



# TCCA POLICIES AND BEST PRACTICES

## TO RECEIVE THE TZU CHING UNIFORM, A MEMBER MUST:

- Meet membership requirements
- Follow the rules of wearing uniforms
- Accomplish 20 volunteering hours in 3 different events in an academic year.
- Attend at least 4 hours of training camps or volunteer orientations.

## REQUIREMENTS FOR TZU CHING OFFICERS

- Follow membership requirements, uniform policy and best practices for events and activities.
- Attend at least 50% of Tzu Ching events/activities and meetings per semester/quarter.
- Proactively stay informed with the latest news and updates from Tzu Chi USA.

## UNIFORM POLICY

- Wear white pants, white shoes, white socks, belt and name tags with the Tzu Ching polo shirt during formal events.
- No excessive jewelry. (big earrings, bracelets, rings, necklaces, etc.)
- Button all buttons on the shirt, shirt should be tucked inside the pants.
- When wearing a uniform, eat vegetarian food only.
- Adhere to the 10 Tzu Chi precepts.

## BEST PRACTICES FOR EVENT AND ACTIVITIES

- Activities must be related to the Tzu Chi missions and reinforce the spirits and the teachings of Tzu Chi. Check out Tzu Chi Missions at <https://tzuchi.us/what-we-do>
- During Tzu Ching activities, all the food served must be vegetarian.
- Activities should not violate the 10 Tzu Chi Precepts.
- For events/activities held in a Tzu Chi office, additional rules related to egg and milk, social events, and religious ceremonies may apply. Consult your advisor or Youth Engagement Committee for details.
- Submit an event report after completing it.

# POLICY AND PROCEDURES ON CONDUCT VIOLATIONS

The standards of safety, integrity, respect, and civility are extremely important to us, and these core values are key components of the TCCA experience. Tzu Chi USA upholds every member's rights to participate in an inclusive community that fosters character and integrity by supporting and challenging students to reflect and act upon their individual conduct and community standards. Members are expected to conduct themselves in a respectful, civil, and honest manner.

Consistent with these principles, Tzu Chi USA maintains policies governing violent and disruptive behavior, endangerment of others (including animals), property theft and damage, sexual harassment, illegal drugs, smoking, and alcohol consumption, as well as other types of organizational policy and legal violations. When conflict occurs within the community, Tzu Chi USA aspires to resolve it in a pedagogical and restorative fashion. Our approach is to guide member behavior for the common good while respecting the rights and responsibilities of all members of our volunteer community.

## INVESTIGATION PROCESS:

An investigation hearing is the opportunity to discuss with a full-time staff member the alleged behavior or conduct violation and clarify information. At the conference, you will be provided an opportunity to discuss the incident as well as receive feedback on what sanctions may be assigned as a result of policy violations, including what efforts on your part can restore the harm from the incident.



## POSSIBLE OUTCOMES:

Sanctions may result from finding that a member was responsible for misbehavior or conduct violation, consistent with our educational purposes, in order to rebuild trust in our community.

Tzu Chi USA may utilize the following member status sanctions, depending on the severity of the misconduct:

- **Warning**
- **Reprimand**
- **Probation, which may include denial of specified member privileges and participation restrictions**
- **Membership suspension**
- **Permanent expulsion**

## MEMBER RIGHTS:

When a member is involved in the misconduct process, each member is entitled to the following rights:

- **Be notified of the allegations in question**
- **Have an opportunity to share their perspective on the incident**
- **Be notified of the findings of the investigation**
- **Have an accompanying support person during any conference or hearing**