



Crew Guidebook

Hired Crew Members

PO Box 1390, Port Townsend, Washington 98368
www.soundexp.org | mail@soundexp.org | Office: (360) 379-0438

After hours

Catherine Collins, Executive Director: 206-353-6119
Adventuress cell: (360) 286-5471 (emergencies only)

Table of Contents

Welcome to the Sound Experience Team	3
Sound Experience Vision, Mission, Values and Goals.....	4
Organizational Layout	5
History of Sound Experience and the schooner Adventuress	6
Crew Guidelines and Expectations	8
Crew Roles and Job Descriptions	8
Crew Orientation	8
Education Program	8
Health & Wellness Policy	8
Group Living and Communication	9
Electronics Policy	9
Crew Benefits	11
Guests on Program	11
Retirement Benefits.....	11
Professional Development/Training	11
Earning Sea Time.....	11
Mail and Emergency Contact.....	11
Crew Time Off & FAQ's	12
Gear List	14
Sound Experience Drug Abuse Policy Statement & FAQ's	15
Feedback and Conflict Resolution Policy	17
Crew Evaluations/Check-ins	18
The Ship: Your home for your time on board.....	18
Specifications	18
The Galley	18
Shipboard Program Overview.....	19
Participants and Program Categories	20
A "Typical" Day.....	22
Typical overnight program overview	23
Ports of Call & Crew Vehicles.....	25
Policies & Procedures	26
Harassment Policy	26
Bullying Policy	27
Social Media Policy for Staff Regarding Interaction with Minors	29
Mandatory Reporting	30

Welcome to the Sound Experience Team

Dear Crew,

On behalf of the staff and community that make up Sound Experience, we would like to welcome you as crew aboard *Adventuress* this year. We all look forward to the incredible energy and enthusiasm that you will bring to the ship's community and education programs. I hope you agree at the end of your term that you have fulfilled an important service to the people and environment of the Salish Sea and beyond. We also hope that you continue to stay involved in the Sound Experience community.

We are very thankful of all the crew who come aboard who have chosen to take the time to contribute in whatever ways they can. Some crew will bring art or music; others bring science and natural history. Some are trained teachers and others experienced sailors. We all pitch in to create and deliver the programs that are the foundation of the experience aboard *Adventuress*. Our blend of environmental education and sail training provides the education and inspiration to care about this special place and empowers participants with the tools they need to make a difference when they go back to their own neighborhoods.

We hope you will find that the spirit of *Adventuress* and the Salish Sea fills you and guides you. We are happy to have you aboard, maybe for the first time or perhaps as returning crew.

Welcome!

Warmly,



Catherine Collins
Executive Director
(360) 379-0438 x100
catherine@soundexp.org



Jenny Huntley
Program Director
(360) 379-0438 x102
jenny@soundexp.org



Richard Lauridsen
Partnership Director
(360) 379-0438 x103
richard@soundexp.org



Elisabeth Landgren
Development Associate
(360) 379-0438 x101
elisabeth@soundexp.org



Gaia Wilson
Captain
captain@soundexp.org



Amanda Leighton
Captain
captain@soundexp.org



Sound Experience Vision, Mission, Values and Goals



Vision Statement

We envision a future where everyone values Puget Sound/Salish Sea and the world's oceans, and chooses to act as stewards of their treasured waters.

Mission Statement

Sound Experience sails the historic schooner *Adventuress* to educate, inspire and empower an inclusive community that works to improve our marine environment and celebrates our maritime heritage.

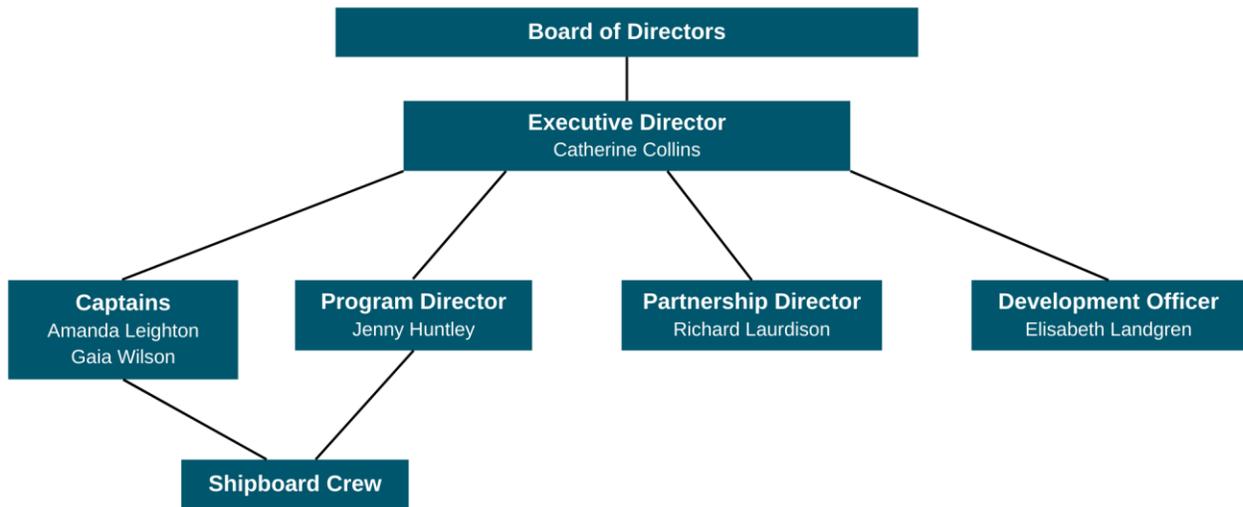
Values

- Transformative Education – changing our youth, our communities and our world
- Learning Organization – evolving for and with our people
- Living Sustainably – acting for our waterways
- Partnering – sharing our collective strengths
- Integrity – doing the right thing
- All Are Welcome

Strategic Goals

- Deliver experiential programs that promote environmental stewardship and transform people
- Model the interdependence between a healthy environment and working communities
- Demonstrate global leadership in maritime historic preservation through best practices, clean technology and sustainable maintenance aboard the schooner *Adventuress*
- Engage a broad and diverse community that contributes its experience, influence and resources toward a robust organization
- Create an enduring organization that leverages excellence in human resources and technology

Organizational Layout



2026 Board of Directors

President - Michael Hoffman

Treasurer - Robyn Wilmouth

Board Members

Joshua Berger

Satish Iyer

Rusty Lhamon, Development Committee Chair

Debra Music

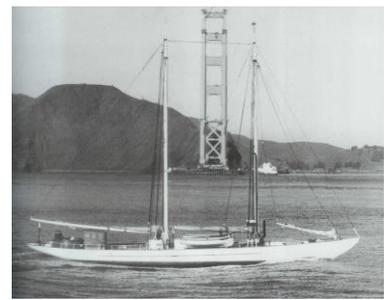
Phil Rome, Ship Committee Chair

Alex Weinert

Michele Wolski, Education Committee Chair

Cathy Zhang

History of Sound Experience and the schooner *Adventuress*



Maiden Voyage to the Arctic

Launched in 1913 in East Boothbay, Maine, *Adventuress* was designed for luxury and adventure by Bowdoin B. Crowninshield. The yacht was built for John Borden II, a wealthy businessman from Chicago, for an Arctic expedition to secure a Bowhead Whale specimen for the American Museum of Natural History. On board was Roy Chapman Andrews, the museum's naturalist, who would later discover fossilized dinosaur eggs in Mongolia and serve as the inspiration for Hollywood's Indiana Jones character. The whale eluded the expedition, but Andrews did pivotal research along the way on the dwindling fur seal population of the Pribilof Islands.

Guiding the World's Largest Ships

In 1914, Borden sold *Adventuress* to the San Francisco Bar Pilots. They valued her speed and state-of-the-art auxiliary engine. With an altered rig to accommodate the challenging working conditions, *Adventuress* plied the treacherous waters off the Golden Gate for more than three decades. During World War II, she served the U.S. Coast Guard patrolling the coastline.

Nearly Lost to History

By 1950, ships of her vintage were becoming increasingly rare. For her part, *Adventuress* had been phased out of use by the Bar Pilots and left at the dock at Sausalito, a more damaging fate for an old schooner than hard use. *Adventuress* was a sad sight with her truncated rig and without her bowsprit. To many, it appeared that her days of adventure were over.

"She's Something Different"

O.H. "Doc" Freeman, an entrepreneurial Seattle chandlery owner, discovered *Adventuress* tied to the dock in Sausalito. He saw past the neglect. Paying just \$7,800 and hoping to turn a profit in Seattle, Freeman brought her up the coast in February 1952. The voyage was, by all accounts, downright harrowing. Off the coast of California, the winter wind blew a steady 45 knots, causing the sails to blow out. Despite the engine throwing its clutch and a leaking heater filling below decks with gasoline fumes, the ship made it to her new home in Puget Sound.

Teens and a Tall Ship

After changing hands several times, *Adventuress* found a dreamer named Monty Morton who started Youth Adventure, a nonprofit youth sail training organization closely tied to scouting. His motto was "Busier youth build better citizens." Morton and marine surveyor Captain "Cap" Raynaud began to restore the schooner in earnest, bringing back her topmasts, gaff rig, and bowsprit, and lengthening her main boom to

increase her sail area. With the ship now repaired and Captain Karl Mehrer at the helm, young mariners could come aboard for adventure and learning.

A National Historic Landmark

In 1963, Ernestine “Erni” Bennett came aboard with Dorothy Rogers and their Girl Scout Troops looking for adventure and challenge. They became increasingly involved in the organization, with Bennett following Morton as director, and would enlist an extensive community of volunteers to complete the ship’s transformation to her original lines. In 1989, the National Park Service granted *Adventuress* the elite status of National Historic Landmark in recognition of her national significance.

Puget Sound’s Environmental Tall Ship

In the late 1980s, Bennett was seeking a successor, another organization that would continue the ship’s youth mission. She chose Sound Experience, a nonprofit founded by Barbara Wyatt and Morley Horder, whose program was modeled after the sloop *Clearwater* and Pete Seeger’s mission to clean up the Hudson River in New York. *Adventuress* was the ideal on-the-water teaching platform for environmental stewardship and protection of Puget Sound.

For Generations to Come

Now an icon of the Salish Sea, *Adventuress* remains an authentic example of living maritime history. “Youth of all ages” can climb aboard, take the helm, and sail as they did 100 years ago. With a mission to educate, inspire, and empower an inclusive community to make a difference for the future of our marine environment, *Adventuress* hosts thousands each year. Under the careful stewardship of Sound Experience, she is poised to sail for generations to come.



Crew Guidelines and Expectations

Crew Roles and Job Descriptions

Crew have different roles on board the vessel but worked collectively together for a common goal of providing safe and fun programming aboard the schooner *Adventuress*. [Current job descriptions](#) can be found on our website. Roles and responsibilities will also be reviewed during Crew Orientation.

Crew Orientation

Crew Orientation is designed to help crew get started, but **it is expected that crew will continue researching curriculum, improving teaching and sailing techniques throughout the season.** Crew Orientation is the first 5-7 days of each sailing season. All season-long crew members are required to attend Crew Orientation. Details about when Crew Orientation begins will be given before the start of each season.

Education Program

The success of each shipboard program is dependent upon the individual and collective efforts of each and every crew member. There is no better example of teamwork and synergy.

While there are specific environmental education program themes, crew members are expected to use and adapt our hands-on curriculum and not rely entirely upon lecture formats. Much of the training will be in-service and driven by the initiative of the individual and resources available.

Crew are asked to present the different sides and complexities on issues facing the Salish Sea ecosystem; to encourage participants to make their *own* decisions and to create opinions on the issues; and to share with them decisions they can make in their daily lifestyle which will affect the health of Salish Sea. Crew should take care not to advocate personal opinions, though may share if asked.

Crew should realize that *Adventuress* is a working vessel. We have a busy sailing schedule and are interacting with youth, group leaders, teachers, parents, the public and volunteers from all over the Salish Sea. It is the job of the crew to welcome and involve everyone in the program and ensure a positive experience. We encourage everyone to try new experiences but do not force anyone to do anything they are not comfortable with.

All crew are supported by the Shipboard Lead Team (Captain, Chief Mate and Program Coordinator) and Office Watch in all aspects of their roles and responsibilities.

Health & Wellness Policy

At Sound Experience and aboard the schooner *Adventuress*, we are focused on reducing the risk of illness aboard the vessel by monitoring for signs and symptoms of illness as well as practicing general NPI's (non-pharmaceutical interventions; e.g., handwashing, air circulation, daily cleaning of high touch areas, etc.).

If someone (participant, chaperone, teacher, etc.) is showing symptoms of illness before their trip, we strongly request that they do not come to the ship and instead stay home. This is due to the close nature of shipboard life and sleeping accommodations. Symptoms include, but are not limited to, fever or chills,

cough, shortness of breath or difficulty breathing, headache, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, etc.

Sound Experience prefers that students and adults are current on flu and Covid-19 vaccinations, but it is no longer required for overnight program participation.

Strategies to support shipboard health:*

- **General:**
 - Pre-program questionnaires
 - Covid testing in the event of participants or crew becoming ill or symptomatic during the program.
- **Face Coverings/Masks:** Face masks are optional on and below decks unless someone is experiencing symptoms or otherwise directed.
- **Practice and Model Hand hygiene and Respiratory Etiquette:**
 - We will provide resources to practice heightened hygiene
 - Hand sanitizer will be provided in various locations around the vessel
- **Cleaning and Disinfecting:**
 - The ship will go through a pre- and post- program cleaning.
 - All high traffic surfaces, such as handrails, ladder, etc, will be cleaned and disinfected multiple times during a program
 - Ventilation fans will be utilized whenever possible to fully exchange the air below decks.

**If a child, chaperone or staff member develops flu or Covid-like symptoms while on program, that person will be separated from the group until we can get them safely off the vessel. The parents and school will be called, and we will test for Covid-19, mask and deep clean the vessel.*

Group Living and Communication

Life aboard a ship with 10-15 crew members can be both difficult and rewarding. It is crucial that all crew realize they are a member of a team, living and working together. The experience will only be successful if every person realizes that *all work has value* and they consciously strive to create a positive living community. This will require a lot of giving and understanding. Habits and behaviors which may be acceptable if one was living alone and working a 9-5 job may need to be put aside. You will be expected to make an honest effort to be sensitive to others and to take responsibility for your own behaviors, moods, needs and desires.

Crew members are expected to take an active role and responsibility for establishing clear, effective and sensitive communication. Crew meetings may be organized through the Program Coordinator and Captain on an as-needed basis. These meetings will be time for checking in with crew, discussing concerns and conflicts, and to give and receive feedback. Every morning at breakfast there will be a short meeting to discuss relevant concerns for the day and program needs.

Sound Experience Electronics Policy

The community of Adventuress fosters meaningful relationships between all crew. As the world of electronic connectivity continues to increase we ask crew to leave behind many of the 'comforts' daily use of phones, computers and other technological devices afford. In this spirit we hope to celebrate those around us – through education, live music, sharing of experiences and just having fun.

While daily business may require use of these electronics, all aboard are asked to follow these guidelines for personal use. During program or underway, the use of electronics is not allowed without the approval of the Shipboard Leadership. We also recognize there are times onboard crew must reach out for emergencies and other important communications; during those moments we ask you to check in with the Captain or PC for an appropriate time and place.

The Internet onboard is for work related use only, unless otherwise approved by Shipboard Leadership. Crew may use their muted laptop, electronic reader or headphones/earbuds after they are stood down for the day. Phone calls should be taken off the ship. Crew movie nights are a fun evening/weekend activity and you're encouraged to bring your own musical instruments. There are certain times when recorded music is not allowed. Such as, during work hours when students are aboard, during safety sensitive procedures (e.g. someone is working aloft), before wake-ups or after lights-out. Additional limitations may be determined by Shipboard Leadership. The use of earbuds is also not allowed during program or when the ship is underway as it compromises our safety systems.

Due to U.S. Coast Guard regulations, all electronic devices must be placed in our charging station while charging/plugged in. Lithium batteries can cause fires aboard and cannot be left charging unattended in any other part of the ship. The charging station is a metal box located in the ship's Deckhouse, which can be easily removed and discarded if a fire were to start. A variety of charging cables live in the charging station and can be used if they are not being used for ship's electronics. You may use your own cable, but it must be removed from the box with your device when it is done charging.

When using a Sound Experience phone, computer or other electronic communication system, Sound Experience reserves the right to access and review e-mail messages, text messages, or any other file, document or item at any time.

Dress Code

Crew are required to wear clothes that are neat, clean, and appropriate for working with youth and adults of diverse populations. **Crew t-shirts will be provided upon arrival and should be worn during day sails and the first and last day of overnight programs.** Please use the following guidelines when choosing the clothes you will bring with you.

- No rips or holes, or excessive patches. Existing patches should be tasteful, please refrain from any pants with holes or patches in the seat or crotch.
- No displays of alcohol, tobacco, or sexually explicit content.
- Shoes must be closed toed and captured at all times during work hours.

Please treat your crew gear as a uniform and use discretion where you wear it and how you act while you're wearing it. For example, it should not be worn in a bar. Please wear your crew gear with pride for what we accomplish in the community as an organization. It's very likely that you'll run into someone that has a connection to the ship!

Crew Benefits

Guests on Program

Crew may invite up to 2 friends and/or family members on Public Sails (not school, group, or festival sails) for no additional cost when space permits and with advance notice. Additional friends and family members may come aboard at the member guest rate. Crew guest spots are limited to 4 per sail for the entire crew, please check in with the Program Coordinator to see when there is availability. Should there be no more crew guest spaces available, your friends and family may be put on the waitlist and come to the boat the day of the sail. If there is space available, or if registered participants do not make it, your guests would be welcome to hop aboard as space permits.

Retirement Benefits

As a seasonal employee of Sound Experience, crew are eligible to take advantage of the organization's Simple IRA program which matches pre-tax contributions up to a certain amount during your employment contract.

Professional Development/Training

Sound Experience seeks to offer some professional crew development with local maritime training companies as funds allow. This may be offered through an internal application process during the sailing season. Previous training opportunities for crew have included certifications or recertifications in STCW Basic Training, Fire Fighting and Wilderness First Responder.

Education professional development opportunities will also be scheduled during the sailing season.

Earning Sea Time

When you sail on *Adventuress* you can earn sea time that counts towards a USCG license. *Adventuress* sails in inland waters and is a 100-ton vessel. Upon your departure, or shortly after, *Adventuress'* Captain will provide you with a USCG-approved sea-time letter. If you have any questions or concerns, do not hesitate to discuss them with the Captain. Additional information can be obtained at the USCG website at www.uscg.mil.

Mail and Emergency Contact

You may receive personal mail at the *Sound Experience* office address during your time on the ship. Do not notify companies, business or schools, etc. that this is your address during your time on board. The forwarding address is:

CREW NAME
c/o Sound Experience
PO Box 1390
Port Townsend, WA 98368

Please, ensure that we have your new address when your contract ends with Sound Experience to forward any missed mail. Please contact each individual to inform them of your change of address when you leave

Adventuress. Please have personal business mail collected by someone from a permanent address and forwarded to you or open a separate personal PO account that you can monitor.

In case of an emergency situation where you need to be contacted immediately, have your family contact (in order):

1. The *Sound Experience* office: 360-379-0438 x102
2. Exec Director, Catherine: 206-353-6119
3. Lastly, ship's phone: 360-286-5471

Crew Time Off

Crew typically have 2 days off per week. These days might be in a row (Thurs, Fri or Sat, Sun) or separate (Mon, Wed).

Please note that this is a working vessel and some duties may need to be performed on a day off. For example, if a crew member is serving as the "duty person" on their day off, they will still need to remain on the ship.

Having said that, we totally recognize that everyone has a personal life outside of the ship and there may be some exceptions made for days off (e.g. graduations, weddings, doctors' appointments, etc.). We make every effort to accommodate requests for days off, but cannot guarantee anything.

If you have a specific day (or days) that you need off during your time onboard that falls outside of the planned days off, you should notify the Program Director ASAP.

Crew Time-Off Frequently Asked Questions:

1. **Am I responsible to find my own housing during time-off or will the boat be available?**
The ship is accessible during your days off, you can eat & sleep onboard.
2. **How often will I have time off?**
Crew will typically have 2 days off per week. This will mean approximately 6-8 days per month. They may end up being 2 days in a row, separated days off or sometimes a 3- or 4-day weekend.
3. **How far in advance will I know my days off?**
The schedule for the season will be shared at the beginning of the season, so you will know in advance when your days off are. That said, there may be times when the schedule changes due to unforeseen circumstances and the days off may change. Every effort will be made to notify crew as soon as those changes occur. There is also a calendar in the Galley and the Program Coordinator/Program Director can help answer any questions.
4. **When does my time off start, and when will I need to return to the ship after my day off, if I go somewhere?**
At the end of the work day (typically around dinner time), the crew are stood down for the day. At this point, the crew (with the exception of the Duty Person) are free to do whatever they want. They can leave the ship or stay as they like.

Crew are to be back onboard and ready to go to work at the start of the next scheduled day "on" - typically 7:30 am for a breakfast muster.

So you will be free to start your "time off" the evening before your first scheduled day off (as soon as you are stood down for the day). You are due back to the ship the morning of your first day back "on" in time for the breakfast muster. Check with the PC before you leave for your time-off as to the expected start time on the day of your return - the default is always 7:30 am. It is your responsibility to know what time you are expected back to the ship. **ALWAYS TELL THE PC, MATE or CAPTAIN when and if you will be sleeping off the ship.**

The Duty Person has additional responsibilities each day including staying with the ship throughout the evening / night. (All of the additional responsibilities of the Duty Person will be explained as part of your training.) The Duty Person role rotates amongst the crew.

5. **What are the chances of camping around the places we are docking? Will local regulations allow it? Would it be a waste of space to bring a tent to try?**

The Pacific Northwest has some GREAT campsites. But you do need to set up camp at a designated campsite. Our dock locations are in very developed areas (Seattle, Tacoma, Olympia, Everett, Bellingham, Friday Harbor, etc.) so if you wanted to find a nearby designated campsite from the ship, you would need to be prepared to travel by car or public transportation.

There is a crew tent available for your use so you do not need to bring your own. Limited space onboard the ship prevents stowing multiple tents and other camping gear (e.g. stove).



Gear List

This checklist is for your comfort and safety, and is similar to the one sent to our participants. As you pack, keep in mind that the weather in the PNW can be very unpredictable, even in the summer. Be prepared for cool, wet weather as well as hot, sunny weather. Also be aware that you will be living out of your bags and will often be changing bunks, sometimes nightly. To make this easier on you, you will want to bring only a small amount of gear. Most people feel they brought too much clothing. Pack thoughtfully. Layers of warm-when-wet fabrics like wool, polypropylene and synthetic pile will help you keep up with the changes in conditions.

Expect to get dirty and don't bring anything too elegant. Focus on functional clothing. Please use a soft pack or duffel bag rather than a rolling/hard suitcase. If you do not have any of these items and are unable to purchase them before the season, please check in with us and we'll see how we can support you.

Items to bring:

- Mask (optional, we do have some on board)
- Warm coat or jacket
- Waterproof rain jacket and pants (rubber is best)
- 2 wool or synthetic fleece sweaters
- 2 long-sleeved shirts
- 2-3 T-shirts
- 2-3 pairs of long pants
- Set of work clothes for maintenance days (clothes you don't mind getting paint, etc on)
- Wool or synthetic socks (wicking is best, not cotton)
- Underwear
- Long underwear or sweats (tops and bottoms, also function as pajamas)
- 1-2 pairs of closed-toed shoes (Closed-toed shoes must be worn while underway and on shore hikes. Closed-toed sandals such as Keens are acceptable. *No flip-flops during work hours!*)
- Sleeping bag, outdoor weight
- Small pillow
- Toiletries
- Washcloth and compact bath towel
- Wool hat/beanie (covers ears)
- Gloves
- Sunhat (securable)
- Water bottle with your name on it
- Medicine/medical devices (will be stored separately during youth trips)
- Day pack
- Separate set of clothes for time off

The following items may be nice to bring but are optional:

- Bag for wet clothes and dirty laundry
- Waterproof boots
- Journal/Notebook, pens or pencils
- Camera, binoculars
- Flashlight
- Poems or other readings/music to share
- Cell phone
- Laptop (to be stowed at your own risk)
- Musical instruments (the boat does have a couple guitars on board)
- Gear for days off (camping supplies, 'nice' clothes, etc...)
- 2 Twin sized sheets. 1 to cover bunk and the other to go inside your sleeping bag
- Knife, marlinspike, etc

*Please do **not** bring any electric devices such as hair dryers or electric shavers*

Sound Experience Drug Abuse Policy Statement

Sound Experience is required to strictly enforce United States Coast Guard and U.S. Department of Transportation regulations applicable to vessels licensed to carry passengers or engaged in commercial service. These regulations prohibit the use, sale, distribution, manufacture, or possession of drug paraphernalia or substances illegal or controlled pursuant to state or federal law, or the unauthorized use of alcohol on company premises or while on company business. This policy is designed to protect public safety by testing for substances that, when ingested, lead to impairment. Impairment is defined as having bodily concentrations of drugs at or above threshold levels of metabolites including, but not limited to, those listed below:

Initial Test Analyte	Initial Test Cutoff Concentration	Confirmatory Test Analyte	Confirmatory Test Cutoff Concentration
Marijuana metabolites (THCA)	50 ng/ml	THCA	15 ng/ml
Cocaine Metabolites (Benzoyllecgonine)	150 ng/mL	Benzoyllecgonine	100 ng/mL
Phencyclidine (PCP)	25 ng/mL	Phencyclidine (PCP)	25 ng/mL
AMPHETAMINE			
Amphetamine	500 ng/mL	Amphetamine	250 ng/mL
Methamphetamine	500 ng/mL	Methamphetamine	250 ng/mL
MDMA/MDA	500 ng/mL	MDMA/MDA	250 ng/mL
OPIOIDS			
Codeine/Morphine	2000 ng/mL	Codeine/Morphine	2000 ng/mL
6-Acetylmorphine (6AM or Heroin)	10 ng/mL	6-Acetylmorphine (6AM or Heroin)	10 ng/mL
Hydrocodone	300 ng/mL	Hydrocodone	100 ng/mL
Hydromorphone	300 ng/mL	Oxymorphone	100 ng/mL
Oxymorphone	100 ng/mL	Oxymorphone	100 ng/mL
Oxycodone	100 ng/mL	Oxycodone	100 ng/mL

To facilitate enforcement of the provisions of this policy, Sound Experience will use every legal means to deter and/or detect violations including, but not limited to, urine, breath or blood testing of Captains and crewmembers as required by DOT and USCG under the following circumstances:

- *Pre-employment:* A condition of hiring a new employee is the passing of a pre-employment drug test.
- *Reasonable Suspicion:* In situations where the employer is aware of facts that would lead them to suspect the drug policy has been violated, a drug test will be conducted.
- *Post-Incident:* The marine employer shall ensure that all persons directly involved in a serious marine incident are chemically tested for evidence of dangerous drugs and alcohol in accordance with the requirements of 46 CFR 4.06.

- *Random:* At any time during an employee's work schedule, the employee may be subject to an unannounced random test for the illegal use of drugs.
- *Periodic:* As required upon license renewal, usually exempt as in 46 CFR Part 16.220.
- *Return to Duty:* An employee who tests positive may be terminated by Sound Experience, or if directed to counseling or rehabilitation as a condition of continued employment, must submit to unannounced drug tests for a specified period of time.

Tests will be performed by Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory personnel experienced in collection protocols; chain of custody procedures; drug test and confirmation methods; and Medical Review Officer functions.

Sound Experience will take appropriate disciplinary action, including the possibility of termination of employment and/or services as well as possible suspension of United States Coast Guard license and/or Merchant Mariner Document, and legal prosecution, for violations of this policy. We understand that our testing agency (The Maritime Consortium, Inc.), is also required to notify the U.S. Coast Guard in the case of any positive tests.

We further recognize that chemical dependencies are a personal concern for many individuals and accordingly encourage drug abusers to immediately seek professional help such as is available through the confidential services of an Employee Assistance Program (EAP).

Sound Experience supports the necessity for maintaining a Drug-Free Policy and pledges to abide by the provisions of this document and DOT/Coast Guard drug and alcohol testing rules.

Sound Experience Drug Testing Procedure

Employee Chain of Events:

1. Contacted office about employment.
2. Offered position.
3. Requested to supply proof of drug test in last six months or random testing program for 60 of the last 180 days enrolled in Maritime Consortium Inc. Testing Program. Pre-employment drug testing will be arranged if necessary and you may be asked to complete the drug testing related background-check paperwork. Background-check paperwork is to be completed within 30 days after start date.
4. If selected for random testing: report to testing facility within 24 hrs of notification by Captain.

FAQs about the Drug Testing

Q: Who will pay for testing?

A: Sound Experience will pay for pre-employment testing as well as all other testing.

Q: Where will tests be performed?

A: Testing sites are available throughout the U.S. and in the Salish Sea region. We may schedule one prior to arriving at the ship at the closest facility to you, or it may be arranged when you arrive at the ship.

Q: What happens when analysis is complete?

A: The Captain will be notified and will pass on results to crew member confidentially.

Q: What if there is a refusal to comply with the testing?

A: U.S. Coast Guard will be notified that there was a refusal and it will be treated as a positive test. Employment with Sound Experience will be terminated.

Feedback and Conflict Resolution Policy

Problems, misunderstandings and frustrations arise in the workplace. It is the organization's intent to be responsive to our employees and their concern. To ensure effective working relations, it is important that any workplace misunderstandings or conflicts are resolved before serious problems develop. Therefore, an employee who is confronted with a problem should utilize this policy to resolve or clarify the situation. The purpose of the conflict resolution policy is to provide a quick, effective and consistently applied method for employees to present concerns to have those concerns resolved. Proactively identifying and resolving conflicts is a way to strengthen the relationships that improve relational coordination.

One of our best tools in improving our relationship is communicating - talking and listening to each other. Feedback is a form of that communication and is one that we value and practice here at Sound Experience. Two feedback tools we practice here at Sound Experience are described below, and will be presented to the crew at the beginning of each Season. These are incorporated into the Conflict Resolution Steps below.

Breakdown, Breakthrough

Acknowledgement that there is a breakdown in communication, understanding between two or more people. This will pause the conversation and lead to an opportunity to understand where both parties are coming from-the breakthrough. This could also be brought to the leadership to help support the process of understanding.

Restorative Practice

Restorative practices is a social science that studies how to improve and repair relationships between people and communities. The purpose is to build healthy communities, increase social capital, decrease crime and antisocial behavior, repair harm and restore relationships. [What Is Restorative Practices? | Restorative Practices \(iirp.edu\)](#)

Conflict Resolution Policy Steps

STEP ONE

Employees should attempt to resolve issues with employees involved. This attempt should take place in private. Issues should be approached with humility and the intent to learn. One option is to use the Breakdown, breakthrough feedback approach.

STEP TWO

If issues cannot be resolved, the employee should direct their concerns with their immediate supervisor.

STEP THREE

If the discussion with the immediate supervisor does not resolve the problem to the mutual satisfaction of the employee and the supervisor, or if you are not comfortable discussing the problem with your immediate supervisor, you may consult with the next level of management, including Program Director or Executive Director.

To do this, Employees may direct their concerns through mail, email, phone or private discussion to anyone or all of the management listed above. Issues will be treated with confidentiality and respect, in a timely matter.

Once a formal complaint or concern is submitted, the member of the management team will let the employee know that their complaint or concern has been received.

The following are some actions that might take place after a concern or complaint has been received:

- Sound Experience may call a meeting to facilitate a resolution and increase understanding between the parties involved.
- Sound Experience may use Restorative Practices to help resolve a conflict.
- Sound Experience may seek advise from HR firm or attorneys

Crew Evaluations/Check-ins

Crew evaluations happen at the beginning, middle and end of season. The beginning of the season is to check-in after orientation and the start of the season to assess learning, and establish goals or needs. Mid-season check-ins are to review progress and adjust any items. End of season is where a final review will happen. Crew will also be able to review and provide feedback about their own experience on the ship.

The Ship: Your home for your time on board

The schooner *Adventuress* is 101 feet long on deck. The sleeping accommodations are co-ed dormitory style, with bunks arranged in tiers in the foc'sle and main cabin. There is very little privacy. The bunks have foam mattresses and are small, but have enough room for sleeping. There are no showers on board the ship. There are three heads (marine toilets), that are located in the passageway between the main cabin and the foc'sle. Each head has a toilet and a sink which may be used for washing. Depending on the participant population, we sometimes (but rarely) make a shore stop for showers. You will be living in very close quarters during your time aboard, but with a few adjustments on everyone's part we can become comfortable living together.

Specifications

Length on deck (LOD):	101 feet
Length overall (LOA):	133 feet
Length at the waterline (LWL):	71 feet
Rig Height:	110 feet
Beam:	21 feet
Draft:	10 feet, 6 in.
Sail Area:	5,478 sq.feet
Displacement:	115 tons

The Galley

A kitchen aboard a vessel is called a galley. You will have a chance to help prepare meals and clean up the galley each day. The menu onboard *Adventuress* is wholesome and interesting, with plenty to eat. Breakfasts may include oatmeal, cereal, fresh fruit, egg or tofu dishes, and pancakes. Lunches are often soup, sandwiches and salad. Dinners are often casserole dishes with salads/vegetables. Besides breakfast, lunch and dinner, there's usually an afternoon snack. Meals are vegetarian as eating lower on the food chain is

consistent with our mission. We also have limited cold storage. **Please** let us know in advance concerning any special dietary needs so that we can pass that information on to our galley coordinator with plenty of time for menu planning and food purchasing.

We require all crew aboard *Adventuress* to receive their WA State Food Worker's Certification as you will be spending time in the galley helping to prepare meals, cleaning after meals, working with participants in the galley, and more. You can receive this certification online by visiting www.foodworkercard.wa.gov.

Shipboard Program Overview

Sound Experience is a Puget Sound/ Salish Sea based environmental and youth leadership organization that uniquely delivers its programs aboard the 133' historic wooden schooner *Adventuress*. A nonprofit 501(c)(3) organization since 1989, we reach over 4,000 young people and adults each year, inspiring in them a greater understanding of the complexity of our marine ecological systems and stronger commitment to the stewardship of our waters. Aboard *Adventuress*, on day or overnight programs, participants experience the majesty and vulnerability of the Salish Sea and why the future of our marine environment matters to all of us.

Please note that there is a separate document called the Curriculum Handbook that provides an in depth look at our curriculum to help prepare you for the season.

Program Focus

Maritime, Environment and Leadership

Goals & Outcomes

Short Term

1. Gain knowledge of the Salish Sea as a dynamic interactive ecosystem demonstrated by successfully participating in learning stations and connecting with their watershed
2. Understand basic mariner skills through the learning stations and day-to-day shipboard life. Use mariner skills to work as a collective community aboard the vessel to safely run the ship.
3. Apply the concept of renewable vs nonrenewable resources on Earth by using *Adventuress's* systems to maintain a healthy ship.
4. Take individual and cooperative action to become stewards of the Salish Sea by making responsible choices for a sustainable future.

Mid Term

- **Knowledge** - Make connections in their classroom, household or community, with the knowledge gained from participating in a program aboard *Adventuress*.
- **Application** - Apply the concept of renewable vs nonrenewable resources on Earth learned aboard *Adventuress* to a wide range of environmentally relevant choices in their daily lives.
- **Action** - Seek out opportunities to engage in more activities, learning opportunities, community or career programs related to environment and maritime.

Long Term

1. People introduced to the Adventuress community will develop a stronger environmental awareness, understanding and appreciation of Puget Sound within the greater Salish Sea ecosystem, and the human impacts on it.
2. People introduced to the Adventuress community will recognize the cultural values of our region's maritime activities and learn how those activities are dependent on a healthy Puget Sound/Salish Sea.
3. To ensure that Puget Sound/Salish Sea consists of healthy habitats that support its vital natural resources, citizens will have access to knowledge useful for active participation in local and national environmental discussions.

Participants and Program Categories

School & Youth Groups and Underserved Partnership Programs

Sound Studies

Three- or five-hour programs offering youth hands-on classes in marine debris, ocean acidification, plankton, marine life, nautical skills and life aboard a tall ship. These classes form the core curriculum for all program models.

The majority of groups are class field trips, with ages ranging from 3rd grade to high school. Scout groups and local youth groups also take advantage of this experiential learning program.

Sound Explorations

Overnight or consecutive day voyages ranging in length. We offer the opportunity for youth and adults to become working members of *Adventuress*, while experiencing activities in both marine sciences and nautical skills.

This program model reaches many groups with a range of diverse backgrounds. We work with youth, school groups, Girl and Boy scouts, open enrollment trips and underserved populations. Some groups may be tight-knit, while others may not know each other at all!

Consecutive Day Programs

These programs are consecutive day programs meant for the same group of students and will build off the prior days learning.

- 1-2 weeks in length
- limited number of participants to increase social distancing
- Monday-Friday 4-6hrs a day
- Programs will focus on 3 areas - maritime skills, environment stewardship and leadership

Virtual Programs

30-60 minute programs where we stream into the classroom. These programs can reach young people who would otherwise not be able to access the vessel.

CTE Credit program for High School Students

These are week or 2-week maritime skill summer courses for high school students in partnership with a local Skills Center that offers Career and Technical Education courses for students. A CTE certified teacher is either part of the crew or joins us on board

Partnership Programs

New and existing programs that are in partnership with community-based organizations. These programs pair the skills, and curriculum of Sound Experience and the goals and needs of the youth and organization we are working with. They could be a 1-day program or up to 6-days overnight.

Public Engagement Programs

Day Sails

Public Day Sails, Member Day Sails and Dockside Tours are offered at our ports-of-call around the Salish Sea during our sailing season from March through October. The 3-hour Public Day Sails are open to participants of all ages. Member sails are open to members only. They are a perfect way to explore Puget Sound and learn about our unique marine environment while sailing aboard a historic tall ship. Participants are encouraged to join in to raise the sails, sing a sea chantey or two, and enjoy one or two of our shipboard classes. Or just sit back and enjoy the scenery!

Dockside Tours and Dock Talks

Dockside Tours are also offered throughout the season, usually in conjunction with a Public Day Sail. They are free of charge and are a great chance to come aboard and tour the ship and learn more about our programs.

The Dock Talks speaker series is a way for the public and the Sound Experience community to engage, on or off the ship, on topics focused on maritime, the environment and community. Experts in their field are invited to share their work and learnings in a variety of topics through a short presentation. Each talk is unique and cover a variety of topics. For example, juvenile salmon migration, how the Salish Sea map was created or how to identify marine mammals on the water.

Workplace Sails

These sails use the same format as our Day Sails but are filled with participants from companies and organizations that would like to provide an experiential or team building activity for their employees. These programs help to connect Sound Experience with a wider community, provide meaningful experiences and raise funds that make our programs possible.

Open Enrollment Programs

Trips for Teens

- **Fantastic Voyage:** These trips are for teens 7th grade and up, focusing on community, leadership, and the environment.
- **Girls at the Helm: Ernestine Bennett Leadership Sail** – This trip is for middle and high-school girls focusing on women and leadership.
- **Gender Odyssey:** This is a week-long overnight program for gender diverse teens. This is in partnership with Trans families along with other local organizations.

Trips for Families

- **Member Expeditions:** Youth must be at least 8 years old and accompanied by an adult family member.

A “Typical” Day

We are often asked what crew members will do each day. Our experience has been that each trip and each day is different. Our program and schedule are often based on the winds, currents, and tides. We don't plan a set itinerary because we find that it limits the program possibilities and does not make the best use of a sailing vessel. Some days we may get up earlier in order to catch a tide or sail later in the evening to make use of a wind pattern. Schedule and routines are adjusted to take advantage of our weather!! But, in general, our days often resemble the schedules listed below.

These schedules and time frames are given only to help you form an idea of what a day on *Adventuress* involves. We will strive to create a balance between a flexible, creative program and maintaining a consistently quality program. We can do it!

- 0700 Wake up! Personal time to get ready for the day. Time to pack up and stow gear. Help facilitate this if participants are on board.
- 0730 Breakfast and crew meeting. Discuss groups arriving for programs, who will play what role for the day and any other relevant issues. All crew and volunteers must attend to review introductions, roles aboard, program goals, and the station bill.
- 0800 Ship chores, station prep and sail prep.
- 0840 Meet the group at the top of the dock as they arrive.
Group uses shore heads
Group introduction in which expectations are set Walk to the ship
- 0900 Loading of gear and students on to the ship.
- 0905 Captain's safety talk.
- 0915 As ship pulls away from the dock, the Program Coordinator gives an introductory talk while the rest of the crew assists with leaving the dock.
- 0925 One crew member teaches a sea chantey to the group and we all raise our voices together. 0930 Students help set sail and sing the chantey.
- 0940 Students split into their small groups and begin rotations to 3 teaching stations which will last 15-20 minutes each.
- 1045 Moment of silence, drama/musical celebration!
- 1100 Students break into small groups again and rotate around to the last 2 teaching stations.
- 1145 All groups move to one side of the boat for docking while the Program Coordinator leads a final group discussion. The rest of the crew helps in docking.
- 1155 Crew supervises the group as they leave the boat and walk the group up the dock. 1200 Lunch, prep for the next program.
- 1240 Meet the next group and start all over again with a program from 1-4 pm!
- 1600 Time for debriefing the day, deckwash, station clean up, dinner prep and personal development time.
- 1800 Dinner and clean up.

Evenings:

Schedules may vary depending on vessel, program and training needs. When we are at the dock, one duty person is designated to stay with the ship each day and night to do boat watch and keep *Adventuress* safe from harm. Otherwise, evenings are open for personal development (study curriculum, communicating with family, practice skills, dining out, group fun, personal reflection, other recreation, etc)

PLEASE NOTE: Covid guidelines may restrict some of these activities. Quiet time is at 2200 regardless and bunks should be ready if a late return is anticipated. Returning to the ship intoxicated is not an option and will warrant disciplinary action.

Typical overnight program overview

Morning

Days begin with a morning wake-up song at 7am. Breakfast is around 7:30 or 8 am. Coffee is on early! Crew meets in the deckhouse while participants eat to discuss plans or issues relevant to the day. Each watch will have a different morning stewardship assignment (chore) after breakfast. The different stewardship duties for the morning include preparing and cleaning up breakfast, cleaning below decks and topsides, and prepping the sails. There is enough time to get yourself organized for the day before we haul up the anchor and set sail or commence activities on shore at anchor. Coordination and communication among co-watch leaders is critical as you develop your watch's program.

The Day

Days are very full, but always interesting and fun. During the day, Watch Leaders guide their watch groups to have a rich learning experience. Throughout the day, one watch will take the deck responding to current conditions as we sail. The other two watches are busy learning about their environment, each other and participating in activities. Watches will be responsible for preparing and cleaning up one meal per day, and preparing presentations and activities for the evening program. The goal will be to create a near-seamless flow from one activity to the next; each building upon the previous. As a watch leader team- you should be gauging the interests and energy of your group as you guide them through the program and weighing them alongside program goals and objectives. Flexibility and creativity is the key to success.. Make sure to include some free time each day.

Evening

When we get to our destination for the day, we'll drop anchor, usually before dinner. Evenings are a time for the whole group to gather in the main cabin to share an evening program. The program may consist of songs, stories, sharing time or other group activities. The lights go out at 2200 and the ship is quiet all night. Each watch is responsible for keeping an eye on the ship for part of the night, with each person taking a turn at getting up for an hour of night watch—staying awake to make sure the ship is safe. This is a wonderful time to enjoy the peaceful beauty of a tall ship at anchor in the Salish Sea: stars, sounds of night animals, glowing plankton in the water and have a sense of responsibility in sharing the care of the ship's company.

- 0700 Wake Up!
- 0730 Muster as a whole group for breakfast.... share in a song, quote, inspiration, or memories from the previous night.
- 0745 Breakfast. Participants eat in main cabin or on deck, while crew members meet with the group leader in the deckhouse.
- 0830 Post breakfast chores.
 - Galley clean up (dishes etc.)
 - Below deck cleaning
 - Deckwash & sail prep

- 0930 All hands muster to review day's plan and to set sail together!
- 1030 Break into three watch groups. PC and Watch Leaders divide the day in equal chunks of watch time where the watches will rotate with their watch leaders between:
- Deck watch... sail, steer, bow watch, navigate
 - Below Decks
 - Deckhouse
- Watch rotation through lunch or break for lunch and start another set of rotations
- 1800 Dinner as a group.
- 1830 Designated watch begins dinner clean up.
-
- 2000-2130 Evening Program... all gather together for songs, stories, laughter, town meetings, debates, environmental jeopardy, group skits, charades, etc.
- 2200 Lights out... anchor watch rotation begins.
- 2200-0700 Watches and crew rotate in sharing the anchor watch duty for hour-long shifts.

Program Elements

Here is a list of some common program elements that are incorporated into day, overnight and consecutive day programs, we will talk more about these during orientation.

- Morning Circles/ Check-ins
- Morning Meetings- Staff
- Wake-ups/Goodnights
- Meal Skits
- Moment of Silence
- Listening Session
- Evening Program
- Chores
- Mealtime (participants)
- Mealtime (crew)
- Crew Debriefs
- Muster
- Orientation Sensation
- Choose your Own Adventure
- ORBITZ (Challenge by Choice)



Ports of Call & Crew Vehicles

If you have any difficulty finding the ship or where you are supposed to start your service aboard, don't hesitate to call the office (during business hours) 360-379-0438, the ship 360-286-5471, or Catherine (after hours) at 206-353-6119.

Adventuress Ports

- **Anacortes:** Cap Sante Marina
- **Bainbridge Island:** City Dock
- **Bellingham:** Squalicum Harbor Marina
- **Everett:** Port of Everett
- **Friday Harbor:** Friday Harbor Marina
- **Gig Harbor:** Jerisich City Dock, Arabella's Landing
- **Olympia:** Port Plaza
- **Port Townsend:** Boat Haven or Northwest Maritime Center
- **Seattle:** Most often Shilshole Bay Marina. Sometimes/historically, Elliot Bay Marina, Center for Wooden Boats or Argosy Dock
- **Tacoma:** Foss Waterway Seaport

Crew Cars & Port Parking

Crew are welcome to have a car while they are working aboard the ship. Most of the marinas we go to have free overnight parking. When the ship moves to a different port, we will coordinate the crew to do a car shuffle so we have our cars in the new location. Additionally, Sound Experience does own a van that is used as able for boat-related tasks.

Crew members sometimes do errands for the ship with their cars. If you use your car for any work purposes, your mileage will be reimbursed. This is all voluntary and not required of anyone with a car. In order to use your car for ship's business (and have it supported by our insurance coverage), we'll need a copy of your license and proof of your auto insurance.

- **Anacortes:** free long-term parking is available.
- **Bainbridge Island:** Limited hourly paid parking
- **Bellingham:** free long-term parking is available.
- **Everett:** free long-term parking is available in partnership with the Port. Vehicles need to be registered with the port office. Coordination of this is done by the Captain.
- **Friday Harbor:** Limited parking, not recommended to bring car on island as we aren't often there for long enough to need a car.
- **Gig Harbor:** Limited parking as the dock does not have a dedicated lot. Parking is available throughout the downtown area.
- **Olympia:** free long-term parking is available.
- **Port Townsend:** free long-term parking is available.
- **Seattle:** free long-term parking is available at Shilshole. Other marinas are on a case-by-case basis as the schedule permits.
- **Tacoma:** Paid parking lot right next to the dock that often has availability and free street parking near the Foss Waterway Seaport. However, in the past few years this has not been a very secure place to park a car for more than a few hours. Check in with the Captains on options if you need your car when we are in Tacoma.

Policies and Procedures

Sound Experience Harassment Policy

It is the policy of Sound Experience to maintain a work environment free from all forms of harassment on the basis of any status or characteristic protected by law.

Sound Experience prohibits harassment by and toward employees, managers, and non-employees such as customers, vendors, or contractors. Unacceptable conduct includes offensive verbal comments, use of ethnic slurs or derogatory terms, stalking, intimidation, physical assault, or battery relating to a person's race, religion, color, national origin, age, sex, sexual orientation, gender identity, genetic information, the presence of a sensory, physical, or mental disability, or on any other basis protected by federal, state, or local law.

Prohibited Conduct

Examples of prohibited discriminatory harassment include, but are not limited to:

- use of ethnic slurs or derogatory terms relating to an individual's gender or sexual orientation;
- distribution of racially or sexually offensive e-mail or other electronic communications; and/or
- threatening, intimidating, or hostile acts directed at a sex or religious group or directed at an individual because of their sexual orientation, color, or ethnicity.

Harassment does not require intent to offend. Thus, inappropriate conduct or language meant as a joke, a prank, or even a compliment can lead to or contribute to harassment. Sexual or other harassing conduct, even if not unlawful, will not be tolerated. For example, a stray comment that degrades an employee's gender may not be unlawful harassment, but it is an example of prohibited conduct under this policy.

Sexual harassment is a specific type of discriminatory harassment. This includes comments or conduct of a sexual nature and behavior that tends to threaten or offend an employee or third party. Any behavior by a manager, supervisor, employee, or non-employee which constitutes unwelcome sexual advances, requests for sexual favors, the display of sexual images, use of the Internet to display or distribute sexually explicit images or messages and verbal or physical conduct of a sexual nature violates this policy, including when:

1. Submission to such conduct is made a condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and/or
3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an unfriendly or offensive work environment.

This policy prohibits unacceptable harassment or conduct in the workplace and at company sponsored business and social events. Additionally, harassment via social media, email, and text messages are within the scope of prohibited conduct; for example, a harassing post on an employee's private Facebook page violates this policy if it is about a co-worker or customer.

Reporting Procedures

If you believe that you have been the object of harassment or conduct in violation of this policy, or if you witness harassment or inappropriate conduct, report the incident to the Executive Director. If the individual from Human Resources is the cause of the problem, seems unwilling to resolve the issue, or appears unresponsive, please contact the Board President. Any supervisor or manager who witnesses an

act or indicator of harassment or who receives a complaint of harassment and fails to take appropriate action, which includes reporting the act or complaint to Human Resources, may be subject to disciplinary action.

Investigation Procedures

All complaints about an employee or non-employee will be thoroughly and promptly investigated. All employees have an obligation to cooperate in an investigation of harassment complaints. The results of any investigation will be communicated to the complaining employee(s). While Sound Experience will keep all complaints and investigation details confidential to the maximum extent possible, we will not require complainants or witnesses to maintain confidentiality.

Prompt and appropriate corrective action will be taken if it is determined that an employee or non-employee has engaged in harassing conduct, even if the conduct is not unlawful. Corrective action may include discipline up to and including termination of employment or the relationship with the non-employee.

Retaliation Protections

Complaining employee(s), witnesses to an investigation, and employees associated with a complaining employee or witness, such as a spouse, will be afforded protection from retaliation. Examples of prohibited retaliation include: discharge, material changes to terms and conditions of employment, and ostracism or disparagement of an individual. Retaliation is prohibited even in the case where an underlying complaint has no merit. No employee may be subject to retaliation for bringing a complaint of harassment, for filing a Charge of Discrimination or lawsuit, or for participating as a witness in an investigation, Charge, or lawsuit.

Employees who believe they have been subject to retaliation must immediately bring it to the attention of Human Resources or the Executive Director. Complaints of retaliation will be investigated and addressed according to this policy.

Sound Experience Bullying Policy

WORKPLACE BULLYING

Sound Experience considers workplace bullying unacceptable and will not tolerate it under any circumstances. We have determined that a safe environment is necessary for employees to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the organization on a daily basis and the organization's ability to run its business successfully.

"Bullying" is conduct that meets all three of the following criteria:

- is deliberate, negative, repeated, and directed at one or more employees;
- substantially interferes with work/prevents work from being accomplished; and
- adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.

Examples of bullying behavior may include, but are not limited to:

- spreading malicious rumors, gossip, or innuendo about another employee
- excluding or isolating someone socially

- intimidating a person
- undermining or deliberately impeding a person's work
- physically abusing or threatening abuse
- removing areas of responsibility without cause
- constantly changing work guidelines without reason
- establishing impossible deadlines that will set up the individual to fail
- withholding necessary information or purposefully giving the wrong information
- intruding on a person's privacy by pestering, spying, or stalking
- assigning unreasonable duties or workloads which are unfavorable to one person (in a way that creates unnecessary pressure)
- underwork - creating a feeling of uselessness
- criticizing a person constantly
- belittling a person's opinions (i.e., disagreeing with a person's opinions in a manner that suggests the person is incapable of forming an educated opinion or that the person's opinions are not as important as compared to others)
- unwarranted or unnecessary punishment
- tampering with a person's personal belongings or work equipment.

Bullying is not:

- A solitary or occasional incident involving an angry outburst or inappropriate statement
- A difference in personalities, style, or personal taste
- Reasonable management action, including decisions about:
 - Job duties, workloads, and deadlines
 - Work instruction, supervision, or feedback
 - Performance management or discipline

All employees have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, Sound Experience prohibits both active and passive support of acts of bullying. You are encouraged to report acts of bullying to the appropriate person as described below. If you believe you have experienced or witnessed bullying, you are encouraged to report the incident as soon as possible to your supervisor or Human Resources (Executive Director, Board led HR Task Force or Board President). A supervisor who receives a report under this policy must immediately inform Human Resources unless the complaint involves Human Resources, in which case the supervisor should inform the Board President. Reports may be made anonymously, but formal disciplinary action may not be solely based on an anonymous report. You are also encouraged to review the organization's "Anti-Harassment" and "Workplace Violence" policies for further guidance.

A prompt, thorough, and complete investigation of each alleged incident will be conducted. Reprisal or retaliation against any person who reports an act of bullying is prohibited. An employee found to have violated this policy may be disciplined, up to and including termination of employment.

Bullying Response – Restorative Practices

Restorative practices are approaches to conflict resolution and community building that focus on repairing harm, restoring relationships, and fostering accountability. They are rooted in principles of empathy, respect, and inclusivity, aiming to address the underlying causes of harmful behavior rather than just punishing or excluding individuals.

In the context of bullying, restorative practices offer an alternative to punitive measures by providing a

framework for both addressing the immediate harm caused by the bullying incident and working towards long-term reconciliation and prevention. Here's how they can be used with students who have been bullied:

1. **Acknowledging Harm**: Restorative practices start by acknowledging the harm caused by the bullying incident, not only to the victim but also to the broader school community. This involves creating a safe space for the victim to share their experiences and feelings.
2. **Facilitating Dialogue**: Restorative approaches emphasize open communication and dialogue. This may involve bringing together the victim, the perpetrator(s), and relevant stakeholders (such as teachers, counselors, or parents) in a facilitated conversation. The goal is to encourage empathy, understanding, and accountability among all parties involved.
3. **Repairing Harm**: Through dialogue and reflection, those responsible for the bullying are encouraged to understand the impact of their actions and take steps to make amends. This might include apologizing to the victim, performing acts of kindness or service, or participating in activities aimed at promoting a positive school climate.
4. **Building Positive Relationships**: Restorative practices go beyond addressing individual incidents to foster a culture of respect, empathy, and inclusivity within the school community. This involves promoting positive relationships among students and between students and staff through activities such as peer mediation, circle discussions, and collaborative problem-solving.

Social Media Policy for Staff Regarding Interaction with Minors

Purpose:

This policy outlines guidelines and expectations for staff members regarding their interactions with minors on social media platforms to ensure the safety and well-being of both staff and minors.

Scope:

This policy applies to all staff members who are employed by Sound Experience and who interact with minors as part of their job responsibilities.

Guidelines:

1. Professional Conduct:
 - a) Staff members must maintain a professional demeanor at all times when interacting with minors on social media platforms.
 - b) All interactions with minors should be respectful, appropriate, and in line with the values and mission of Sound Experience.
- 2) Personal Use:
 - a) Staff members should exercise caution when using personal social media accounts, especially if minors are in their network of friends or followers.
 - b) Staff members should not accept friend requests or follow requests from minors unless approved by the relevant supervisor.
 - c) Staff members can provide the general organization's e-mail to students wanting to stay in touch, as well as telling students to message them via Sound Experience social media platforms to maintain, professional and personal boundaries.

- 3) Privacy:
 - a) Staff members should be mindful of minors' privacy and confidentiality when posting content on social media platforms.
 - b) Personal information about minors, including but not limited to their full names, addresses, contact details, or photographs, should not be shared on social media without explicit consent from their guardians.
- 4) Boundaries:
 - a) Staff members should maintain appropriate boundaries with minors on social media platforms, refraining from engaging in personal or private conversations.
 - b) Any communication with minors should be conducted in a transparent and open manner, through the organization's social media platforms, with a focus on professional or organizational matters.
- 5) Reporting:
 - a) Staff members who encounter inappropriate behavior or content involving minors on social media platforms should report it immediately to their supervisor or the designated authority within the organization.
 - b) Staff members should cooperate fully with any investigations into alleged misconduct or breaches of this policy.
- 6) Compliance: All staff members are required to comply with this policy. Failure to adhere to these guidelines may result in disciplinary action, up to and including termination of employment.
- 7) Review and Updates: This policy will be reviewed periodically to ensure its effectiveness and relevance. Updates may be made as necessary to reflect changes in technology, social media platforms, or legal requirements.

By agreeing to this policy, staff members acknowledge their responsibility to uphold these guidelines and contribute to creating a safe and respectful environment for minors on social media platforms.

Sound Experience Mandatory Reporting

Mandated Reporting

A mandated reporter is a person who is in a position, due to their occupation, that requires them to report to the appropriate state agency known or suspected cases of child abuse. Sound Experience's Executive Director is the mandated reporter for the organization by state and federal law, and is therefore required to report all forms of child abuse of which they are informed or that they reasonably suspect. Sound Experience crew members work directly with students and must report all forms or suspicions of child abuse to the Executive Director.

Definition of Abuse

The Federal Child Abuse Prevention and Treatment Act (CAPTA), as amended by the CAPTA Reauthorization Act of 2010, defines child abuse and neglect as, at minimum:

- Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or
- An act or failure to act which presents an imminent risk of serious harm

State law does not specify that the abuse has to be "recent". You must report all suspected abuse no matter when it occurred.

Signs and Symptoms (from childwelfare.gov):

- Discloses maltreatment, injury or sexual abuse by a parent or another adult caregiver
- Has unexplained burns, bites, bruises, broken bones, or black eye(s)
- Lacks needed medical or dental care, immunizations, or glasses; is consistently dirty and has severe body odor; lacks sufficient clothing for the weather
- States that there is no one at home to provide care
- Reports a lack of attachment to the parent
- Is always watchful, as though preparing for something bad to happen; shrinks at the approach of adults
- Seems frightened of the parents and protests or cries when it is time to go home
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression
- Is delayed in physical or emotional development
- Has attempted suicide
- Runs away
- Attaches very quickly to strangers or new adults in their environment
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes
- Abuses animals or pets
- Begs or steals food or money
- Abuses alcohol or other drugs
- Has difficulty walking or sitting
- Reports nightmares or bedwetting
- Experiences a sudden change in appetite

Confirmation of abuse is not required. Reporters must report whenever they have “reasonable suspicion” that abuse has occurred. “Reasonable suspicion” means “that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.”

Reporting Procedure

Crew Member Responsibility:

- Notify the acting Captain to the suspected abuse/neglect
- Work with the Captain to complete a Sound Experience Incident Report form
- Assist in providing relevant information/context throughout the process, if required by Captain/Executive Director.

Sound Experience Executive Director Responsibility:

- Work with Captain and crew member to collect all necessary information to be able to report the suspected abuse/neglect to CPS.
- Assist in providing relevant personal information regarding the student from their medical and registration form
- Follow all other instructions/procedures from CPS