

1. Endowment Fund Policy

1a. Management of Endowment Fund Policy– Endowment fund should be managed jointly by Chairperson of BOT and President of EC. It should be deposited in an institution that provides high returns consistent with high level of security

1b. Use of Endowment Fund Policy- Endowment Fund is a reserve fund and should only be used to address a major emergency such as structural damage to the building that is not covered by the Insurance. Its use requires majority vote of BOT and majority vote of EC individually.

2. Special Accounts Policy

Tracking of Special Accounts – Any amount collected for restricted purposes like Scholarship fund or a specific Capital project should to be tracked separately by a different bank account.

3. Insurance Policy

3a. Insurance Coverage Policy – Insurance policy must provide adequate coverage for the property and the liability. If feasible, it should also cover the temple for Sexual Harassment and personal liability claims against members of BOT and EC.

3b. Insurance Remedial Action Policy – An action by a member of BOT or EC that results in the loss of insurance policy coverage by the provider will result in the suspension of such member from the temple management. This person will not be able to hold any position in either BOT or EC in future.

4. Strategy Planning Policy

Strategy Plan – Strategy Plan is to identify 3 to 5 years major objectives of CVHTS and how they will likely be achieved. This plan needs to be reviewed with members of BOT and EC and adopted with a majority vote. This plan should be updated once a year

## 5. Capital Projects Policy

5a. Capital Projects Policy – All major projects requiring in excess of \$50,000 expenditure are to be considered as Capital Projects. They should be part of the Strategy Plan and should be managed by the Board of Trustees. They need to be approved by a majority vote of members of BOT and EC. Funding for these projects require separate fund raising and these projects need to be tracked separately.

5b. Recognition of Capital Projects Donors Policy – All individuals, families or Companies, who have donated in excess of \$5,000 to the temple are to be recognized in the Parvati Hall. Major donors, who have contributed in excess of \$50,000 for a specific capital project are to be recognized appropriately in the Parvati Hall. No new plaques recognizing donors will be displayed outside the Parvati Hall.

## 6. Intervention by Law Enforcement & Outside Agencies Policy

Intervention by Law Enforcement – All members of BOT and EC and Employees of CVHTS are required to discuss any temple matter requiring intervention by Law Enforcement or any outside agency with BOT before approaching them. Failure to comply with this policy by a member of BOT or EC or an Employee Priest will result in the suspension of the said person.

## 7. Sexual Harassment Policy

Sexual Harassment – CVHTS follows zero tolerance policy regarding Sexual Harassment. Sexual Harassment complaint involving any member of BOT, EC or Employee of CVHTS must be discussed with BOT within 7 days. Sexual Harassment by a member of BOT or EC or by an Employee will result in the suspension of the said person.

#### 8. Code of Conduct of members of BOT/EC Policy

8a. Code of Conduct towards Members of BOT/EC Policy – All members of BOT and EC are volunteers, who represent CVHTS. They need to treat each other with utmost respect. Use of abusive language in either face to face dealings or in e mails will result in a formal warning to the said member by Chairperson of BOT. A repeat violation will result in 90 days suspension of the said member. A third violation will result in the suspension of the said member.

8b. Code of Conduct towards Priests Policy – Our Priests interact with our devotees, help us maintain Temple as the place of worship and are very important part of our temple. Members of BOT and EC need to treat our Priests professionally and with utmost respect. Use of unprofessional behavior or effort to use undue influence on a Priest by a member of BOT or EC will result in a formal warning to the said member by Chairperson of BOT. A repeat violation will result in 90 days suspension of the said member. A third violation will result in the suspension of the said member.

#### 9. Priests Hiring and Separation Policy

9a. Priests Hiring Policy – All new hiring of Priest must be started with a financial justification. This needs to be followed by an approval by the members of BOT and EC individually.

Pooja committee with members of both EC and BOT is required to conduct interviews and background checks before recommending a priest to be hired. This needs to be followed by approval by the members of BOT and EC individually. Once approved, EC President is to initiate formal paperwork to hire the new priest.

9b. Priest Separation Policy – Once hired, Temple would like to retain the priests over time and should take appropriate steps to achieve it. However, a priest may be suspended if his/her actions are not in the best interest of the temple. For this, EC President needs to document issues and provide at least 2 warnings in writing to the priest before recommending his/her suspension. Suspension needs to be approved by the majority of members of BOT and EC individually.

10. Code of Conduct of Temple Priests Policy

Conduct of Temple Priests – All priests are required to interact with the devotees in a conducive manner. They are required to conduct daily poojas and special poojas. They need to adhere to temple schedule and follow temple policies and procedures.

11. Parking Policy

Parking Policy – All devotees of the CVHTS temple are expected to follow the parking regulations as stated by various signs. The EC is expected to implement the policy including

1. At least 5 spots for the handicap in which at least 3 should be close to temple entrance at the upper level
2. Provide 3 car length space for car poojas in front of the temple entrance at the upper level.