


<b>Category:</b>	Employee Accountability	<b>INCA Community Services Personnel Policy</b>  
<b>Sub Category:</b>	Legal and Ethical Conduct	
<b>Effective Date:</b>	1982	
<b>Revised Dates:</b>	10/2017, 4/18	
<b>Forms:</b>		
Responsible: All Staff		

## Political Activity Policy

### Policy

INCA Community Services encourages its employees to participate fully in the democratic political process as private citizens. However, as a non-profit 501(c)(3) tax-exempt organization and recipient of Community Services Block Grant, Head Start and other federal funds INCA must follow certain rules concerning political activity.

### Guidelines

#### Allowable Activities (Off-Duty)

All INCA employees and board members may engage in the following activities as private citizens, if conducted during non-INCA work hours, off INCA premises; and without direct or indirect INCA financial support or identification:

- Hold membership and office in, attend meetings of, vote in, and otherwise participate in, political parties, clubs, organizations, and conventions;
- Participate in and manage partisan or nonpartisan political campaigns, including volunteering, writing and making speeches, writing letters, and soliciting voters to support or oppose a candidate;
- Be a candidate in a nonpartisan election for public office;
- Contribute to partisan or nonpartisan political campaigns or political parties and request contributions (but not directly or indirectly advise, command, coerce, or attempt to coerce such contributions) from others (except not from employees whom they supervise);
- Participate in voter registration drives; and
- Assist in providing transportation to the polls.

#### Prohibited Activities (On-Duty)

While on-duty at INCA, on INCA premises, or using INCA resources, INCA employees and board members may not engage in any of the activities listed in allowable activities (off-duty), above.

#### Prohibited Activities (at all times) for ALL INCA Employees

*(See Separation of Employment Policy)*

In general, INCA employees may not engage in the following activities at any time or place, including during off-duty hours, during leave of any type (including unpaid leave), and off INCA premises:

- Be a candidate for public office in a partisan election (including primaries);

- Use official authority or influence to interfere with or affect the results of an election or a nomination for office, and
- Directly or indirectly coerce, attempt to coerce, command or advise any employee of INCA or other Community Action or Head Start Agencies to make political contributions, or request such contribution from INCA employees whom they supervise.
- Discriminate against or in favor of any employee or beneficiary of the program because of his or her political beliefs.
- Require an employee or beneficiary to disclose his or her political affiliation.
- Offer employment, promotion or benefits under the program as a reward for the support or defeat of any political party or candidate for public or party office.
- Create or threaten to create a disadvantage in employment or deprivation of benefits as a penalty for support for any public or party office.

#### **Exemption:**

However, if the employee:

- Spends less than half of his or her working time employed by INCA or receives less than half of his or her working income from INCA and/or
- Receives salary which is not funded in any part by the Community Service Block Grant (CSBG), Head Start or RSVP grants and does not perform any work in connection with activities funded by the Community Services Block Grant, Head Start, or RSVP the employee may be exempted from the restrictions stated above.
- In order to be exempted, the employee must receive written authorization from the Executive Director.

#### **Activities by INCA**

- INCA may not participate or intervene in a political campaign on behalf or in opposition to any candidate for public office. INCA employees should scrupulously avoid identification of INCA with, or use of its funds or resources for, such activity;
- INCA funds may not be used to make contributions to political campaigns, political parties, or political action committees;
- INCA may under certain conditions conduct limited activities designed to educate, but not influence, voters, such as neutral candidate forums or voter guides, voter registration drives, and transportation to the polls, but only if they are carried out by INCA programs or employees not funded by the Community Services Block Grant, Head Start or RSVP and receive the prior approval of the Executive Director.

#### **Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.