



Tara Mandala Code of Conduct Agreement

Adopted by Board - January 22, 2019

This Code of Conduct (“the Code”) establishes principles all individuals working with Tara Mandala are expected to honor in the performance of their work, whether they are staff, residents, teachers, living dharma program participants or members of the board (defined as “staff members” herein).

Tara Mandala is non-profit, Buddhist organization whose mission is to benefit all beings through teachings leading to the development of wisdom and compassion. This code of conduct is based on the five precepts and the 10 virtuous and 10 non-virtuous actions common in Buddhism.

The Five Precepts:

1. To abstain from taking life, to care for and protect all living beings, our mothers.
2. To abstain from taking what is not given, to respect the property and boundaries of others.
3. To abstain from false speech, to tell the truth with compassion.
4. To abstain from sexual misconduct: refraining from breaking the sexual boundaries of your own or others committed relationships.
5. To abstain from intoxicants which tend to cloud the mind, cause harm, and lead to breaking the other precepts.

The Ten Non-virtuous Actions, the Ten Virtuous Actions, and the Karmic Results:

1. *By avoiding killing and harming others, and by protecting life, we will gain a long life and good health.*
2. *By avoiding stealing and practicing generosity, we will have wealth, not be bothered by thieves, and have a strong body.*
3. *By maintaining pure sexual conduct, we will have a good faithful partner and few enemies.*
4. *By avoiding lying and speaking sincerely and directly, we will be appreciated and our words will be respected by everyone.*

5. *By avoiding slander and being a peacemaker, we will have good disciples and respectful employees.*
6. *By avoiding harsh words and talking calmly, amiably and gently, we will hear positive words.*
7. *By avoiding useless talk and gossip and talking about meaningful wholesome things, our words will be listened to respectfully.*
8. *By avoiding greed and cultivating an open and generous attitude, our aspirations will be realized.*
9. *By avoiding negative covetous thoughts and by cultivating love and goodwill, we will be free of fear and harm.*
10. *By avoiding wrong view, and by cultivating right view and practicing it, we will have a direct experience of reality.*

As staff members of Tara Mandala, we do our work ethically and to the best of our ability in order to honor the mission of Tara Mandala, add value to our community, and preserve a reputation of trustworthiness.

A. Basic Principles and Values

This Code of Conduct covers, in general terms, some of the various situations that we may encounter. While it is not possible to cover every situation that we may face, there are certain basic principles and values to which all of us should adhere.

1. Be Inclusive.

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, and religion, and physical ability.

2. Be Considerate.

We all depend on each other to produce the best effort and intention we can. Your decisions will affect guests, retreatants and colleagues, and you should take those consequences into account when making decisions. During periods of silence, staff



members will not engage in conversation in common space and keep work related conversations to minimum audible level and out of range of retreatants.

3. Be Respectful.

We will not all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration to transform into personal attacks of others. An environment where people feel uncomfortable or threatened is not a productive, spiritual, or creative one. Under no circumstance shall a conflict or disagreement be voiced, expressed in body language, or discussed in front of or with retreatants or visitors.

4. Choose your words carefully.

Always conduct yourself professionally. Be kind to others.

Use Right Speech, which has four aspects:

- Abstain from false speech; do not tell lies or deceive.
- Do not slander others or speak in a way that causes disharmony or enmity.
- Abstain from rude, impolite, or abusive language.
- Do not indulge in idle talk or gossip.

Do not insult or put down others or engage in unnecessary gossip or discursive speech. Be respectful towards all residents, retreatants, teachers, and guest teachers and their spiritual teachings.

5. Make Differences Into Strengths.

We can find strength in diversity. Different people have different perspectives on issues and that can be valuable for solving problems or generating new ideas. When we disagree, try to understand why. Differences of opinion and disagreements are normal. What is important is that we resolve disagreements and differing views constructively and kindly. Being unable to understand why someone holds a viewpoint doesn't mean that they are wrong. We all make mistakes and blaming each other does not promote a positive outcome. Instead, focus on resolving issues and learning from mistakes and finding growth from mistakes and conflict.



B. Behavior in the Workplace

We are expected to conduct ourselves in a professional, kind and ethical manner with other staff members and with any other individuals with whom we have contact on behalf of Tara Mandala. To this end, it is important that we do not insult or put down others or engage in unnecessary gossip or discursive speech. Tara Mandala will not tolerate inappropriate behavior, discrimination, harassment or violence committed by or against any officer, employee or resident or program participant. Anyone who is found to be engaging in inappropriate behavior such as harassment, discrimination or violence will be subject to disciplinary action, up to and including termination, and possibly immediate removal from the land.

Tara Mandala strives to create and maintain an environment free of discrimination and harassment and expects that staff who are subject to this, or witness this, to make a timely report to enable Tara Mandala to investigate and correct any behavior which may be a violation of this Code or Tara Mandala's policies. Staff who report harassment or discrimination will not be subjected to any form of retaliation.

C. Discrimination and Harassment

Tara Mandala strictly prohibits all types of workplace harassment, including sexual harassment and all other forms of workplace harassment or discrimination due to race, color, religion, pregnancy, sex, gender, sexual orientation, national origin, genetic information, age (40 and over), marital status, disability, military and/or veteran status, or any other characteristic protected by applicable federal, state, or local laws. All forms of harassment of, or by, any person who is associated with or employed by Tara Mandala are not tolerated.

Harassing or discriminating conduct is unacceptable. This including hiring, training, scheduling, advancement, compensation, benefits, discipline and termination practice.

Harassment, including sexual harassment, is a form of discrimination. It can involve, but is not limited to, unwelcome and offensive comments, persistent pursuit of unwanted relationships, conduct, gestures or any other contact likely to cause offense or humiliation or that might reasonably be perceived to place a condition of a

discriminatory nature on employment, training, promotion or the provision of services, and that is related to a prohibited ground of discrimination. In general, if someone asks you to stop treating or talking to them in a manner they feel is harassing in nature, then stop.

D. Sexual Harassment

Tara Mandala strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by the Code of Conduct. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, email;
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates;
- Physical gestures and other non-verbal behavior; or
- Unwelcome touching such as grabbing, fondling, kissing, massages or brushing up against another's body.

E. Violence

Tara Mandala strongly opposes violence, including, but not limited to, behavior that threatens, intimidates or coerces another staff member, retreatant or member of the public. Prohibited violence also includes all acts of harassment or threat of violence made verbally or in writing. Prohibited violence also includes any other conduct (including email, text or other electronic communication, telephone and social media



network postings) that communicate a direct or indirect threat of physical harm, harassment or intimidation.

F. Intimate Workplace Relationships

Tara Mandala is a place where retreatants and staff members come to undertake accelerated spiritual growth. It is our aim to provide a safe place for the openness and vulnerability fostered by the retreat experience. Residents are not allowed to enter into intimate relationships with retreatants or other guests, including work exchange participants while on the land in a program.

For the protection of all members of our community, we strongly discourage staff members from entering into intimate relationships with one another. Should an intimate and consensual relationship develop, it is the responsibility of all staff members involved to ensure the relationship doesn't interfere with work responsibilities or Tara Mandala's precepts, even if the relationship should come to an end. If a consensual, intimate relationship develops between a manager and a direct report or subordinate, the manager has a responsibility to report this to 1) their supervisor; 2) the Operations Director; or 3) the Executive Director immediately so that the direct report or employee/resident can be reassigned to another department and manager. In instances where reassignment is not feasible, individuals involved may be asked to change roles/functions. If there are no alternatives, one of the two parties may be asked to resign his/her duties.

Inappropriate relationships include:

- Managers engaging in sexual relationships with subordinates
- Staff members having sexual relationships with retreatants
- Staff members having sexual relationships with Living Dharma participants
- Authorized or Apprentice Teachers having sexual relationships with staff members or retreatants
- Board Members or Officers having sexual relationships with staff members or retreatants or Living Dharma participants
- Staff members having sexual relationships with Board Members or Officers

H. Be Mindful and Present.

While at Tara Mandala in communal settings such as the community building and temple, we are committed to working on our minds and emotions, and in doing so we



are agreeing to use alcohol mindfully and abstain from intoxication from drugs. Having a clear mind is central to this pursuit. Specific policies include:

Alcohol: At Tsog (feast offering ceremony) and other social gatherings there will be a small amount of alcohol offered. If you choose to drink alcohol while at Tara Mandala, please do so with mindfulness and be respectful of those who abstain. Drinking alcohol is not allowed in the community building specifically. Please refrain from being intoxicated on the land and driving intoxicated on the land (or anywhere else). Driving a Tara Mandala vehicle while intoxicated is grounds for dismissal.

Drugs: We do not tolerate smoking of any kind on the land, including but not limited to cigarettes, e-cigarettes, vaping and cannabis. Also, the use of illegal drugs of any kind or the overuse of prescription drugs is prohibited. Any possession, use or sale of drugs is also prohibited. Simply going outside the Tara Mandala gate to smoke cannabis and returning intoxicated is not acceptable as well.

I. Violation of the Code of Conduct.

If one or more of these codes of conduct or ethics are broken, Tara Mandala reserves the right to take performance action that is commensurate with the offense, up to and including termination for staff, and being asked to leave the land for others, including long term residents.

Any violation of the Code or failure to uphold and adhere to the spiritual mission of Tara Mandala may result in discipline, up to and including termination of employment or resident status.

Signed _____ Date _____

Printed Name _____