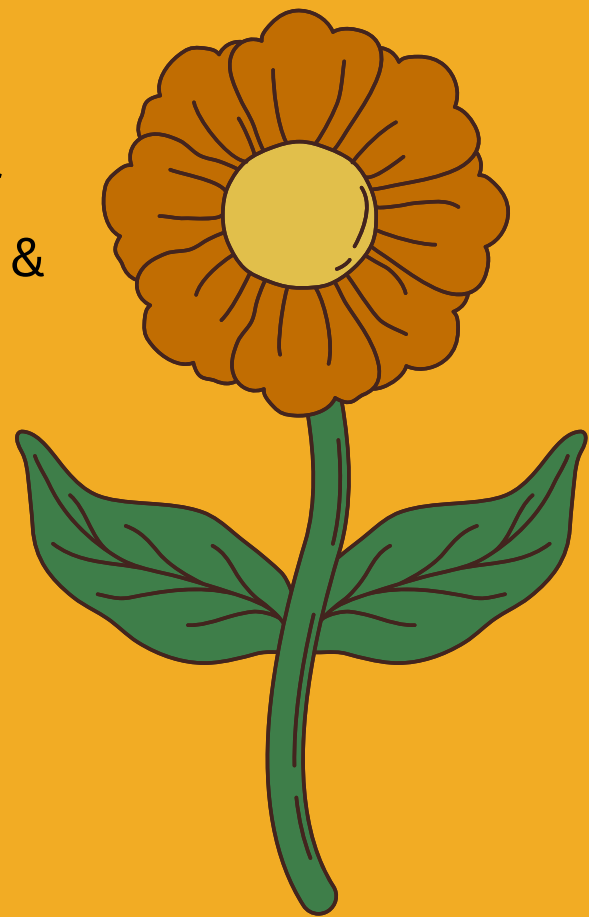


Thriving Team Member's Reference Book

This culturally-responsive book weaves together New Mexico employment law protections with our Ancestral wisdom-based practices to create a sacred container for equitable, transparent, and legally-compliant workplace relationships.

New Mexico is a colonial name for traditional lands of Pueblo, Apache & Other Indigenous Peoples of Southwest Central Turtle Island.



Prepared by :
Jessica Whorton

Table Of Contents

1. Introduction & Welcome
2. Employment Policies & Procedures
3. Compensation & Benefits
4. Time Off & Leave Policies
5. Workplace Safety & Security
6. Code of Conduct
7. Remote Work Guidelines
8. Required Legal Notices
9. Acknowledgment Forms

Founding Steward Message

Greetings Sacred Community Member,

Welcome to our team!!

You get what you put in. We will do our best to offer you playful and engaging interactions that simulate your self growth. We are full of joy to experience your wisdom and teachings during our collaboration.

This document allows us to be in compliance with the legal system and accountable to our structural practices. In addition to reading through this as part of your orientation, reference this book when certain topics are happening in our work relationship.

We pray for peace, for our connection and all beings!

In rest,

kuwa jasiri Indomela

Pronouns: beauty

Territory: written on Shoshoni Lands

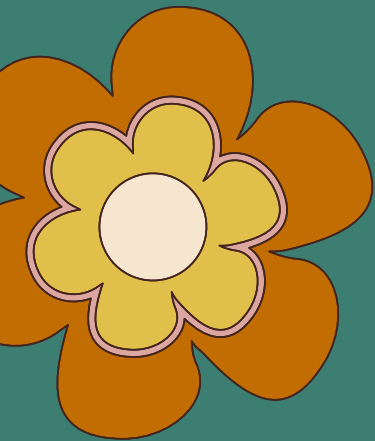
kuwa jasiri Indomela
Founder





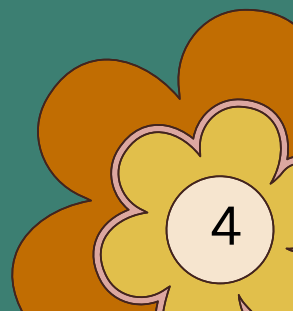
Company Background

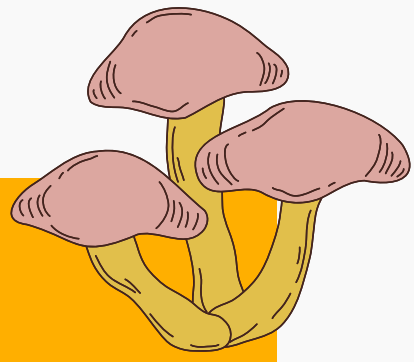
Since 2011, Artistic Apothecary has centered intersectional diversity and tending wounds through our BY US, FOR US model, prioritizing the mental and spiritual wellness of genderqueer People of Culture while fostering environmental stewardship, sacred traditions, and social justice through culturally competent education and direct action.



Required Legal Statement

Nothing in this reference creates a contract of employment. Artistic Apothecary and team members maintain the right to end the employment relationship at any moment, with or without cause, in accordance with New Mexico law.





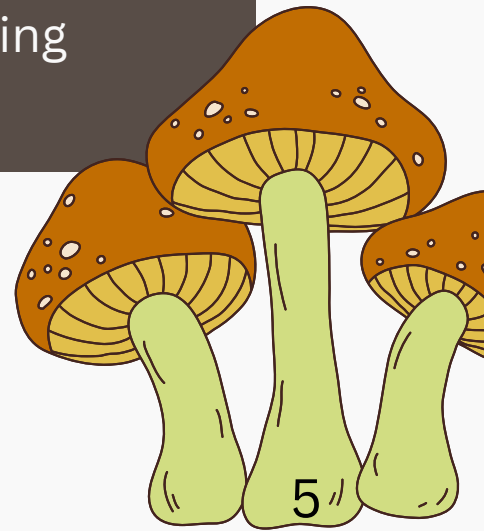
Vision

Through sacred wisdom and collective care, we cultivate a spiritually awakened, liberated society, where genderqueer People of Culture thrive in harmony with Nature, creating pathways to peace.



Mission

Grounded in Ancestral wisdom, our grassroots collective care prioritizes the mental and spiritual wellness of genderqueer People of Culture. Through collaborative engagement with Nature and commitment to zero-waste principles, we foster an inclusive, people-centered community where every being thrives.



About This Book

This book complies with New Mexico and federal employment laws while reflecting our organizational values. This is not a contract and can be modified. Employment is "at-will" under New Mexico state law.

This story reflects our journey through 2024 and will be updated as our community continues to grow and evolve.





Our Story



2011

Founded in Nucchu territory, as Authentic Creations, now Artistic Apothecary, emerged from a profound vision: creating sacred spaces where genderqueer People of Culture can fully embody their authentic selves while fostering deep connections with Nature and Ancestral wisdom.

Our Sacred Commitment

At Artistic Apothecary, we honor the journey that brought us here while remaining focused on the path ahead. Each team member becomes part of this living legacy, contributing to our collective story of release, transformation, and liberation.

As you join our community, you become part of this sacred journey, showing to act out the next chapter in our ongoing saga to curating thriving spaces.

Employment Policies

Table Of Contents

- Remote Work Philosophy
- Equal Employment Opportunity E.
 - Military Duty Leave
 - Jury Duty Leave
 - New Mexico Specific Protections
 - *Reasonable Accommodations
 - Remote Work Benefits
- Benefits & Compensation
 - Overtime
 - Paid Sick Leave
 - New Mexico Caregiver Leave Act
- Safety & Wellbeing
 - OSHA
 - Emergency Preparedness Policy
- Communication & Culture
 - Bylaws
 - Code of Conduct
 - Anti Harassment Policy
 - Whistle-blower Protects Policy
- Legal Protections: Workplace Posters



Our Remote Work Philosophy

At Artistic Apothecary, we believe that creativity is abundant and energizing - and so is our workspace! We are committed to fostering an inclusive, flexible environment that allows each team member to thrive, regardless of their physical abilities nor location. Our remote work policy is designed to encourage you to do your best work while maintaining a healthy work-life balance.

Flexible Schedules

We understand that creativity and motivation do not always follow a 9-to-5 schedule. We rely on flexible scheduling that allows you to work when you are most motivated and energized. Just communicate your ideal schedule and any cancellations with your Founding Steward and team.

Creating Your Artistic Haven Home Office

Setting Up Your Workspace

Your home office is a space that inspires your creativity and allows you to focus. Here are some tips:

- Choose a quiet area with Natural or desired synthetic lighting
- Ensure you have a reliable internet connection
- Establish an ergonomic workstation based on height and comfort
- Add personal momentos that spark joy and creativity

If you need any specific equipment or supplies, please reach out to your Founding Steward. We want to ensure you have the tools you desire to succeed! And thrive!

Team Building

We believe in fostering a strong team spirit, even from afar. Make your best effort to attend scheduled virtual team-building activities, such as care workshops, tea party, or themed in-person meetups. Your participation and ideas are always welcome!

Communication and Collaboration

Staying Connected

While we may be physically apart, we are still one liberatory collective! We use Telegram to stay connected for quick chats, sharing documents and team discussions. We use Zoom for video meetings. Remember, overcommunication is key in a remote environment. Do not hesitate to reach out to your colleagues for clarification and support.

Responsiveness

We trust you to manage your workload and communications effectively. However, please be responsive during scheduled hours and communicate any extended periods of unavailability to your team. Remember, a quick "I will get back to you on this" goes a long way!



Performance and Productivity

Goal Setting and Evaluation

Your performance will be evaluated based on your output and achievement of agreed-upon goals, not on the number of hours you are online. Regular check-ins with your supervisor will help ensure you are on track and have the support you require. Team Evaluations are done at the end of each work term by all direct coworkers.

Self Management

We encourage you to find a management style that works for you. Whatever it is, find a method that supports you in balancing focused work with necessary breaks, meditations, transition periods and coworker schedules.

Health and Well Being

Work-Life-Rest Balance

Your well-being is important to us. We encourage you to:

- Take regular pauses
- Leave your workspace for meals
- Log off at the end of your work shift
- Use your vacation to recharge

Remember, a balanced team member is a thriving part of our organization.

Mental Health Support

Remote work can sometimes feel isolating. Always reach out to your supervisor or our team if you are struggling. We are here to support you and can provide resources for mental health and well-being

Data Protection

While working please ensure you are following our data protection protocols:

- Use a Virtual Private Network (VPN) when using a computer (Recommended)
- Save all documents on an external hard drive
- Be mindful of your surroundings during our calls
- Use encrypted software for sharing documents

Remember, protecting our organization's and clients' information is a shared responsibility

Embracing Diversity

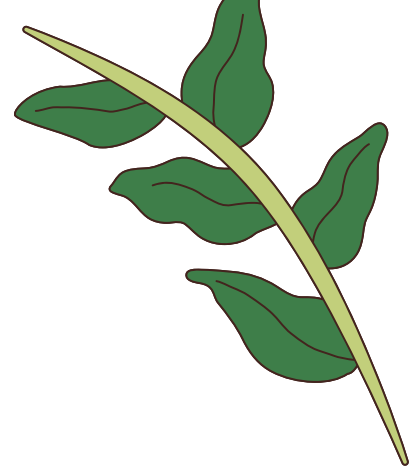
By design, our team spans different cultures, regions, and backgrounds. Join us in celebrating this diversity! Be mindful and respectful of cultural differences, and always assume positive intent in your interactions. Cultural sensitivity training available.



Equal Employment Opportunity

Artistic Apothecary prohibits discrimination based on:

- Ethnicity, skin colour, national origin
- Religion, spirituality
- Sex, gender, identity expression
- Sexual orientation
- Age (40+)
- Physical, mental disability
- Serious medical condition
- Spousal affiliation
- Military service, veteran status
- Genetic information
- Pregnancy, childbirth
- Education
- Socio-economic status or discussions
- Use of sick leave
- Reporting harassment
- Truth telling and Whistle-blowing

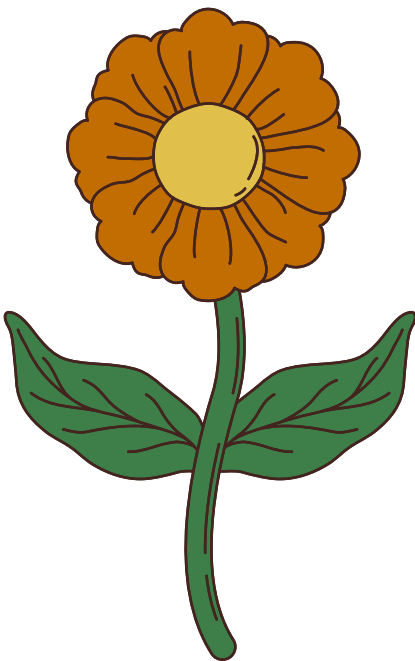


Military Leave

Artistic Apothecary complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and New Mexico military leave laws. Employees who take leave for military service are entitled to reemployment rights and maintenance of health benefits

Jury Duty Leave

Employees are provided leave for jury duty in accordance with New Mexico law. Artistic Apothecary will not terminate, threaten, or coerce an employee for responding to a jury summons or serving on a jury. All hours are jury are unpaid.



Reasonable Accommodation

Artistic Apothecary provides reasonable accommodations to qualified individuals with disabilities and for sincerely held religious beliefs and practices, unless doing so would cause undue hardship. Employees needing an accommodation should contact Human Resources to begin the interactive process

Common Accommodations

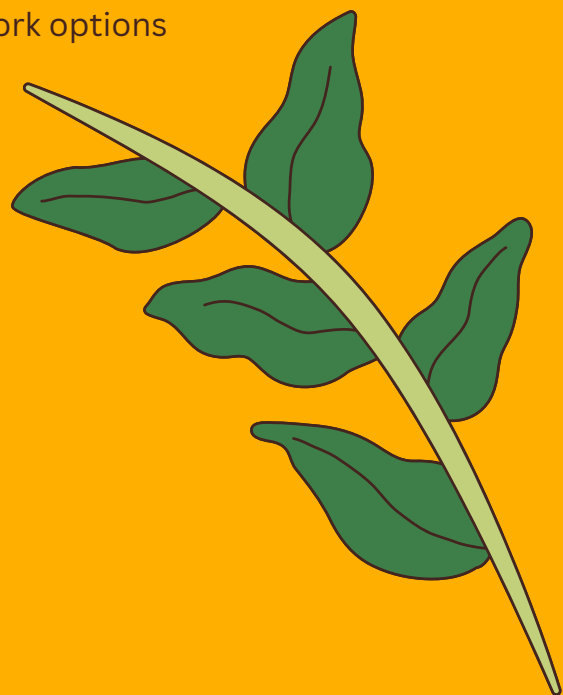
- Flexible work schedules
- Assistive technology
- Workstation adaptability
- Remote work options
- Communication aids

Pregnancy Accommodations

- Modified duties
- Schedule flexibility
- Rest periods
- Ergonomic adjustments
- Remote work options

Religious, Spiritual, Cultural Accommodations

- Schedule modifications
- Dress code adjustments
- Prayer/meditation space
- Ceremonial leave
- Cultural observances

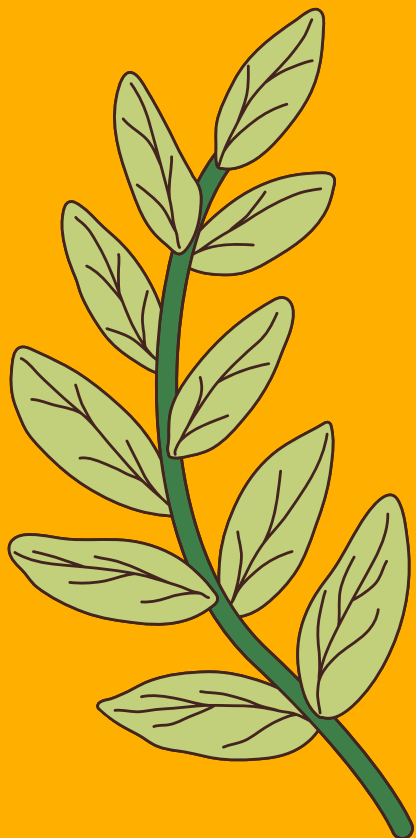


Remote Work Benefits

- Internet reimbursement (4%)
- Wellness fund (12% of earnings)
- Professional development

Additional Benefits

- Mental health support
- Cultural celebrations
- Indigenous Solidarity Trip
- 2 Seasonal care packages
- Rest and recovery periods



Compensation and Benefits

Wage Transparency

Our Team members have the right to discuss their wages with coworkers. Artistic Apothecary prohibits discrimination or retaliation against employees for discussing compensation. New Mexico state minimum wage is \$12.00 per hour as of January 1, 2023.

Overtime

Non-exempt employees are entitled to overtime pay at a rate of 1.5 times their regular hourly rate for all hours worked over 40 in a work week. Artistic Apothecary follows both federal and New Mexico state overtime laws. We discourage working overtime and never ask this of you.

Meal and Rests

At Artistic Apothecary, we value the well-being and productivity of our team. While New Mexico law does not require meal or rest breaks, we recognize the importance of taking space to recharge during the work shift. Our policy aims to balance workplace efficiency with team member comfort.

Meals: unpaid, length of your choosing

Rest Periods: 10 minutes paid meditation at the beginning of each shift

Flexibility: self-determine when you require a pause

Relief: all bathroom trips during shift are paid

Designated Areas: We recommend in or witnessing Nature
We trust our team to use their rest sessions responsibly.
If you have any questions about this policy, please speak with your supervisor or Human Resources.



Paid Sick Leave Policy

Our paid sick leave policy is designed to support you and your loved ones.

Accrual: earn 1 hour of paid sick leave for every 30 hours worked.

You can accrue up to 56 hours (7 nights) of paid sick leave per year, which is viable for one year after accrual.

Usage: You can start using your accrued sick leave after 90 nights of employment.

Sick leave can be used in minimum increments of 2 hours.

You may use sick leave for: Your own or families members illness, injury, health condition, medical appointments and reasons related to domestic violence, sexual assault, or stalking.

Requesting Leave: notify your supervisor as soon as possible.

Pay: Sick leave is paid at your regular hourly rate on your next pay period.

New Mexico Caregiver Leave Act covers care for your spouse, domestic partner, children, parents, grandparents, grandchildren, and siblings.



Culture & Communication

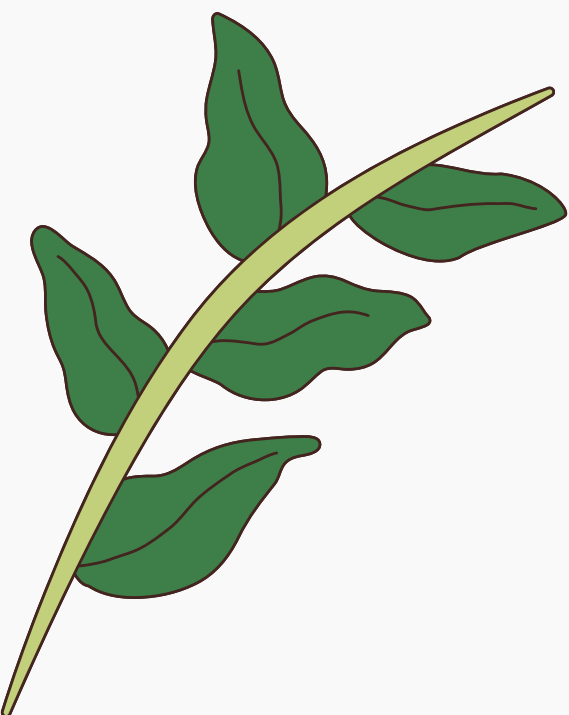
At Artistic Apothecary, we foster a positive work environment through clear expectations and fair enforcement of workplace rules, ethics and actions. Our Code of Conduct emphasizes safety, confidentiality, and professional behavior, while encouraging open communication and respect among team members.

Our By-laws prioritize compliance with federal and state laws, ensuring a harmonious workplace where creativity and intuition can thrive.

We believe that truth flourishes in an environment of respect, integrity, and open communication.

Our Anti-Harassment and Whistleblower Protection policies are basis of this belief, designed to ensure that every team member can contribute their best work in a safe and supportive collective. These policies are not just rules – they are a reflection of our values and our commitment to you. They empower you to express yourself, the truth, and help us maintain the ethics that steward a liberatory society with inclusive healthcare and soft solutions.

As you review these policies, remember: you are valuable. Whether you are reporting harassment or raising concerns about misconduct, you are playing a crucial role in preserving the unique culture that makes Artistic Apothecary blissful.



Code of Conduct

Excellence in Service

- Deliver high quality work
- Meet task completion schedule
- Received continued education
- Follow security protocols
- Honour budget commitments

Cultural Competence

1. **Inclusive Communication**

- Use inclusive language
- Honour pronouns
- Practice cultural sensitivity
- Maintain respectful dialogue
- Support accessibility request

2. **Sacred Space Recognition**

- Respect ceremonies
- Honour Moon & Sun cycles
- Learn Indigenous territories
- Protect sacred lifeways
- Support cultural practices

Environmental Stewardship

- Practice zero-waste principles
- Minimize digital footprint
- Conserve resources
- Support sustainability
- Honour natural cycles

Legal Requirements

1. **Documentation**

- Maintain accurate records
- Submit reports when due
- Track team hours
- Document expenses
- Verify deliverables

2. **Security Protocols**

- Protect sensitive information
- Follow clearance requirements
- Maintain data security
- Report breaches immediately
- Update security measures

Business Integrity

- Avoid conflicts of interest
- Maintain confidentiality
- Report ethical breaches
- Practice transparency
- Honour commitments

Professional Boundaries

- Maintain appropriate relationships
- Respect personal space
- Honour work-life-rest harmony
- Protect privacy
- Support wellbeing

Data Security

1. **Confidential Information**

- Participant data protection
- Services confidentiality
- Participant information
- Sacred and cultural wisdom

2. **Security Measures**

- Secure passwords
- Encrypted communication
- External storage
- No meeting recording

Collaborative Spirit

- Support team goals
- Share skills & expertise
- Maintain open communication
- Offer constructive feedback
- Honour collective wisdom

Cultural Safety

- Sustain inclusive spaces
- Respect diversity
- Support cultural expression
- Affirm all identities
- Foster belonging



Code of Conduct

Prohibited Conduct

- Discrimination
- Harassment
- Reporting Retaliation
- Cultural appropriation
- Environmental harm
- Contract violations

Reporting Requirements

1. **Process**

- Report immediately
- Document incidents
- Maintain confidentiality
- Cooperate with investigations
- Support resolution and accountability processes

2. **Protection**

- Non-retaliation guarantee
- Confidential proceedings
- Witness protection
- Fair investigation
- Appropriate resolution

Online Presence

- Professional representation
- Respectful communication
- Protected information
- Cultural sensitivity
- Digital boundaries

Virtual Spaces

- Honour meeting protocols
- Maintain professionalism
- Be aware of time zones
- Support accessibility
- Protect privacy

Performance

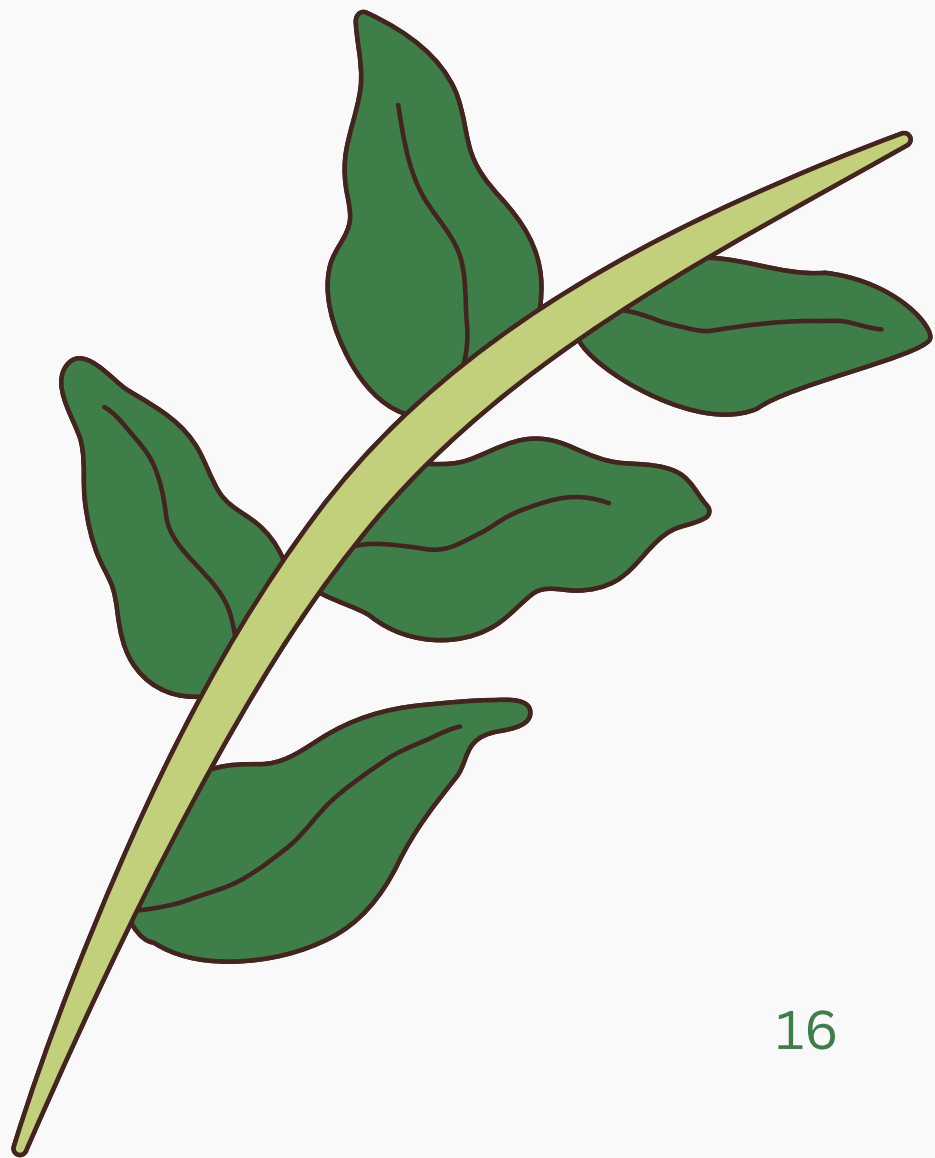
- End Of Term evaluations
- Quality assessments
- Adhere to task schedule
- Budget adherence
- Professional growth

Corrective Action

- Performance improvement
- Violation resolution
- Contract review
- Relationship repair
- Growth opportunity

Contact Information

- Project coordinator
- Cultural advisor
- Technical support
- Compliance officer
- Emergency contacts



By-Laws

Employer Identification Number: 92-3968214
Business Identity #: 7257236
Incorporation – June 17, 2023
Original Bylaws Adopted – July 21, 2023
Bylaws Adapted – September 16, 2024

Article Uno

Our organization is organized exclusively for charitable, spiritual (religious), educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

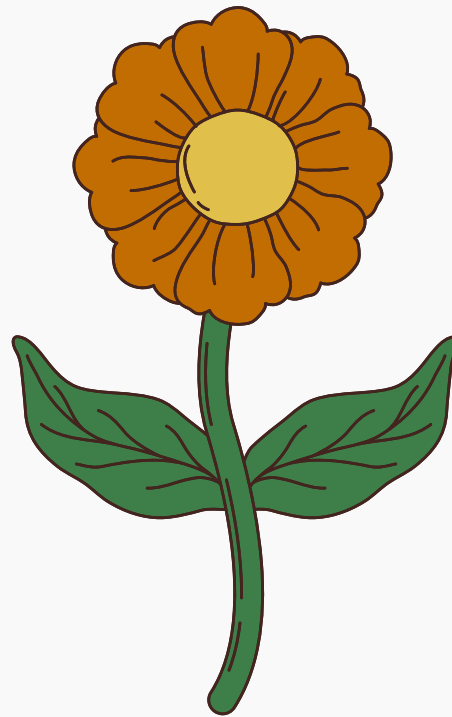
Article Dos

Grounded in Ancestral wisdom, our grassroots collective care prioritizes the mental and spiritual wellness of genderqueer People of Culture (Of Colour). Through collaborative engagement with Nature, a commitment to zero-waste principles, and our pillars of spiritual birth, truth and reconciliation, our foundation of self agency fosters an inclusive, people centered community where every being thrives.

Since 2011, with our BY US, FOR US model, we center intersectionality, blackness, differently abled, houseless, Nature and those incarcerated. At our spiritually awakened utopia, our culturally competent education becomes direct action towards health equity, social justice, sacred traditions, environmental stewardship, intersectional diversity, and play.

Article Tres

Annual meeting will be held in-person during Indigenous Solidarity Trips. All Council members and community members have voting privileges. Voting requirements and percentages decided at beginning of each meeting. Founding Steward has veto privileges, although can only activate in the best interest of the community or capacity of leadership team. Special meetings can be requested by any community member.



By-Laws

Article Cuatro

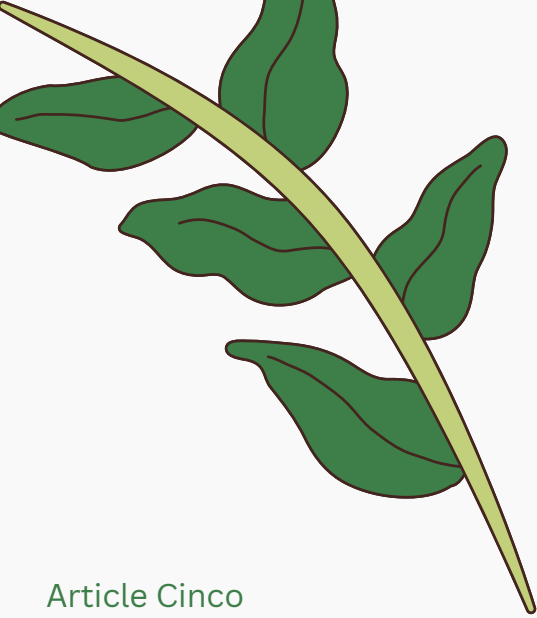
Role of Council (Board) Members

- Provide strategic capacity building and support with Founding Steward and other Council members for tasks, services, curriculum, grant proposals/applications. Specific tasks may include proof-reading, copy-editing, curriculum design, program coordination and campaign planning.
- Support Founding Steward during interviews with grant foundations regarding our programs and annual strategic plan, as well as at meetings, events, and community activities as a representative of Artistic Apothecary.
- Aide in the marketing and promotion of Artistic Apothecary services and campaigns.
- Provide training support, partnership outreach, and community-building with genderqueer People of Culture, or any communities we serve as an organization.
- Assists the Founding Steward and Council members in establishing and achieving goals.
- Must be genderqueer of Culture to fill role

Commitment of Council (Board) Members

- Volunteer 4 hours per Moon cycle on Artistic Apothecary-related activities
- Participate in Moonly meetings and annual Indigenous Solidarity Trip
- Longevity is decided by the Council member and Founding Steward





By-Laws

Article Cinco

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Exact location to be decided by Founding Steward.

Article Seis

All assets acquired are to be held in a Community Land Trust or otherwise collectively owed.

Article Siete

Conflict Of Interest Policy

All members of Leadership Team (Founding Steward, Council, Advisors, Consults, Staff) must disclose immediately if they are engaged in a conflict and are prohibited in voting on any related topics, services or campaign till resolution.

Conflicts can be, along with others, activities that create imbalance in your mind, body, emotions or spirit. Romantic or familial relationships. Voting against our services through 3rd parties. Withholding information pertinent to Artistic Apothecary's survival as an organization.

Disclosing shall be done at a special meeting where the community decides on path forward and writes up a formal letter for transparency.

Violators of this policy and conflict holders may have to relinquish their Leadership roles.

Article Ocho

Artistic Apothecary is committed to equal employment and volunteer opportunity without regard to education, age, Ancestry, disability, nation, ethnic origin, race, religion, sex, sexual orientation, gender identity, marital or veteran status.

This catalytic way of being applies to all areas of work and volunteer participation, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, all other conditions and privileges of employment in accordance with applicable organization, industry, federal, state and local laws.

Artistic Apothecary strives to create an equitable organization where based on the intersections outlined above, we use positionality to create equity and accountability for our community.

Anti-Harassment Policy

Zero Tolerance: for harassment of any kind. This includes, but is not limited to, harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or genetic information.

What Constitutes Harassment: Nonconsensual verbal or physical conduct
Offensive jokes, slurs, epithets, or name-calling. Physical assaults or threats. Intimidation, ridicule, or mockery. Insults or put-downs. Offensive objects or pictures. Interference with work performance

Sexual Harassment: includes any nonconsensual sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

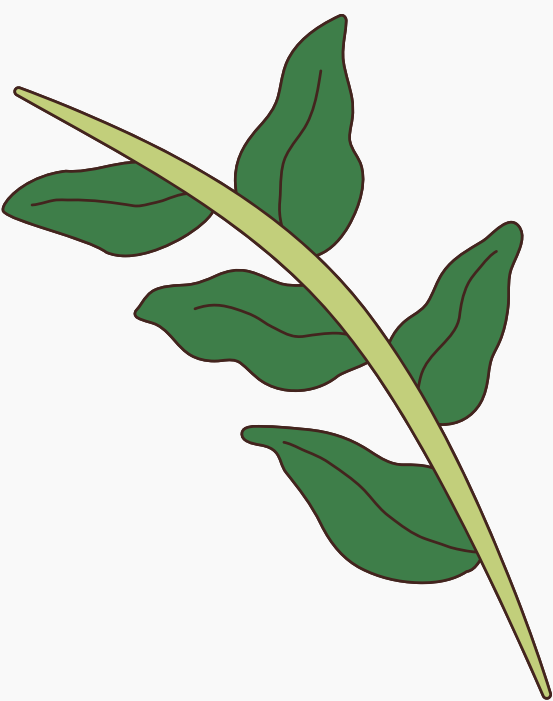
Reporting Procedure: If you experience or witness harassment report it immediately to your supervisor or Human Resources. All reports will be promptly and thoroughly investigated in-house. Confidentiality will be maintained to the extent possible

No Retaliation: We strictly prohibit retaliation against anyone who reports harassment or participates in an investigation.

Consequences: Violations of this policy will result in disciplinary action, up to and including termination.

Training and Prevention: We provide regular anti-harassment training to our team and actively work to prevent harassment in our workplace. At Artistic Apothecary, we believe that respect and dignity are essential ingredients for longevity and success. By maintaining a harassment-free workplace, we create an environment where creativity can flourish and everyone can contribute their best work.

Remember, it is everyone's responsibility to maintain a respectful, safer workplace.



Whistle-blower Protection Policy

At Artistic Apothecary, we believe that integrity and transparency are the colors that paint our success. As a grassroots organization, we are committed to maintaining the highest ethical standards.

Express The Truth:

We encourage our team to report any suspected violations of law, gross mismanagement, gross waste of funds, abuse of authority, business ethics and conduct or substantial and specific danger to public health or safety. These are all protected disclosures.

How to Report:

During a meeting with your supervisor, trusted teammate or through Contact with Human Resources. We do not currently have a confidential reporting hotline although seeking an outside 3rd part, such as a mediator, is advised.

Confidentiality:

We will maintain your confidentiality to the fullest extent possible while conducting a thorough investigation.

No Retaliation Zone:

Any employee who retaliates against a whistleblower will face disciplinary action, up to and including termination.

Investigation Process:

All reports will be taken seriously, promptly and thoroughly investigated. We will take appropriate corrective action holding all parties accountable.

Faithful Reporting:

We expect all reports to be made in your best judgement. Awareness of false reports may result in termination.

External Reporting:

While we encourage internal reporting, you have the right to report concerns directly to appropriate government agencies, community collectives, and mediators without fear of retaliation.

Remember, at Artistic Apothecary, in addition to creating inclusive healthcare solutions – we are building a culture of integrity. Your courage to express the truth supports us in maintaining the ethical standards that yield liberation for all.

Together, let us keep Artistic Apothecary a place where creativity and ethics blend into something truly extraordinary.






Safety & Emergency Prep Policy

At Artistic Apothecary, we believe that safety is the canvas on which we create. As an organization, we are committed to maintaining a workplace that is secure and prepared for every situation.

We comply with all New Mexico Occupational Health and Safety Act standards.

1. Regular safety training is provided to all staff.
2. Personal protective equipment is available and must be used when required.
3. Report any safety concerns or hazards to your supervisor immediately.
4. Emergency Preparedness: Familiarize yourself with emergency exits and assembly locations.
5. Participate in scheduled emergency drills.
6. Learn the location of first aid kits and fire extinguishers.
7. In case of emergency, follow instructions from designated safety coordinators.
8. Injury Reporting: Report all work-related injuries or illnesses to your supervisor promptly.
9. We maintain an injury and illness prevention program as required by New Mexico Occupations Safety and Health Administration.
10. Hazard Communication: All staff is informed of potential workplace hazards.
11. Safety Data Sheets (SDS) are available for all hazardous materials used on-site.
12. Employee Rights and Responsibilities: You have the right to a safe workplace.
13. You are responsible for following safety procedures and reporting hazards.
14. We prohibit retaliation against employees who report safety concerns.

Remember, at Artistic Apothecary, safety is a shared responsibility and a cornerstone of our liberatory society.





Occupational Safety & Health Administration


Personal Protection Equipment Policy

At Artistic Apothecary, we prioritize your safety. Stay informed, stay prepared, and always follow these procedures in emergency situations.

1. Hazard Assessment: We regularly assess workplace hazards to determine necessary Personal Protection Equipment. Required Personal Protection Equipment:
Depending on your role, you may need to use:
 - Gloves
 - Safety glasses
 - Face shields
 - Respirators
 - Hard hats
 - Earplugs or muffs
 - Protective clothing
 - Slip-resistant footwear
1. Training: You will receive training on when and how to use Personal Protection Equipment, as well as its maintenance and storage.
2. Enforcement: Wearing required Personal Protection Equipment is mandatory. Non-compliance may result in disciplinary action.
3. Maintenance: Before each work shift inspect your Personal Protection Equipment. Report any damage immediately for replacement.

Emergency Procedures

We are prepared for various emergencies.

- Fire Emergency: Sound the alarm
 - Evacuate the area, reconvene in designated safe location
 - Use fire extinguishers if safe to do so
 - Chemical Spill: Notify management immediately
 - Evacuate the area, reconvene in designated safe location
 - Use appropriate spill kits to contain the spill
 - Medical Emergency: Call Community Medic Collective then 911
 - Provide advised first aid
 - Notify a supervisor immediately
 - Severe Weather: Follow our emergency weather plan
 - Evacuate to designated safe areas
 - Active Shooter: Get low, hide, disarm
 - Lock doors, Evacuate when safe
 - Call Community Safety Collective then 911
- 

Workplace Posters

Required federal and New Mexico state posters are displayed in prominent locations accessible to all employees. These include, but are not limited to:
(<https://www.dws.state.nm.us/en-us/State-and-Federal-Posters>)

State-Mandated Posters

New Mexico Minimum Wage Act poster
Human Rights Act (Discrimination) poster
Workers' Compensation Act poster
Unemployment Insurance poster
Job Health and Safety Protection poster (OSHA)
Paid Sick Leave poster (effective July 1, 2022)

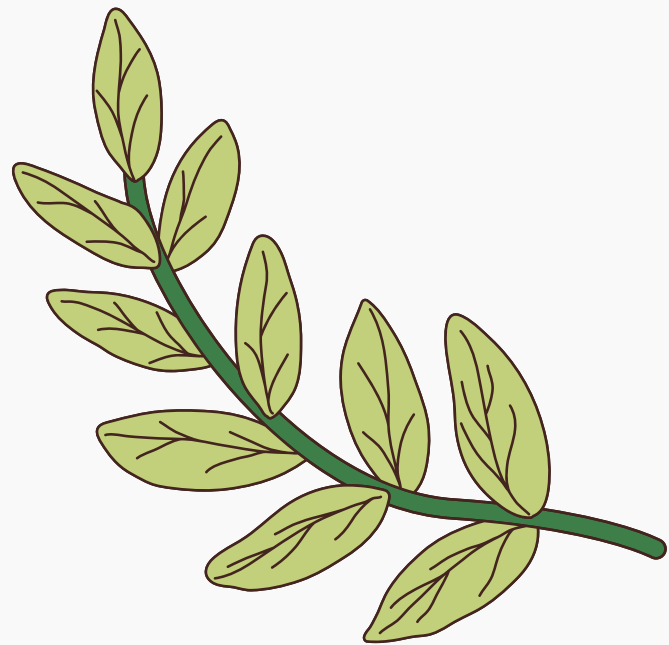
Federal-Mandated Posters

Fair Labor Standards Act (FLSA) Federal Minimum Wage poster
Equal Employment Opportunity (EEO) "Know Your Rights: Workplace Discrimination is Illegal" poster
Employee Rights Under the Family and Medical Leave Act (FMLA) poster
Employee Polygraph Protection Act poster
Occupational Safety and Health Administration (OSHA) "Job Safety and Health: It's the Law" poster
Uniformed Services Employment and Reemployment Rights Act (USERRA) poster
Optional but Recommended
Human Trafficking poster
Right to Work poster





Connect With Us



Contact Us

Phone Number disclosed on Telegram

www.ArtisticApothecary.wordpress.com

Pueblo & Apache Territory, Southwest Center Turtle Island



Thriving Team Reference Book Confession Of Enagement

I, _____, confession to receiving, engaging and comprehension of Artistic Apothecary's Thriving Team Reference book.

Especially these components:

- At-will participation status
- Policy compliance requirements
 - Legal protections
 - Cultural commitments

Especially these Specific Policies:

- Anti-harassment policy
 - Safety procedures
- Confidentiality requirements
 - Remote workplace
 - Code of conduct
- Anti-Harassment Policy

Team Member Signature: _____

When: _____

Founding Steward Signature: _____

When: _____

This reference book complies with federal employment law as of November 2024 while honouring our commitment to cultural competency and inclusive practices. Updates will be provided as laws or organization evolves.



Citations

Perplexity Artificial Intelligence

Claude Artificial Intelligence

Canva

[1] [PDF] Remote Advising 2020 - AWS

<https://pikesweb.s3.amazonaws.com/2021/01/Remote-Advising-2020.pdf>

[2] Mastering the Virtual Financial Advisor Landscape - Asset-Map

<https://www.asset-map.com/blog/virtual-financial-advisors>

[3] Remote Work: Communications and Engagement - Human Resources

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