrangements for transportation will be encouraged to begin calling for a ride at closing time. Upon closing, the Market Manager and/or Board members may take action they deem appropriate and necessary to provide for the welfare and safety of an unattended child, including, but not limited to, contacting local law enforcement or social services. If the Market Manager, a Board member or vendor notices minors left at the Jackson County Farmers Market at closing time, they are to wait with the child for 15 minutes. At that point, they will call the local police to pick up the child if the child's ride does not come within that time. Under no circumstances are the Market Manager, Board members or vendors to offer transportation to those minors left at closing

March 3, 2018

JCFM RESOLUTION OF GRIEVANCES POLICY

It is the policy of Jackson County Farmers Market that all staff, volunteers, members and customers be treated in a fair and equitable manner and that members adhere to established policies and procedures. We also expect market participants to conduct themselves in ways that do not harm Jackson County Farmers Market.

All market participants are encouraged to resolve difficulties in private on a one-on-one basis. The market manager may facilitate and mediate a discussion if needed.

If the dispute continues, the grievance should be documented in writing and shall specify with particularity the basis of the grievance, including the identity of all persons involved, a detailed description of the cause of the grievance, the time frame in which it occurred, where it occurred, and all other facts and explanations forming the basis of the grievance, as well as a description of the proposed remedial or other action which the aggrieved party wishes the Jackson County Farmers Market Board or its representatives to grant.

Written grievances must be lodged with the JCFM market manager with fourteen (14) business days of the occurrence by filling out the Concerns and Complaints form available at the JCFM Information Booth. Within five (5) days of receiving the grievance, the JCFM Board of Directors president shall convene a meeting of the Board of Directors. In the sole discretion of the board president the aggrieved party and one (1) guest may also be allowed or attend all or any part of said meeting at which he or she may make an oral presentation in support of his or her position not to exceed fifteen (15) minutes. The purpose of the meeting shall be to discuss the grievance and reach a determination as to its disposition. The disposition shall be determined by a majority vote of the board members and shall be communicated to the aggrieved party within two (2) weeks of submission of the written complaint. If the aggrieved party is not satisfied with said disposition, he or she may appeal to the full JCFM Board within fourteen (14) days of receiving a response from the JCFM Board. Said appeal shall include a copy of the original written grievance and shall also include any additional facts and arguments the party may wish to present to support its position that the initial disposition was in error. In its sole discretion during a regularly scheduled Board meeting, the JCFM Board may: a) affirm or modify the initial disposition based on that written submission, or; b) hold a second hearing to receive further evidence and arguments to relating to the appeal. A final written Board decision on the grievance shall be issued within thirty (30) days of the date the written appeal was lodged with the Board. If a grievance or appeal is not initiated within the time sets set forth herein, it shall be waived. The JCFM market manager is authorized to deny or restrict a member or member representative's access to the market for failure to follow market Policy and Procedures. During the grievance process, the violator must adhere to the original penalty with no right to restitution for any losses.

JACKSON COUNTY FARMERS MARKET CONFLICT OF INTEREST POLICY

Article I

Purpose

The purpose of the conflict of interest policy is to protect this organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V **Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

PRINTED BOARD MEMBER/STAFF NAME

SIGNATURE

DATE