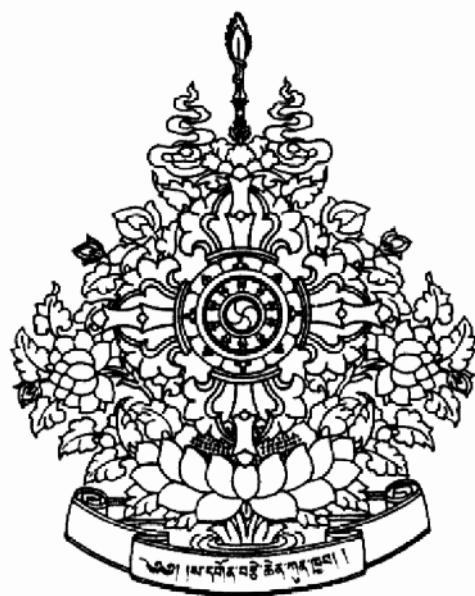

Sakya Monastery of Tibetan Buddhism



Code of Conduct

Sakya Monastery of Tibetan Buddhism

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**Sakya Monastery General Code of Conduct
(For Clergy, Residents, Employees, Members, and Volunteers)**

This Code of Conduct balances Tibetan religious tradition and standard Western organizational policies.

To avoid misunderstandings and unfortunate incidents, this Code of Conduct and set of organizational policies have been carefully defined by His Holiness Jigdal Dagchen Sakya, Her Eminence Dagmo Kusho Sakya, Venerable Minzu Vajra Sakya, Venerable Ani Vajra Sakya, Venerable Mati Vajra Sakya, Venerable Zaya Vajra Sakya, Venerable Sadu Vajra Sakya, Adrienne Chan, Executive Director of Sakya Monastery, Chuck Pettis, President of Sakya Monastery, and Sakya Monastery's Board of Advisors.

As representatives of Sakya Monastery, it is important that all clergy, residents, employees, members, and volunteers, including Tulkus, Lamas, monks, nuns, members of the board of advisors, mentors, residents and anyone who serves the Sakya Monastery follow strict standards of behavior while at the Sakya Monastery or acting on behalf of Sakya Monastery. We need to behave, carry and maintain ourselves in a dignified Tibetan Buddhist manner to which our spiritual position demands. Inappropriate behavior may result in public embarrassment, negative publicity and legal actions which may include criminal prosecution or civil claims against individuals as well as against Sakya Monastery of Tibetan Buddhism.

Policy: No Tolerance for Substance Abuse

1. Sakya Monastery will not tolerate or condone substance abuse, including the use, possession and distribution of illegal drugs. It is our policy to maintain the Sakya Monastery as a place of worship and workplace free from any alcohol and illegal drug use and its effects.

2. Sakya Monastery believes that each employee, resident and volunteer has the responsibility to report to work and/or reside at all times free of any alcohol abuse or other illegal drug use and their effects.

It is the policy of Sakya Monastery that no one on Sakya Monastery property or at Sakya Monastery organized events or gatherings may engage in the following:

- The sale, use, possession, delivery or exchange of alcohol, illegal drugs or any controlled substances.
- Offer to buy or sell alcohol, illegal drugs or any controlled substances.
- The use of any form of alcohol during working hours; or the abuse of any prescribed drugs.
- When using the term "alcohol," this refers to any alcohol not intended for monastery-approved Tibetan Buddhist ceremonies or monastery-sanctioned religious services.
- Violators of this policy will be subject to disciplinary action which may include termination of employment, residency or volunteer status. In addition violators may be prohibited from coming to or remaining on Sakya Monastery property or monastery organized events or gatherings.

4. Employees, residents and volunteers with a drug or alcohol problem have the responsibility to proactively participate in appropriate drug and alcohol education programs and seek and accept assistance for alcohol and other drug-abuse-related problems before job, volunteer performance or residency is affected.

The Sakya Monastery may, at its sole discretion, take any or all of the following actions:

- Conduct any alcohol and other drug screen tests both prior to and during the granting of employment, residency or volunteer status.
- Conduct any unscheduled or random inspection of an employee's, resident's, or volunteer's persons and work or living space at Sakya Monastery.
- Cooperate with law enforcement officers and any outside agencies including but not limited to governmental mental health professionals.
- Take any other actions deemed necessary and appropriate by Sakya Monastery.

Policy: Equal Employment Opportunity

It is the policy of Sakya Monastery of Tibetan Buddhism to provide equal employment and volunteer opportunities to all employees, qualified applicants, residents and volunteers without regard to race, color, religion, sex, national origin, age, disability, veteran's status or any other protected category in accordance with all applicable local, state and federal laws in the U.S. or in any country in which the monastery conducts its business or religious affairs. This policy applies to all terms and



conditions of employment at Sakya Monastery, including, but not limited to:

- Hiring and Placement.
- Discipline and Termination.
- Leaves of Absence.
- Compensation and Benefits.

Employment decisions at Sakya Monastery are made based on legitimate non-discriminatory factors such as skills, abilities, background, experience, qualifications, and job performance, as well as the needs of Sakya Monastery's business and religious affairs. The Sakya Monastery will endeavor to respect the dignity and diversity of its employees, residents and volunteers and strive to recognize, promote, and benefit from the unique differences and similarities of its employees, residents, and volunteers.

Policy: Anti-Harassment & Abuse

Sakya Monastery is committed to providing a work, residence and volunteer environment free of harassment because of any employee, resident or volunteer's race, sex, religion, age, national origin, disability, veteran's status or any other category protected under any local, state, or federal law in the U.S. or in any country in which Sakya Monastery conducts its business or religious affairs.

Harassing conduct includes, and is not limited to, the following:

- Epithets, slurs, stereotyping, threatening or intimidating language, jokes or hostile acts that relate to race, sex, age, religion, national origin, disability or any other protected category.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on race, sex, age, religion, national origin, disability or any other protected category.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, residence or volunteering unreasonably interferes with an individual's work performance, residence or ability to offer volunteer services or creates an intimidating, hostile or offensive work, residential environment.

The Sakya Monastery is committed to protecting its employees, residents and volunteers from such harassment whether from its clergy, residents, employees, members, and volunteers or from non-employees such as vendors, members, clients, customers, and contractors.

All clergy, residents, employees, members, and volunteers are expected to treat each other with dignity, courtesy and respect and to conduct themselves in accordance with this Code of Conduct. Each employee, resident and volunteer must mindfully endeavor to exercise good judgment to avoid engaging in conduct that others may reasonably perceive or find as harassment.

In addition, everyone in any way associated with Sakya Monastery shall make a solemn promise to try to make everyone feel safe and comfortable while at Sakya Monastery and during any Sakya Monastery organized event or gathering.

Policy: Preventing Sexual Child Abuse

The problem of sexual abuse of children, and the wave of lawsuits alleging sexual abuse, is a real and prevalent one for all churches of all faiths. Sakya Monastery's insurance company, Church Mutual, has provided the guidelines to help prevent sexual abuse and protect Sakya Monastery from sexual abusers. These guidelines include:

- Selective "hiring"
 - (a) All new clergy, residents, employees, members, and volunteers shall fill out and sign the Volunteer or Employee application booklet, as appropriate.
 - (b) Applications will be reviewed and references be checked.
 - (c) Background checks will be conducted on people who will be involved in children's programs.
- Developing and following a set of operational and supervisory guidelines.
- Conducting educational programs.

**Policy: Health, Safety & Environmental Protection**

The Sakya Monastery recognizes that the safety and health of our employees, residents and volunteers as well as a genuine concern for the environment has to be a paramount consideration in the operation of its business and religious affairs. The Sakya Monastery shall conduct its business and religious affairs so that its operations and activities do not harm the environment or endanger the health and safety of its clergy, residents, employees, members, volunteers, guests or that of the general public.

To accomplish this important objective, the Sakya Monastery shall:

- Comply with all applicable environmental, health, and safety laws and policies;
- Proactively promote environmental, health and safety polices for its employees, residents, volunteers and guests; and
- Continually improve its efforts with regard to the environment and our obligation to provide safe and healthy working conditions for all its clergy, residents, employees, members, volunteers, and that of the general public.

Policy: Inappropriate Behaviors

While at Sakya Monastery or monastery organized events or gatherings, everyone must endeavor to be mindful and conscientiously try to behave in the following ways:

- Abstain from using or encouraging the use of profane language.
- Abstain from any form of verbal or physical abuse.
- Abstain from killing any sentient being (i.e. living creature).
- Abstain from stealing.
- Abstain from sexual activity.
- Abstain from telling lies.
- Abstain from bringing any illegal drugs, alcohol (other than for Tibetan Buddhist ceremonies), or other intoxicants on Sakya Monastery property or at any monastery organized event or gathering.
- Abstain from possessing, using or being under the influence of illegal drugs or alcohol at Sakya Monastery or Sakya Monastery events.
- Abstain from bringing any weapons, firearms, explosives or harmful devices on Sakya Monastery property or at any organized event or gathering.
- Abstain from wearing inappropriate clothing such as tight, transparent, revealing, or otherwise striking clothes (such as shorts, short skirts, low-rise jeans, tights and leggings, sleeveless or skimpy tops). Dress should be simple, modest, and appropriate for the occasion especially if it is at Sakya Monastery during a religious service, since Sakya Monastery is a place of worship and refuge.

Policy: Persons With Serious Mental Disorders

People with mental or physical problems may receive blessings from lamas at Sakya Monastery. However, our capacity as a nonprofessional volunteer organization makes it impossible for us to properly care for people or treat people with serious mental disorders or illnesses. Although Tibetan Buddhist meditation is beneficial for most people, it is not a substitute for medical or psychiatric treatment and we do not recommend it for people with mental disorders or serious psychiatric conditions.

How To Handle or Report a Concern or Violation of this Code of Conduct

First, define your concern by answering the following questions:

- (a) Who or what is the concern?
- (b) When did the concern surface? (describe each and every incident, if more than one).
- (c) Where did it happen? (describe each location, if more than one).

Next, raise the concern immediately:

- Meet and express your concerns with whomever you feel most comfortable, either:
- Head Lama of Sakya Monastery (currently H.H. Jigdal Dagchen Sakya).
- Spouse of Head Lama of Sakya Monastery (currently H.E. Dagmo Kusho Sakya).
- Executive Director (currently, Adrienne Chan).
- President (currently Chuck Pettis).
- The oldest son of the Sakya Khon family (currently Venerable Minzu Sakya).
- Another direct descendent of the Sakya Khon family (e.g., Venerable Ani Vajra Sakya, Venerable Mati Vajra Sakya, Venerable Zaya Vajra Sakya, Venerable Sadu Vajra Sakya).

**Policy of Violating this Code of Conduct**

The consequence of a violation of this Code of Conduct will vary depending on the severity of the misconduct.

If anyone acts violently toward another while at Sakya Monastery or at any monastery organized event or gathering, the Police should immediately be contacted by calling "911."

Consequence of Serious Misconduct. According to Tibetan Buddhist tradition, serious misconduct with a monastery is treated by complete expulsion. Although this may seem severe, it is the result of a deep understanding of karma. To allow someone to break or repeatedly break rules results in an overwhelming accumulation of negative karma to the person performing this misconduct.

At Sakya Monastery, if a serious violation of this Code of Conduct occurs, it is our policy to provide an opportunity to atone for this behavior and establish a more positive connection to Sakya Monastery:

- Three months expulsion from Sakya Monastery during which time Ngon-dro (preliminary religious) practice is begun.
- Termination of existing Monastery privileges and responsibilities, and return of all keys.
- Upon re-admittance, the disciplined person is on probation. Continuing participation at Sakya Monastery is dependent on appropriate behavior and on-going Ngon-dro practice.

If the disciplined person does not agree to abide by the above terms, the expulsion is permanent.

Signed and Agreed: _____ Date: _____

Print Name: _____

Witness: _____