



**GREATER ROCHESTER TEEN BOOK FESTIVAL
CONDUCT-CENTERED POLICIES**

**CODE OF CONDUCT,
ANTI-HARASSMENT POLICY
&
PROTECTION OF MINORS POLICY**

2017-2018

Table of Contents

SECTION 1.0 – INTRODUCTION	2
1.01 Mission of TBF.....	2
1.02 Purpose of this Document.....	2
1.03 Definitions.....	2
 SECTION 2.0 – GENERAL CODE EXPECTATIONS	3
2.01 Code of Conduct.....	3
 SECTION 3.0 – DISCRIMINATION, INCLUDING DISCRIMINATORY HARASSMENT.....	5-7
3.01 Notice of Non-Discrimination.....	5
3.02 Anti-Harassment Policy.....	5
3.03 Reporting an Incident of Discrimination or Harassment.....	6
3.04 Privacy & Confidentiality.....	7
 SECTION 4.0 – PROTECTION OF MINORS	8-12
4.01 Protection of Minors Policy Statement.....	8
4.02 Applicability.....	8
4.03 Definition of Child Abuse.....	8
4.04 Conduct Requirements.....	9
4.05 Reporting Procedure for Abuse and Neglect.....	10
 APPENDICES	13
Appendix A – Policies Acknowledgement Form	13

SECTION 1. INTRODUCTION

1.01 Mission of TBF

The mission of the Greater Rochester Teen Book Festival (TBF) is to foster a community effort to celebrate and promote reading by connecting teens and authors. Since being established in 2006, the Annual Teen Book Festival has been an opportunity to dedicate an event solely to teens, to encourage reading some of the best titles aimed at young adults, and to offer a place where readers can interact with award-winning authors. TBF demonstrates the value of teens within our literary communities and focuses attention on the authors who write for them.

1.02 Purpose of this Document

This document is intended to familiarize Greater Rochester Teen Book Festival affiliates with the conduct-centered policies and procedures of TBF and to help ensure uniformity in the administration of these policies.

Questions concerning these conduct-centered policies should be directed to either the Annual Teen Book Festival Co-Directors or the President of the Board of Directors of the Greater Rochester Teen Book Festival, Inc.

1.03 Definitions

Greater Rochester Teen Book Festival, Inc.: the 501(c)(3) nonprofit organization that administers and provides oversight for the Annual Teen Book Festival (TBF).

Nazareth College: the host institution of TBF and the site of the Annual Teen Book Festival.

TBF Administration: the President of the Board of Directors of the Greater Rochester Teen Book Festival, Inc.; the **Co-Directors of the TBF Planning Committee**; any officer of the Board of Directors.

Members of the TBF Community: An officer or member of the Board of Directors of the Greater Rochester Teen Book Festival, Inc., TBF Planning Committee members, TBF volunteer (adult or student), or other key TBF personnel.

SECTION 2. GENERAL CONDUCT EXPECTATIONS

2.01 Code of Conduct

The Greater Rochester Teen Book Festival is responsible for providing a safe and secure environment at all TBF events and strives to ensure that all individuals associated with any TBF activity are treated in a respectful and fair manner. While not intended to list all the forms of behavior that are considered unacceptable, the following are examples of conduct that may result in reprimand:

- Any conduct reasonably deemed to be detrimental to the interests of TBF.
- Bullying, which is unwanted, aggressive behavior that is repeated or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors and excluding someone from a group on purpose.
- Destroying, altering, abusing, damaging or wasting property or resources of TBF and/or Nazareth College (TBF event site/host) or the property or resources of others while attending a TBF event.
- Disruptive or harassing conduct such as the use of threat of violence, horseplay, practical jokes, physical abuse, verbal abuse or unlawful discrimination.
- Engaging in abusive or demeaning conduct.
- Engaging in an act which results in personal, physical injury to a member of the TBF community.
- Engaging in violence or threatening violence, including without limitation, a physical altercation or throwing objects.
- Intentionally or repeatedly creating unsafe incidents or engaging in unsafe practices.
- Possessing, consuming or being under the influence of alcohol or unlawful drugs while at the Annual Teen Book Festival or in violation with Nazareth College Drug-Free Work Environment Policy.
- Possessing weapons, firearms, or explosives during a TBF event or while on TBF business.
- Theft, wrongful conversion or unauthorized use of funds or property of TBF, its associates or those attending a TBF event.

SECTION 3. DISCRIMINATION, INCLUDING DISCRIMINATORY HARASSMENT

3.01 Notice of Non-Discrimination

The Greater Rochester Teen Book Festival prohibits harassment, intimidation, bullying, and any other type of conduct that limits another person's right to equal opportunity or otherwise denies another person equal treatment because of his or her race, color, creed, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, religion, disability, medical condition, genetic information or predisposing characteristic, military or veteran status, political affiliation or belief, marital status or any other protected status. Harassment includes offensive conduct and engaging in conduct that creates an environment that a reasonable person would consider intimidating, hostile or abusive.

All TBF co-directors, staff, volunteers, authors, attendees and vendors, in all event spaces are expected to comply with federal, state, and local laws.

3.02 Anti-Harassment Policy

WHO: This Policy applies to all members of the Greater Rochester Teen Book Festival community – including all TBF co-directors, staff, volunteers, authors, attendees, sponsors, vendors and other third parties involved in an incident of harassment affecting or involving a member of the TBF community (this can also be someone who witnessed an incident or who wishes to report an incident on behalf of another).

When used in this Policy, **Reporting Party** refers to the individual who identifies as being a victim or survivor of discrimination or harassment, sexual harassment, stalking, gender-based harassment that does not involve conduct of a sexual nature, whether or not the individual decides to proceed with the complaint. A **Responding Party** refers to the individual who has been accused of prohibited conduct under this Policy. A **Third Party** refers to any other participant in the process, including a witness to the incident or an individual who makes a report on behalf of someone else.

WHAT: This Policy prohibits and addresses all forms of discrimination and harassment. Harassment includes, but is not limited to:

- Unwelcome or inappropriate physical contact or attention.
- Offensive verbal comments.
- Verbal abuse, deliberate intimidation, or bullying.
- Stalking or following.
- Physical assault.

- Bathroom policing.
- Non-consensual photography or recording.
- Sustained disruption of program sessions, signings, or other Festival or VIP events.
- Unwelcome sexual attention.
- Inappropriate comments in relation to gender, gender identity and expression, sexual orientation, disability, appearance, body size, race, color, age, national origin, religion, pregnancy, or citizenship.
- Encouraging any of the above behavior.

Equally, TBF also recognizes Nazareth College's Sexual Misconduct Policy¹ which applies to all members of the College community, including every setting and in every program organized, sponsored, and hosted by the College. Nazareth considers such conduct to be detrimental to the College community and the productive, harassment-free living and working environment that the College wishes to foster and maintain.

WHERE: This Policy covers conduct that takes place in any event associated with TBF, in particular all TBF event spaces. Event spaces include public, staff, and author spaces at any VIP events or author/committee gatherings, both onsite and offsite locations, during Annual Teen Book Festival weekend as well as any other program or public activity sponsored by TBF.

3.03 Reporting an Incident of Harassment or Discrimination

If anyone feels that he/she/they have experienced an act of sexual harassment or other discriminatory harassment or conduct or has witnessed discrimination, including sexual or other harassment, they should immediately report such actions, complaints or concerns so that timely and constructive action can be taken.

At routine TBF functions (e.g., monthly planning meetings), the Reporting Party or Third Party person should report the matter immediately to a TBF Co-Director, the TBF Board President or the TBF Board Vice-President.

- TBF Interim Co-Director, Olivia Durant: 585.747.6477
- TBF Interim Board President: /Interim Co-Director, Laura C.S. Jones: 570.423.1803
- TBF Board Interim Vice-President/Interim Co-Director: Beth Puckett: 585. 223.4996

¹ https://www2.naz.edu/files/3614/7206/1825/2016-2017_Sexual_Misconduct_Policy.pdf

Should an occurrence happen in any event location during the Annual Teen Book Festival, TBF staff will work in partnership with Nazareth College to deem appropriate action, including asking the offending party to leave the event and, in extreme cases, contacting local law enforcement.

During the course of the Annual Teen Book Festival, anyone who experiences or witnesses behavior that makes them feel uncomfortable should immediately report it via one of the following methods:

- Find a TBF staff member for assistance.
- Find a Nazareth College Campus Safety officer for assistance. Call Campus Safety: ext. 3333 or 585.389.2850
- Email report@teenbookfest.org

It should be noted however, if immediate assistance or response is desired, then finding a TBF staff member or Nazareth College Campus Safety officer is strongly recommended.

3.04 Privacy & Confidentiality

There are two levels of confidentiality for purposes of this Policy. **Complete confidentiality** means that information shared by an individual with designated TBF, Nazareth College or community professionals, when acting within the scope of their role that confers confidentiality, cannot be revealed to anyone else without the express permission of the individual. **Limited confidentiality** means that designated individuals, when acting within the scope of their role that confers confidentiality, can keep specific information shared by an individual confidential but must report non-identifying information to key TBF personnel. This limited reporting of information allows TBF to evaluate the scope of incidents and review appropriate responses as warranted.

SECTION 4. PROTECTION OF MINORS

4.01 Protection of Minors Policy Statement

The Greater Rochester Teen Book Festival is dedicated to the safety and security of all members of its community. This Policy establishes safeguards for any person under 18 years of age (17 years or younger) who participate in any program, activity or event sponsored by TBF. In regards to the expectations during the Annual Teen Book Festival, TBF also recognizes Nazareth College's Protection of Minors Policy which requires that anyone who works with minors is required to abide by the rules of conduct, forms, reporting procedures, training and background check requirements as outlined in the College policy.

4.02 Applicability

The Greater Rochester Teen Book Festival maintains programs in a variety of locations that involve and benefit minors of various ages. This Policy covers conduct that takes place in any event location designated as part of the Annual Teen Book Festival, in particular all TBF event spaces. Event spaces include public, staff, and author spaces at any VIP events or author/committee gatherings, both onsite and offsite locations, during TBF weekend.

In addition, this policy covers conduct that takes place in any other TBF program including, but not limited to, the any school- or community-based literacy program, fundraising activity, author event or other opportunity designed primarily to serve minors that is sponsored by the Greater Rochester Teen Book Festival.

4.03 Definition of Child Abuse

Child Abuse is defined in Section 412 of the New York State Social Sciences Law as follows:

“Abused Child” means a child less than 18 years of age whose parent or other person legally responsible for the child’s care:

- inflicts or allows to be inflicted upon the child physical injury by other than accidental means which causes or creates a substantial risk of death, serious or protracted disfigurement, protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; or
- creates or allows to be created a substantial risk of physical injury to the child by other than accidental means which would be likely to cause death, serious or protracted disfigurement, protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; or

- commits or allows to be committed a sex offense against the child, as defined in the penal law; allows, permits, or encourages the child to engage in any act described in sections 230.25, 230.30 or 230.32 of the penal law (Promoting Prostitution in the third, second, and first degree respectively); commits any act described in section 255.25 of the penal law (Incest); or allows such child to engage in any act described in article 263 of the penal law (Sexual Performance by a Child). However, the corroboration requirements contained in the penal law regarding the sections cited above and the age application of article 263 does not apply to child abuse and neglect proceedings in the Family Court.

4.04 Conduct Requirements

All Greater Rochester Teen Book Festival co-directors, staff, authors, sponsors, volunteers, vendors and attendees must conduct themselves appropriately in the presence of Minors at any TBF sponsored event, especially the Annual Teen Book Festival. Child abuse and inappropriate conduct, including but not limited to the following, is prohibited:

- Engaging in any form of physical (e.g., striking, hitting, shaking, administering corporal punishment) or emotional abuse of a Minor.
- Engaging in sexual conduct of any kind toward or in the presence of a Minor, including but not limited to:
 - Sexual abuse of a Minor
 - Touching a Minor in an inappropriate or illegal manner
 - Making pornography or other sexually inappropriate materials in any form available to a Minor or assisting a Minor in gaining access to such materials.
- Neglecting the duty of care for a Minor under the Adult's supervision, including but not limited to:
 - Failing to protect a Minor's health and safety
 - Failing to ensure the use of appropriate protective equipment
 - Failing to meet a Minor's basic needs
 - Leaving Minors consistently unsupervised
 - Using inappropriate language in the presence of Minors.
- Engaging in the use of alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs during College-sponsored Programs or activities for Minors.
- Enabling, facilitation, or failing to appropriately address a Minor's use of alcohol or illegal/non-prescribed drugs.

- Contacting a Minor through electronic media, including social media, for the purpose of engaging in any prohibited conduct, including sexual conduct.
- Offering or making a gift to a Minor for the purpose of engaging in any prohibited conduct, including sexual conduct.
- Providing transportation to Minors (except the driver's Minor child or children) before, during, or after the TBF-sponsored Program or activity without parental consent.

4.05 Reporting Procedure For Abuse And Neglect

A. Duty to Report

All members of the Greater Rochester Teen Book Festival community—regardless of mandated reporter status—have a duty to report upon reasonable cause to suspect that a Minor (a person under the age of 18) is a victim of child abuse, neglect or sexual harassment based on:

- information shared by the Minor or any other individual; or
- personal observations or knowledge.

The duty to report is triggered by reasonable suspicion or belief. There is no requirement that there be actual evidence of abuse, nor should any individual seek to investigate the matter before reporting. The source of abuse does not need to be known in order to file a report. Any doubt as to whether or not to report should be resolved in favor of making the report to ensure that the appropriate professionals in child protective services can assess the report and evaluate the safety of the minor.

If any member of the TBF community has reasonable cause to suspect that a minor has been abused or neglected—including reasonable cause arising as part of any program or activity offered or sponsored by TBF—or if a minor confides in a community member about abuse or neglect, the community member **must** immediately report the suspected abuse or neglect to any of the following individuals:

- TBF Interim Co-Director, Olivia Durant: 585.747.6477
- TBF Interim Board President: /Interim Co-Director, Laura C.S. Jones: 570.423.1803
- TBF Board Interim Vice-President/Interim Co-Director: Beth Puckett: 585. 223.4996
- Campus Safety: ext. 3333 or 585.389.2850 (if reporting incident at Nazareth campus)

- If involved in an activity sponsored by TBF, including the Annual Teen Book Festival, report to any TBF staff on hand

The individual receiving the report will then notify appropriate personnel that a report has been made. The suspected abuse or neglect will also be reported to the appropriate authorities, and the reporting individual's presence may be requested during such report.

Members of the TBF community may also report abuse or neglect directly to the authorities by calling:

- the New York Statewide Central Register of Child Abuse and Maltreatment (SCR) at its public hotline (800.342.3720) or one of the following numbers, as appropriate: 800.638.5163 (TDD/TTY) or 800.342.3720 (Video Relay System)
- the Monroe County Child Protective Services hotline: 585-461-5690

In the event that an individual makes a direct report to SCR or Monroe County, the individual must also submit a written report to Monroe County Child Protective Services within 48 hours of the oral report. The written report form (Child Protective Services form LDSS-2221A) is available at the New York State Office of Children and Family Services website at www.ocfs.ny.gov (click on Forms and then Child Protective Services to access LDSS-2221A). If the incident is reporting while on Nazareth College campus, a reporting individual can also obtain the form from the College's Director of Campus Safety.

B. Addressing Reports of Abuse of a Minor

When the Greater Rochester Teen Book Festival Inc. receives a report of alleged Abuse of a Minor in a TBF-sponsored Program:

- The person receiving the report must follow the reporting structure stated in Duty to Report (section A).
- Greater Rochester Teen Book Festival Inc., in consultation with local authorities, New York State or Monroe County Child Protective Services, and other appropriate personnel, shall:
 - Take immediate steps to prevent further harm to the alleged victim or other Minors, including, where appropriate, removing the alleged abuser from the Program or limiting his or her contact with Minors pending resolution of the matter.

- If the parents or legal guardian of the alleged victim have not been notified and are not the alleged abusers, notify the parents or legal guardian of the Minor involved.
- Investigate the report and resolve the matter in a way that safeguards Minors, protects the interest of victims and reporters, affords fundamental fairness to the accused, and meets applicable legal requirements.
- Facilitate the Greater Rochester Teen Book Festival's cooperation with any investigation conducted by New York State Child Protective Services or other governmental or law enforcement agency.

1. Protection for Good Faith Reports

Pursuant to Social Services Law Section 413, the Greater Rochester Teen Book Festival will not take any retaliatory personnel action against a TBF Board member, TBF Planning Committee member, TBF volunteer or other key TBF personnel who has made a report to the SCR or Monroe County Child Protective Services. Moreover, New York law provides immunity from civil liability to any individual who makes a good faith report based on reasonable cause to suspect child abuse or neglect.

C. Reporting Procedures For Sexual Harassment

If you have reasonable cause to suspect that a Minor has been sexually harassed, or if a Minor confides to you that he or she has been sexually harassed, you **must** immediately report the suspected harassment in accordance with the Greater Rochester Teen Book Festival Anti-Harassment Policy as well as the Nazareth College Sexual Misconduct Policy. Initial reports should be made to any of the following individuals:

- TBF Interim Co-Director, Olivia Durant: 585.747.6477
- TBF Interim Board President: /Interim Co-Director, Laura C.S. Jones: 570.423.1803
- TBF Board Interim Vice-President/Interim Co-Director: Beth Puckett: 585. 223.4996
- Campus Safety: ext. 3333 or 585.389.2850 (if reporting incident at Nazareth campus)
- If involved in an activity sponsored by TBF, including the Annual Teen Book Festival, report to any TBF staff on hand

The individual to whom such a report is made will then make a further report to the appropriate person in compliance with the Anti-Harassment Policy.

D. Duty To Cooperate With Investigations Of Abuse Of Minors

All members of the Greater Rochester Teen Book Festival community shall cooperate with investigations of alleged abuse of Minors, including government-initiated, law enforcement-initiated, and/or internal College investigations. All members of the TBF community shall also cooperate with investigations or alleged violations of this Policy and any applicable campus procedures.

APPENDIX A



Greater Rochester Teen Book Festival Policies Acknowledgement Form

I have received my copy of the Greater Rochester Teen Book Festival Conduct-Centered Policies 2017-2018 packet and understand that a copy is also available on the Teen Book Festival website at <https://www.teenbookfest.org/about/policies/>.

I understand that I should consult with either the Greater Rochester Teen Book Festival Board President or any of the Annual Teen Book Festival Planning Committee Co-Directors regarding any questions not answered in this packet.

I understand all of the above and accept that it is my responsibility to read, understand, and comply with the policies contained in this packet and any revisions made to it.

Mark one:

Author _____ TBF Planning Committee Member _____ TBF Board of Directors _____

Signature (sign legibly)

Full Name Printed (legibly)

Date Signed

Received on: _____

Received by: _____