



**PERSONNEL POLICIES
AND
PROCEDURES**

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Contents

PURPOSE.....	4
SCOPE.....	4
OPERATIONAL POLICIES.....	5
Program Administration	5
Open Door Policy	5
Safety	5
Drug-Free Workplace Policy/Drug and Alcohol Testing	6
Concealed Weapons Policy.....	13
Searches	14
Employee Expenses	15
Contract Services.....	17
Smoking/Tobacco Policy	17
Equipment & Software (Property).....	18
Social Media.....	19
Compensation	20
Solicitation.....	20
Public Appearance/Statement	20
Gifts and Gratuities	21
Subversive Groups and Activities.....	21
PERSONNEL.....	21
Employment	21
Nepotism	22
Orientation of New Employees	23
Employee Classification.....	23

Conditions of Employment.....	23
Positions, Compensations, and Salaries.....	24
Personnel Records and Privacy	24
Attendance Control	26
Work Schedule and Payroll	27
Tele-Commuting Policy.....	29
Confidential Information Policy.....	31
Employee Conduct.....	32
Disciplinary Action.....	36
Grievance and Appeals Procedure	39
EMPLOYEE BENEFITS	40
Vacation (Annual Leave)	40
Sick Leave.....	42
Emergency Sick Leave	43
Administrative Leave Policy.....	43
Holidays	45
Personal Leave of Absence.....	46
Military Leave	47
Voting Policy	47
Court and Jury Service	47
Fringe Benefits (Optional).....	48
Health, Dental, Vision, Life and Short/Long Term Disability Insurance	49
Retirement Plan	49
GOVERNMENT REGULATIONS.....	50
Equal Employment Opportunity.....	50

Harassment/Sexual Harassment/Discrimination.....	51
Anti-Retaliation.....	52
American with Disabilities Act.....	52
Family and Medical Leave Act.....	53
Worker’s Compensation	56
KI BOIS WHISTLEBLOWER POLICY.....	57
AMMENDMENTS	59
Operational Statement.....	59
Amendment Process	60

PURPOSE

The Personnel Policies and Procedures shall constitute the official policy guide for KI BOIS Community Action Foundation, Inc., (hereinafter referred to as KI BOIS, or the Foundation. The purpose of these policies is to provide KI BOIS employees with a standardized guide that governs the actions of the Foundation and its employees. These Policies and Procedures are subject and subordinate to (1) the laws of the State of Oklahoma and the United States of America, (2) any and all regulations, and (3) any and all requirements or restrictions imposed or mandated by any governmental source providing funding to KI BOIS (collectively referred to herein as the “Laws and Regulations”). If any conflict exists between the Laws and Regulations and any provision of these policies, such provision shall be considered null and void.

Nothing in this Policy and Procedures Handbook creates a contract of employment between KI BOIS and any employee. In accordance with Oklahoma law, all employees are employed “at will”. “At will” means an employee may terminate his or her employment at any time for any reason, without cause or notice, and that KI BOIS may terminate an employee’s employment at any time for any reason, without cause or notice.

SCOPE

In order to retain necessary flexibility in the administration of policies and procedures, KI BOIS reserves the right to change, revise or eliminate any of the policies and/or benefits described in this Policy and Procedure Handbook, except its policy of employment-at-will. Exceptions to these policies may be granted only after recommendation by the Executive Director/CEO and final approval by the Board of Directors.

Reasons for exceptions will include, but not limited to, program funding levels, program elimination and program operational requirements.

OPERATIONAL POLICIES

Program Administration

The responsibility of the Foundation and its performance ultimately lies with the KI BOIS Board of Directors. The KI BOIS Community Action Foundation, Inc. Board of Directors shall ratify and approve these Personnel Policies and Procedures. The Board will delegate authority to the Executive Director/CEO to conduct day-to-day operations of the Foundation. The Executive Director/CEO shall function as the Chief Administrator of Programs under the sponsorship of KI BOIS. It shall be the responsibility of the Chief Operating Officer and each Project Director to see that all staff implement, adhere to and enforce the KI BOIS Personnel Policies and Procedures and its Affirmative Action Plan. Should there be any disputes on interpretation of the policy, it will be the responsibility of the Executive Director/CEO to clarify the policy. Any clarification or change of policy will be ratified and approved by the Board.

Open Door Policy

The Foundation wishes to do everything reasonable and proper to preserve an employee/supervisor relationship and to preserve a positive work environment. The Foundation encourages two-way communication to discuss work-related problems and issues. The Chief Operating Officer, Project Directors and Supervisors are responsible for listening to concerns and to respond, if necessary, in a timely manner.

Safety

KI BOIS wants to provide you with a place of employment that is free of recognized hazards that could cause accidents and injuries. Correct or report all unsafe conditions and unsafe practices that are observed to your supervisor. If you have an accident prevention suggestion, please inform your supervisor.

All employees will comply with the rules and regulations of the KI BOIS employee Safety Handbook. Failure to comply with the Safety Handbook could result in disciplinary action, up to and including termination from employment.

Drug-Free Workplace Policy/Drug and Alcohol Testing

KI BOIS is committed to providing a workplace that is safe and provides the proper environment to ensure a creative and productive work force. To this end, KI BOIS unequivocally endorses the philosophy that the workplace should be free from the detrimental effect of drugs and alcohol.

DRUG-FREE WORKPLACE POLICY

Accordingly, KI BOIS has adopted this Drug-Free Workplace Policy which is applicable to applicants, employees and contract personnel. Under this Policy, the following conduct is prohibited:

- Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace or on Foundation property;
- Use or possession of alcohol or illegal drugs while operating KI BOIS vehicles;
- Consumption, possession or sale of alcoholic beverages on KI BOIS property unless expressly authorized by the Executive Director/CEO;
- Being under the influence of alcohol or illegal drugs while on the job or while on Foundation property or at the time of testing during the hiring process;
- Working under the influence of a legal drug if safety is compromised or if job performance is significantly affected;
- Abuse of legal drugs while on the job, including but not limited to, distribution, abusive use or selling; and
- Drug paraphernalia or literature promoting illegal drug or substance use on KI BOIS property.

In addition to the above prohibitions, any employee convicted under a criminal drug statute for violations occurring in the workplace must inform KI BOIS of such conviction within five (5) days of the date of conviction.

KI BOIS recognizes drug or alcohol dependency as a treatable condition. KI BOIS provides an Employee Assistance Program (“EAP”) which assists employees who seek counseling or treatment for drug or alcohol abuse or other personal/behavioral problems. Employees

experiencing drug or alcohol abuse problems are strongly encouraged to seek assistance through the EAP before safety or performance problems occur.

An employee who violates the Drug-Free Workplace Policy will be subject to disciplinary action, up to and including termination from employment.

DRUG AND ALCOHOL TESTING POLICY

To enforce this Policy against drugs and alcohol in the workplace, KI BOIS may require an individual to undergo a test for drugs and/or alcohol under the following circumstances:

Testing of Applicants – Applicants for all job positions will be required to undergo testing for drugs and alcohol upon receiving a conditional offer of employment. Individuals will be notified when applying for a position with the Foundation that the position requires drug and alcohol testing upon receipt of a conditional offer of employment. The individual will be provided a copy of this Policy upon receipt of a conditional offer of employment. A refusal to take the test or a confirmed positive test will result in the withdrawal of the conditional offer.

Other Testing – Current employees and contract personnel may be requested or required to undergo testing for drugs and/or alcohol in the following circumstances:

- When KI BOIS has “cause” to believe that an individual is under the influence of drugs or alcohol.
- When the employee or another person has sustained an injury while at work or the Foundation’s property has been damaged, including damage to equipment.
- Random testing where the basis for selection is a method that results in an equal probability that any single individual from a group of persons subject to the selection process will be selected. KI BOIS will not waive the testing of any individual selected under the random testing mechanism.
- Testing conducted as a routine part of a routinely scheduled fitness-for-duty medical examination, is requested or required when an employee returns to duty from a leave of absence, or an examination which is scheduled routinely for all members of a designated job classification or group and is part of the Foundation’s written policy.

- Without prior notice for a period of up to two (2) years from the date of the individual's return to work, following a confirmed positive test or following participation in a drug or alcohol dependency treatment program.

DEFINITIONS AND SCOPE OF POLICY

Alcohol - For purposes of this Policy, the term "alcohol" means ethyl alcohol or ethanol. An individual is considered to be "under the influence of alcohol" if the individual has a confirmed positive test for alcohol.

Illegal Drugs - For purposes of this Policy, the term "illegal drug" mean the following drugs and their metabolites:

- Marijuana;
- Opiates/synthetic narcotics including codeine, hydrocodone, hydromorphone, meperidine, methadone, oxycodone, propoxyphene, heroin and morphine;
- Cocaine;
- Phencyclidine (PCP);
- Amphetamines including amphetamines, methamphetamines, methylenedioxyamphetamine, methylenedioxymethamphetamine and phentermine;
- Barbiturates including amobarbital, butalbital, pentobarbital and secobarbital;
- Benzodiazepines including diazepam, chlordiazepam, alprazolam and clorazepate;
- Methaqualone; and
- Drugs for which the United States Department of Health and Human Services has established an approved protocol and positive threshold level.

The trade and/or common names for which some of these drugs include, but are not limited to, "Pot", Cannabinoids, Hycodan, Dilaudid, Demerol, Percocet, Percodan, Darvon, "Coke", Benzoylecgonine, PCP, "Angel Dust", d-Amphetamine, d- Methamphetamine, Amytal, Fiorinal, Membital, Seconal, Valium, Librium, Xanax, Tranxene, and "Quaalude".

The drug test will also test for blocking agents or interfering substances.

Individuals subject to a drug test under this Policy may be tested for one or more of these drugs. A confirmed positive test result will be considered “use” and/or being “under the influence” of the drug.

Legal Drugs – The term “legal drug” means prescribed drugs and over-the-counter medicines which have been legally obtained and are being used in the recommended dosage and for the purposes for which they were prescribed or manufactured.

Employees Subject to Policy – All employees of KI BOIS shall be subject to this Policy. The term “employee” means a person who is employed by KI BOIS on a regular/seasonal or temporary basis in a full-time or part-time status. Drug or alcohol testing required by and conducted pursuant to federal law or regulation is exempt from the provisions of this Policy.

Contract Personnel – The provisions of this Policy are applicable to all contract personnel in the same manner as for employees. Facility management is to inform contractors doing work in a KI BOIS facility about the applicable provisions of the Policy. Violation of the applicable provisions or refusal to cooperate with implementation of the Policy may result in the Foundation’s barring contract personnel from KI BOIS facilities or from participating in KI BOIS operations.

For Cause – In this Policy, the term “cause” means a belief that an individual is using or has used drugs or alcohol in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of the Foundation’s experience. The belief may be based upon, among other things, the following:

- Conduct that suggests an employee is under the influence of a drug or alcohol while at work or on duty or the direct observation of drug or alcohol use while at work or on duty;
- A report of drug or alcohol use while at work or on duty;
- Information that an individual has tampered with a drug or alcohol test at any time;

- Evidence that an individual is involved in the use, possession, sale, solicitation or transfer of drugs while on the duty or while on the Foundation's premises or operating a KI BOIS vehicle, machinery or equipment;
- Negative performance patterns or excessive or unexplained absences or tardiness.

Confirmed Positive Test Result – If an individual tests positive on a drug or alcohol test, a confirmation test will be conducted. If the confirmation test result is positive, the individual will be considered to have a confirmed positive test result.

TESTING METHODS AND COLLECTION PROCEDURES

The testing will be during or immediately after the individual's regular work period and will be treated as work time for purposes of compensation and benefits for current employees. KI BOIS will pay all costs of testing required by the Foundation, including confirmation tests. The cost of transportation for current employees will be paid by KI BOIS. If an individual requests a retest of a sample in order to challenge the results of a confirmed positive test, the individual is responsible for the costs of the retest unless the retest reverses the findings of the challenged confirmed positive test. In such a case, KI BOIS will reimburse the individual for the costs of the retest.

Samples will be collected only by individuals who are qualified by the State Board of Health or other designated regulatory body at designated collection site facilities. Urine or hair samples will be used for all tests for drugs. Breath or saliva samples will normally be used for the initial test for alcohol and breath or blood samples will normally be used for the confirmation test for alcohol. Urine samples may be used for alcohol tests in some situations for rehabilitation and post-rehabilitation tests. Samples will be collected and tested with due regard to the privacy of the individual being tested. A representative of KI BOIS will not be allowed to directly observe an individual in the process of producing a urine sample. However, collection methods will be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples. A sample will be collected in sufficient quantity to provide for any subsequent independent analysis in the event of a challenge of the test results of the main specimen. The authorized collection site personnel will be responsible for maintaining the chain of custody forms upon receipt of a specimen. Handling and transportation of specimens from one authorized individual or place to another will be documented on the chain of custody form.

Testing will be at laboratory facilities that are licensed by the State Department of Health or other designated regulatory body to perform drug or alcohol testing. The testing facility will be responsible for maintaining and documenting that the proper chain of custody is assured for all samples while in the possession of the testing facility. If the analysis of an initial test results in a positive finding, a confirmation test will be conducted. Confirmed positive test results will be sent by the testing facility to the Medical Review Officer designated by KI BOIS. The Medical Review Officer will notify the individual of the test results and arrange for any further testing requested by the individual.

Management and supervisors are to restrict conversations concerning possible violations of this Policy to those persons who are participating in any questioning, evaluation, investigation or disciplinary action and who have a need to know about the details of the investigation.

RIGHTS OF TEST SUBJECTS

In conjunction with a drug or alcohol test, an individual has the right to provide notification of any information which he or she considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant information.

An individual has the right to explain, in confidence, the test results.

An individual has the right to inspect and copy the Foundation's records of his or her test results and related information. KI BOIS may make a reasonable charge for the copying of the records.

If the individual tests confirmed positive on a drug or alcohol test, the individual has the right to challenge the results by requesting a confirmation test of the sample.

CONFIDENTIALITY

All test results and related information are confidential records and will be kept separate from the individual's other personnel records. The records, including those of the testing facility, will not be used in any criminal proceeding, or any civil or administrative proceeding, except in those actions brought by the Foundation or in any action involving the individual tested or unless the records are ordered released pursuant to a valid court order.

KI BOIS will not release an individual's records to any person other than to the individual or those persons authorized by law, unless the individual, in writing following receipt of the test results, has expressly granted KI BOIS permission to release the records or pursuant to a valid court order.

DISCIPLINARY ACTION

If an employee or contractor tests positive on a drug or alcohol test, KI BOIS may temporarily suspend the individual while waiting confirmation of the second test.

If a positive test result is confirmed by a second test, KI BOIS may take any disciplinary action against the individual, up to and including discharge of an employee or the barring of a contractor from further work for the Company.

KI BOIS may take similar disciplinary action against an individual (applicant or employee) who refuses to undergo a drug or alcohol test.

Subject to applicable state law, an employee discharged on the basis of a refusal to undergo drug or alcohol testing or a confirmed positive test result may be considered to have been discharged for misconduct for purposes of unemployment compensation benefits and may be disqualified from unemployment benefits.

APPEALS

As in all cases of job-related problems, concerns or questions respecting this drug and alcohol policy should be referred initially to the employee's supervisor and, if necessary, to Human Resources.

EMPLOYEE ASSISTANCE PROGRAM ("EAP")

KI BOIS maintains an EAP which assists employees who suffer from drug or alcohol abuse and other personal/behavioral problems in securing professional help. An employee should seek such assistance from the EAP before drug or alcohol problems lead to disciplinary action, which can include termination.

The employee's decision to seek professional help will not be used as the basis for disciplinary action and will not be used against the employee in a disciplinary proceeding. On the other hand, using the EAP will not be a defense to the imposition of disciplinary action.

COMPLIANCE WITH APPLICABLE LAW

This policy has been adopted by the Foundation with the intent to comply with any applicable laws and regulations, including without limitation the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and the rules and regulations promulgated in regard thereto and the Drug-Free Workplace Act of 1988. To the extent any portion of this policy is determined to be contrary to the requirements of any applicable federal or state statutes, rules or regulation, it is the intent of KI BOIS to conduct its program prohibiting alcohol and drug abuse in the workplace and any alcohol or substance screening in connection therewith in accordance with those legal guidelines, and the company shall do so even if this policy has not been modified to address such inconsistencies.

Concealed Weapons Policy

KI BOIS wishes to maintain a work environment that is free of violence, threats and intimidation. As one means of achieving this goal, the Foundation prohibits the possession, transfer, sale, use, or threatened use of weapons or other dangerous items on its premises or its vehicles while acting in the course of KI BOIS business. Employees and applicants are also prohibited from making threats of violence and engaging in any violent act while on the Foundation's premises. This policy is subject to the following provisions:

- Weapons are defined as all types of firearms, switchblade knives and knives with a blade longer than four inches, dangerous chemicals, explosives, explosive devices, and ammunition, instruments capable of inflicting a heavy blow, such as nightsticks and clubs, and any other device whose primary purpose is the infliction of bodily harm.
- Other objects carried, used, or threatened to be used for the purpose of injuring or intimidating other people may be considered weapons.
- This policy applies to all weapons, including concealed handguns even if the individual has a valid license to carry a concealed handgun.
- This policy does not prohibit employees from transporting and/or storing a firearm or ammunition in a locked vehicle (or locked to a vehicle) in the Foundation parking lot. Subject to the provisions of the Oklahoma Self-Defense Act, however, the use, display, or threatened use of such a firearm will be a violation of this policy.

- As an exception, this policy shall not apply to authorized law enforcement officers when in the performance of their official duties, nor shall it apply to employees designated by the Executive Director/CEO of the Foundation and whose duties consist in whole or in part with security.

If any employee or applicant observes any weapons on company property, the employee is under a duty to report such item to KI BOIS. Any violation of this policy may be grounds for immediate termination of employment.

Searches

KI BOIS wishes to maintain a safe work environment free from drugs, alcohol, weapons, or other illicit items. KI BOIS also has a legitimate and important business interest in its company property, including, but not limited to, proprietary information, data, trade secrets, and other documents/information, and preventing theft of such company property.

In furtherance of these interests, KI BOIS reserves the right to monitor compliance of its work and safety rules, as well as its confidentiality rules by conducting searches.

Desks and other storage devices, such as computers and thumb drives, may be provided for the conveniences of employees but remain the sole property of KI BOIS. Accordingly, they, as well as any containers or articles found within them, including the employee's work area, can be inspected by any member of management, at any time, with or without prior notice. Containers may include, but are not limited to, any packet, file, package, purse, briefcase, or lunch container. Containers are subject to search whether or not they are locked. KI BOIS has the right to search containers whether they are locked by a device provided by the Foundation or by the employee. KI BOIS may also search any equipment area, as well as personal vehicles or other personal property brought onto the Foundation's premises.

Searches conducted by KI BOIS are not necessarily an accusation of theft, policy violation, or other wrongdoing, but merely part of the Foundation's investigation. Refusal to submit to a search may result in disciplinary action, up to and including termination from employment.

If after conducting a search, an employee is found in possession of stolen property, drugs, alcohol, illicit items, or other contraband in violation of this Policy, the employee will be subject to disciplinary action, up to and including termination from employment.

The Foundation is not responsible or accountable for loss or theft of the property of employees.

Employees shall be responsible for any loss of Foundation monies or property for which they are responsible where the loss is due to wrongful intentions, negligence, or carelessness.

Employees who are indebted to the Foundation because they were solely responsible for the damage or loss of money or Foundation property will be subject to enter into a payroll deduction agreement with the Foundation in order to repay the debt.

Employee Expenses

TRAVEL EXPENSES - Job related travel expenses will be paid subject to the authorization of the Executive Director, Associate Director, or Chief Operating Officer. Travel and per diem payments may not exceed the limits established by the board, subject to limitations of the fund-source and/or United States Government standard travel regulations.

LOCAL TRAVEL - Local travel constitutes traveling within the service area not requiring overnight stay. Local travel forms should be completed at the end of each month and forwarded through supervisory channels to the accounting department for payment by the 10th day of the following month.

All expenditures should be itemized by date. Beginning and ending odometer reading should be furnished for each segment of travel, along with points visited each day. Claims not timely filed will not be processed until the next regular processing period. Incomplete claims will not be processed. In addition, employees may be reimbursed for local parking and turnpike tolls. Parking or toll claims should be listed separately on the travel statement and should be accompanied by validated parking tickets. Parking or toll claims will not be honored without tickets. Local travel claims submitted by staff will be approved by their Supervisor. Local travel shall be reimbursable not to exceed U.S. Government standard and current funding agency travel regulations. When deemed feasible and for budget restrictions, the Executive Director may impose restrictions upon the aggregate number of miles traveled by staff.

OUT OF AREA TRAVEL - Employees may request mileage and per diem travel advancements via "Request to Travel" form for travel which is not of daily or routine nature or within the immediate geographical area. Per diem will be payable to all employees having official approval for out of area/state travel not to exceed the U.S. Government standard and/or current funding source agency travel regulations. Employees will be required to furnish hotel or motel receipts for lodging, etc. Upon completion of the trip, employees will fill out the required forms along with supporting documentation and make necessary adjustments.

AIR TRAVEL - All domestic air travel will be coach class. Executive Director, Associate Director, Chief Operating Officer or Project Director will select the carrier based on a combination of service available and rate structure. Travel arrangement should be made as far in advance as possible to take advantage of the most economical rate.

If there are penalties associated with changing reservations, the Foundation will pay for these, provided the Foundation required change or the change was beyond the control of the employee or benefits the Foundation.

AUTOMOBILE EXPENSES - Employees using their personal automobiles in connection with authorized job responsibilities will be reimbursed on an established mileage rate authorized by the Board. Such reimbursement will not exceed the cost of commercial airfare for the same trip.

All employees using their personal automobiles for the purpose of transporting passengers or supplies of official KIBOIS business are required to carry, at the employee's expense, public liability and property damage insurance at the minimum required by law.

RENTAL CAR - The use of a rental car can only be authorized by the Executive Director, Associate Director or Chief Operating Officer. If rental cars are retained over a weekend, such expenses are personal, except when used to travel on a weekend for Foundation business. Rental charges must be supported by a receipt. Any employee authorized the use of a rental car must possess a valid Oklahoma driver's license.

TAXI - Travel to and from airport terminals will be by the least costly method available consistent with business requirements; e.g., airport bus or limousine, taxi, air commuter, or personal automobile (including parking or storage fees). On trips of more than one day's duration, long-term parking must be used and receipts must be attached to the expense report.

LODGING - Employees' lodging expenses will be provided by the Foundation when traveling on Foundation business. Lodging expenses will be paid at rate approved by the funding source.

INCIDENTALS - All incidentals (telephone charge, meals ordered, laundry etc.) will be at the expense of the employee.

TRAVEL INSURANCE -Travel insurance purchased by an employee will be at the expense of employee.

TELEPHONE - Any charges incurred for telephone usage will be at the expense of employee

Contract Services

No person shall be under contract with KI BOIS while they or a member of their family is a member of the KI BOIS Board of Directors or is any family member of the Executive Director/CEO as defined by the KI BOIS Nepotism policy.

Relatives signing a contract with the Foundation prior to the selection or election of the Board member, Executive Director, or the appointing authority may complete the contracted obligation prior to termination. However, such contracts shall not be renewed.

No Foundation contract shall be supervised by a member of their family if the family member is an employee of KI BOIS.

All contracts must be approved and signed by the Executive Director unless the Executive Director delegates authority in writing to a Project Director to act on behalf of KI BOIS.

Smoking/Tobacco Policy

It is the policy of KI BOIS to prohibit the use of tobacco products within the KI BOIS workplace. The workplace shall include the interior of all buildings and offices owned or specifically occupied by KI BOIS programs, vehicles used for public transit and transportation of clients and employees, and Head Start playgrounds. Clients, volunteers or visitors who after being informed of this policy refuse to comply shall be asked to leave the premises. Employees who fail to comply with this policy will be subject to disciplinary action up to and including termination.

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, orbs, sticks, e-cigarettes, clove cigarette, sticks and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form.

Equipment & Software (Property)

All phone and computer equipment is the property of KI BOIS and is distributed to employees to perform work related activities and duties.

Personal use of company telephones for long-distance and toll calls is not permitted. Personal calls on company-paid cellular phone should be kept to a minimum.

All information that comes in contact with any KI BOIS computer becomes property of KI BOIS, including all e-mail correspondence. KI BOIS e-mail is intended for programmatic and business activities. Although incidental and occasional personal use is permitted, users automatically waive any rights to privacy. Inappropriate use of e-mails or internet services (i.e. games, pornography sites) is strictly prohibited and will subject the employee to disciplinary action. The guidelines set forth in the harassment/sexual harassment/discrimination policy are fully applicable to e-mail and internet usage.

Copying and distributing any company owned software for personal gain or use is strictly prohibited and subject to disciplinary action up to and including termination from employment.

KI BOIS reserves the right to randomly inspect computers to verify compliance with this policy at any time with or without notice.

Destruction of any information or documents shall not occur without prior authorization from a supervisor or manager.

Employees should not expect that internet access is confidential or private. KI BOIS reserves the right to randomly review web activities and sites visited by employees utilizing agency computers at any time and for any or no reason without notice.

Social Media

While KI BOIS Community Action Foundation, Inc. recognizes the value of various forms of social media tools as methods for telling our story, we want to make certain that all staff understand what is recommended, required or prohibited.

PERSONAL WEBSITES, BLOGS, TWEETS and POSTS – Do not identify yourself as a representative of KI BOIS Community Action Foundation, Inc. on a personal website, blog or Twitter account. Many readers will assume you are speaking on behalf of KI BOIS Community Action Foundations, Inc. In light of this possibility, your communications should be transparent, ethical and accurate.

Never post anything threatening, harassing, bullying or defamatory or that could contribute to a hostile work environment by disparaging others based on race, gender, disability, religion and any status protected by law or company policy. Violation of this policy will result in disciplinary action up to and including termination.

TRANSPARANCY – The management team at KI BOIS Community Action Foundation, Inc. is responsible for creating and monitoring our online presence. Do not attempt to shape KIBOIS' online presence through your personal activity on the Web.

If you discuss KI BOIS Community Action Foundation, Inc. in any job-related social media post, make certain that you disclose your role within the organization. Failure to do so could result in discipline up to and including termination from employment with the agency.

ACCURACY – When you are tweeting, or posting to a blog or website as part of your job, remember that accuracy is key. Double check any facts before you post.

GET PERMISSION AND RESPECT OTHERS' INTELLECTUAL PROPERTY RIGHTS – Make certain that you permission to post any narrative material or images that may be subject to copyright protection BEFORE POSTING. If in doubt, request permission from the owner of the material.

For additional information on the laws governing copyright and the fair use of copyrighted material, see: <http://fairuse.stanford.edu>.

CONFIDENTIAL INFORMATION – It is never appropriate to reveal confidential information about KI BOIS Community Action Foundation, Inc. or any agency staff, volunteers, donors or clients in a blog, tweet, website post or other social media forum. Failure to comply could result in discipline, up to and including termination from employment with the agency.

Compensation

KI BOIS will compensate its employees in compliance with applicable federal and state law. Federal or State grantors will frequently establish programmatic salary and wage scales. When this is not the case, salary and wages will be compliant with prevailing local practices in civic, public, and non-profit agencies.

Solicitation

Employees of KI BOIS are prohibited from engaging in solicitation to other employees of the Foundation during either employee's working hours. Solicitation includes, but is not limited to, contacting other employees for the purpose of encouraging participation or support for political campaigns, fund-raisers, raffles, organization membership drives, sales of any products, etc. Solicitation is restricted to non-working hours such as lunch breaks, before work, and after work. Employees of KI BOIS are prohibited from distributing materials that are not work related in working areas during working hours. Material of this nature may be distributed only in non-working areas such as the lunch room during non-working time. Violation of this rule may result in disciplinary action.

Non-employees are not permitted on company property for the purpose of soliciting employees or distributing literature without prior approval of management.

Public Appearance/Statement

No employee of the Foundation should presume to speak or appear on behalf of the Foundation or on any matter concerning the Foundation without the prior written approval of the Executive Director.

Gifts and Gratuities

Employees of KI BOIS are prohibited from accepting anything of value such as, gifts, favors, gratuities, promised directly or indirectly, or any other form of compensation from persons receiving benefits or services under contract to KI BOIS or from persons performing services under contract to KI BOIS.

Employees receiving any of the above will be subject to disciplinary action up to and including termination.

These limitations are not intended to prohibit acceptance of articles of negligible value which are distributed generally.

Subversive Groups and Activities

KI BOIS will not employ anyone who is a member of any organization that advocates the overthrow of the Government of the United States by force or violence.

PERSONNEL

Employment

All employees are employees of KI BOIS. The employment of the Executive Director/CEO is ratified by the KI BOIS Board of Directors upon recommendation of the Personnel Committee and with the approval of the Board of Directors.

All other staff shall be employed by the Foundation, with the approval of funding source in cases where applicable.

All applicants for employment with criminal records are not precluded from being hired by the Foundation unless the criminal record disqualifies the applicant for the position under consideration.

The Executive Director/CEO may delegate to the Associate Director, the Chief Operating Officer

and Project Directors the authority to hire personnel under their supervision.

**Head Start Policy Council shall also approve personnel hired under the Head Start program.

Nepotism

No person shall be employed by KI BOIS while they or a member of their family is a member of the KI BOIS Board of Directors or is a family member of the Executive Director/CEO.

No person shall be employed by KI BOIS while they or any member of their family (as defined below) serves on any board, committee, or council who, either by rule or by practice nominates, recommends, or screens candidates for the Foundation, program, or components by which they are employed.

No employee shall hold a job over which a member of their family exercises supervisory authority.

For purposes of this policy, relatives are defined as follows:

Parents	Spouse's Parents
Children	Spouse's Children
Grandchildren	Spouse's Grandchildren
Great Grandchildren	Spouse's Great Grandchildren
Grandparents	Spouse's Grandparents
Brother/Sister	Spouse's Brother/Sister
Uncle/Aunt	Spouse's Uncle/Aunt
Nephew/Niece	Spouse's Nephew/Niece
Son-In-Law	Daughter-In-Law
Spouse	Person's Sharing Living Quarters

- Spouse of someone related to Board Member by marriage is eligible for employment;
- Spouse of someone related to Board Member by blood is ineligible for employment;
- “Children” includes adopted children and stepchildren.

Orientation of New Employees

Orientation of each new employee is the responsibility of the appropriate Project Director and the Human Resources Director. All new employees will receive orientation within 30 days of employment. Employee orientation will include:

- Personnel Policies and Procedures Handbook
- Confidentiality
- Affirmative Action Plan
- Employee Code of Conduct
- Drug Free Work Place
- Organizational Structure of the Foundation
- Safety Policy
- Fringe Benefit Package Plans
- HIPAA Requirements
- Time and Effort Record/Leave Report
- Program specific information and requirements that are dictated by the appropriate funding agency.
- Results Oriented Management & Accountability Overview (ROMA)

Employee Classification

- Full-Time Position – Requires a regularly scheduled week of forty (40) hours and 52 weeks per year.
- Part-Time Position - Employees who work less than a regularly scheduled week of forty (40) hours.
- Seasonal Employees - Employees who work less than 52 weeks per year under an employee agreement.
- Temporary Position – Established for a limited period of time.

Conditions of Employment

EVALUATIONS - Each KI BOIS employee will be evaluated at least annually at their program year-end date or on their employment anniversary date in each subsequent year by their immediate supervisor using the program's Employee Evaluation Form. An update of their personnel records will be also conducted annually. Employees may be evaluated more

frequently if needed. These evaluations will be used to assess employee job performance, establish Foundation expectations and to assist in identifying employee training needs.

An employee whose work performance and evaluation is below an acceptable standard may be counseled by their immediate supervisor, Chief Operating Officer, Associate Director or the Executive Director who will establish an expectation of performance for the employee which will be given to them in writing.

While formal evaluations will be written using established procedure and format, informal evaluations shall be an on-going process via oral discussion with the employees.

An employee may be disciplined or separated from employment for any performance or behavior issues identified during informal evaluations, verbal discussions, and/or written evaluations.

Positions, Compensations, and Salaries

JOB DESCRIPTION - Descriptions will be published for each job position within the Foundation.

Job descriptions must include:

- Title of Position
- Supervisory Reporting Requirements
- Duties and Responsibilities
- Job Requirement and Qualifications
- Exempt or Non-Exempt Status

SALARY AND HOURLY WAGE CHANGES - All wage changes will be dependent on the availability of program funds and employee job performance.

Personnel Records and Privacy

PERSONNEL ACTION - No personnel action shall commence until it has been duly authorized by the Executive Director, Associate Director, or the Chief Operating Officer. This includes fiscal matters, salary advances, promotions, transfers, and disciplinary action.

Any personnel action taken shall be made a part of the employee's personnel record, and each employee shall receive written notice of any adverse personnel action taken.

PERSONNEL RECORD - A personnel record file for each employee will be maintained in the personnel office of KI BOIS. Each file will contain the complete history of the person's employment with KI BOIS starting with the application of employment and including all subsequent actions. The individual personnel file will be regarded as confidential material and will be treated as such. Only authorized personnel shall have access to locked files. Personnel files are the property of the Foundation and may not be removed from the personnel department.

Change of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) must be reported immediately to the Personnel Office in writing, via Personnel Action form, as an employee's income tax status and group insurance may be affected by these changes.

Requests for information from the employee files received from outside the Foundation, including requests for references on former employees will be directed to the Human Resource Office. A release form with the employee's signature must accompany the request.

PERSONNEL FILE CONTENT - When an employee is hired by the Foundation, a personnel file will be established containing the following:

- Application for Employment and related hiring documents
- Employment Eligibility Verification
- Withholding Exemption Certificate
- Personnel Action Form
- Training Record
- Job Description
- Employee Evaluation Form

EXAMINATION OF AN EMPLOYEE'S PERSONNEL FILE - Inspection of an employee's personnel file may be allowed at reasonable times during office hours under the following conditions:

Employee - Employees may request to review any specific item placed in their personnel file upon prior notice to the Human Resources Director or representative present. Employees may not obtain their entire personnel file. Employees may obtain copies of documents in their file. The Foundation may charge employees for all copies made.

Supervisory Staff - Supervisors may examine active and separated employee's files.

Government Inquiries - The Foundation will cooperate with Federal, State, or local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. However, the Foundation may permit a government investigator to review a personnel file in the presence of a Personnel Officer or representative on Foundation premises, but the investigator will not be allowed to remove or reproduce this information without the consent of the Executive Director.

Information Requests and Employee References - If an employee wishes the Foundation to verify information requested by outside sources for credit or other purposes, a release form with the employee's signature must accompany the request.

Employment References on Former Employees - Employment references on former employees will be provided by the Executive Director or Human Resources Director.

References With Written Approval - Salary history and job chronology may be released with written approval of the employee or ex-employee. This information will be released in writing and a copy retained in the employee's personnel file.

Attendance Control

Attendance Control is designed to provide a method to control employee attendance and maintain efficient operations. Every employee has the responsibility to maintain good attendance.

Supervisors will exercise the primary management-level responsibility to control employee attendance. Excessive employee absence or lateness are undesirable performance factors and

will be monitored on an ongoing basis. Continued abuse will result in disciplinary action up to and including termination.

ADVANCE NOTICE - An employee must give advance notice to his or her Supervisor, when possible, of lateness or absence. Advance notice means providing 3 days of notice to the Supervisor of an expected full or partial absence. If advance notice is not possible, the employee must give notification, by telephone, to their supervisor before the start of the employee's assigned shift or as soon as possible thereafter. Employees must call personally and talk directly with the supervisor. Unless an employee is physically unable to make the telephone call, notification by a friend or relative does not satisfy this notification requirement. Notification is the responsibility of the employee.

Employees who are absent (full or partial absence) without providing proper notice may be disciplined, up to and including termination from employment.

EMPLOYEES TO MAINTAIN CONTACT - Supervisors will require employees to maintain contact for the period of absence beyond one day, unless the employee has provided a doctor's certification covering a specified period. Employees who fail to maintain required contact may be disciplined, up to and including termination from employment.

Work Schedule and Payroll

WORK SCHEDULE - The normal workweek starts on Sunday at 12:01 am and ends on Saturday at 12:00 pm. The normal workday for all KI BOIS offices will be 8:00 a.m. – 4:30 p.m. Each office manager shall ensure all employees comply with their approved workday hours.

Program Directors may establish each satellite location work schedule to meet individual program demands and requirements.

An employee will be considered late, tardy, or absent if he or she does not report to the office for normal workday hours. Excessive tardiness or absences can result in disciplinary action, up to and including termination from employment.

PAYROLL - Pay periods are bi-weekly. There are twenty-six (26) pay periods in a calendar year.

Time and Effort Reports will be kept on a daily basis and submitted as scheduled for each pay period. Employee and their immediate supervisor will sign Time and Effort Reports.

Payroll checks will not be released to anyone other than the employee unless the employee authorizes, in writing, the release to another person.

DEDUCTIONS - Payroll deductions are of two (2) types:

- Mandatory - Federal, State and social security taxes and court ordered garnishment.
- Voluntary - With written authorization (insurance, pension, etc.)

It is our policy to comply with the salary basis requirements of the Fair Labor Standards Act ("FLSA"). Therefore, we prohibit all managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that KI BOIS does not allow deductions that violate the FLSA. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor or to the Payroll Department. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made. KI BOIS will not retaliate against anyone who makes a good faith report of an improper deduction.

OVERTIME - KI BOIS shall have two (2) categories of employees for the purpose of calculating overtime; they are *exempt and non-exempt*.

- *Exempt* - Employee is exempt from receiving pay for any overtime. They meet specific tests established by the Fair Labor Standards Act (FLSA) and state law.
- *Non-exempt* - ALL other employees subject to the provisions of the FLSA. Non-exempt employees shall be paid overtime for all hours worked in excess of forty (40) hours worked in a work week at a rate not less than 1-1/2 times the employee's regular rate of pay.

Employees must first seek written approval from their supervisor before working any

overtime hours. If the supervisor does not approve the requested overtime in writing, the employee must not work overtime.

If an employee fails to seek written authorization to work overtime or works overtime even though the supervisor did not approve it, the employee will be subject to disciplinary action, up to and including termination from employment.

WORK WEEK ADJUSTMENT - Employees subject to provisions of the FLSA may be granted leave in the form of flex scheduling, subject to the following conditions:

- Non-exempt employees will not work more than their *regular scheduled hours* without the authorization from their Supervisor or Program Director.
- Certain program's non-exempt employees shall have their schedule adjusted within the work week to maintain full time employment status and balanced workload.

Tele-Commuting Policy

DEFINITION - Tele-commuting is a work arrangement that allows employees to work at home or at some other off-site location for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other location, KI BOIS Community Action recognizes that, in some cases, tele-commuting arrangements can provide a mutually beneficial option for both KI BOIS Community Action and employees.

EMPLOYEE ELIGIBILITY – Candidates for tele-commuting arrangements must:

- Have worked at KI BOIS Community Action for one year, unless there are extenuating circumstances,
- Possess good time-management and organizational skills, and
- Be self-motivated, self-reliant and disciplined.

POSITION ELIGIBILITY – Not all jobs can be performed from off-site locations. In general, positions requiring face-to-face interaction with customers and office personnel are not suitable for tele-commuting arrangements.

TYPES OF ARRANGEMENTS – While employees and supervisors have the freedom to develop arrangements tailored to employee and programmatic needs, the following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments and other work obligations at their home office as they do when working on KI BOIS CAF'S premises.
- The workweek for all full-time regular employees is 40 hours, typically divided into five days, Monday through Friday, with employees scheduled to work eight hours per day.
- Employees must be available to their supervisors and co-workers during core work hours.
- Employees must be available to attend scheduled meetings and participate in other required office activities at the home office as needed. Except for extraordinary circumstances, KI BOIS CAF normally provides at least 24 hours' notice for such events.
- Employees must arrange for childcare during their work hours.

EQUIPMENT/FURNISHINGS/OFFICE SUPPLIES – KI BOIS CAF may, in certain circumstances, provide tele-commuting employees with equipment or office furnishings for their home offices. Employees are responsible for ensuring their home offices are equipped and maintained so they can accomplish their work in an efficient and expeditious manner. Most jobs will require having computers, printers, computer software, fax machines, data and telecommunications equipment, and other equipment available for their use.

Employees are responsible for providing office furnishings – such as desks, chairs and lightings at their own expense.

KI BOIS CAF provides technology equipment and common office supplies, such as paper, pencils, pens and paper clips for employees' use in their home offices.

REQUEST PROCESS – Tele-commuting arrangements are approved by supervisors on a case-by-case basis. Tele-commuting may not be feasible with some programs or for certain positions within a program.

OTHER REQUIREMENTS/RESTRICTIONS – KI BOIS CAF has the right to cancel or suspend employee tele-commuting privileges at any time, for any reason or for no reason.

Confidential Information Policy

Employees recognize that as a result of employment with the Foundation, they may be granted access to the Foundation's Confidential Information. "Confidential Information" means information or compilations of information, whether written or oral, not generally available to the public to which the employee has access as result of performance of job duties for the Foundation. Without limiting the generality of the foregoing, Confidential Information includes, but is not limited to, any oral, written, graphic, or machine-readable information that relates to all technical information of the Foundation, research, development, trade secrets, information systems, software code, software applications, client lists (or the people the Foundation serves), financial or other economic information, accounting, personnel relations, personnel records, marketing, and client or employee data or statistics, processes, information provided to the Foundation by third-parties and designated confidential, and related information obtained, either directly or indirectly, during the course of the employee's employment with the Foundation.

It shall be prohibited and the employee agrees not to use Confidential Information of the Foundation for any purpose other than providing services to the Foundation during the course of the employee's employment. Employee agrees not to use the Confidential Information in any manner to the Foundation's detriment. Employee agrees not to copy or reproduce in any manner the Confidential Information. Employee agrees to take all reasonable precautions to prevent the Confidential Information from being acquired by others. Employee shall disclose Confidential Information only to those employees who have a "need to know" in connection with the employee's performance of services on behalf of the Foundation. Employee agrees that during his or her employment with the Foundation and thereafter, the employee will not divulge, in whole or in part, the Confidential Information to any third party.

Employees also agree that they do not have any right or proprietary interest in the Foundation's property, whether tangible or intangible, including, without limitation, the Foundation's Confidential Information, and all similar property.

Federal and/or State government instructions and HIPAA requirements regarding confidentiality of client information shall be adhered to at all times.

Failure to adhere to the above policy at any time will be grounds for disciplinary action up to and including termination.

Employee Conduct

Every employee of the Foundation should strive to conduct themselves in an ethical, professional manner in an effort to reflect positively on themselves and the Foundation. As such, the Foundation has a policy requiring that certain standards of personal conduct be maintained by employees. The following non-exhaustive list includes personal conduct that is prohibited, and which could result in immediate termination:

- Falsifying employment application, time and attendance, daily activity travel, or other Foundation documents and records.
- Unauthorized possession of Foundation or employee property, gambling, carrying weapons or explosives in violation of KI BOIS policy, or violating criminal laws on Foundation premises.
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee or Foundation operations.
- Engaging in acts of dishonesty, fraud, theft or sabotage.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees.
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned.
- Unauthorized use of Foundation material, time, equipment or property.
- Damaging or destroying Foundation equipment through careless or willful acts.
- Conduct, which reflects adversely on the employee or the Foundation.
- Unsatisfactory performance, which does not meet the requirements of the position.
- Engaging in such other practices and reasonable rules of conduct necessary to the welfare of the Foundation, its employees or clients.
- Negligence in observing fire prevention and safety rules.
- Testing positive during an agency drug/alcohol test.
- Violation of any of the Foundations policies and procedures, including but not limited to, the harassment/sexual harassment/discrimination policy.

- Habitual Tardiness or Absenteeism.

This preceding list is intended to be representative of the types of activities that may result in disciplinary action, up to and including termination from employment. It is *not* intended to be a comprehensive and exhaustive list, and does not alter the employment “at will” relationship between employees and the Foundation.

ATTITUDE- A primary function of the Foundation is to be of service to the community. It is vitally important that all employees project to the community a friendly, professional attitude and a feeling of concern. Employees will be ambassadors for the Foundation and will conduct themselves in such a manner so as not to bring reproach upon themselves or the Foundation.

Should an employee not be considered to project a friendly, professional attitude, or be an ambassador for the Foundation, the employee may be disciplined, up to and including termination from employment.

STANDARD OF DRESS AND PERSONAL APPEARANCE – (*Casual Dress/Shoe Policy*) Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image KI BOIS presents to customers and visitors. During business hours and at any company functions, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Clothing should not bare any underclothing and should not be off the shoulders. Any clothing that exposes the midriff will not be acceptable. Employees should consult his/her supervisor if he/she has questions as to what constitutes appropriate attire.

Appropriate business casual dress does not include: sweatpants, athletic pants, athletic shorts, unprofessional looking tee shirts and casual shoes, including flip flops, Crocs and shower shoes.

Programmatic Specific Polies: Some KI BOIS programs have more specific dress policies with specific emphasis pertaining to type of shoes worn while on duty in company vehicles, facilities, or with customers, clients and children. **Only closed toed shoes, no flip flops, Crocs, sandals or shower shoes will be worn while on duty or when operating a company vehicle or with clients,**

children or in a DD or Head Start facility. This policy will be addressed in programmatic operations policies of KI BOIS Area Transit System, KI BOIS Head Start and KI BOIS Developmental Disabilities program. The goal of this policy is to reduce the chance of work-related injuries.

The Executive Director or his/her delegates are responsible to evaluate the dress and appearance of employees under their supervision. If an employee is not dressed appropriately, the following steps should be taken:

1. On the first occasion, an oral warning should be given to the employee, and the Foundation's dress and appearance standards should be reviewed with the employee.
2. On the second occasion, the employee should be sent home to change clothes immediately as well as given a written warning.

Further violations may result in disciplinary action up to and including termination. The Foundation complies with all federal and state equal employment opportunity and non-discrimination laws. If an employee requires an accommodation regarding their dress or appearance based on the employee's religion, race, ethnicity, gender, disability, etc., the employee should discuss accommodations with his or her Supervisor or Human Resources representative.

RELATIONS WITH OTHERS - Employees shall treat respectfully differences of opinions between themselves and their colleagues. Employees should express their complaints and dissatisfactions to their supervisors so as not to create dissension among fellow employees. Wherever possible, employees will attempt to settle differences, disputes, etc., among themselves in a respectable and professional manner.

Employees shall treat all colleagues and clients equally and without discriminating. Discriminating against other employees, applicants, or colleagues on the basis of race, color, age, religion, national origin, handicap or disability, political affiliation, sex, or any other category protected by law is strictly prohibited.

Employees shall not obstruct colleagues in fulfillment of their responsibilities.

Employees shall respect the privacy and the human dignity of all persons with whom they have contact.

Each employee of the Foundation shall perform all duties assigned to them in a manner that will:

- Maintain loyalty to the Foundation.
- Uphold with integrity the relations of trust and confidence imposed in them as an employee of the Foundation.
- Show courtesy, cooperativeness, diligence and tact in dealings with fellow workers and the general public.
- Give full, efficient service to promote accomplishment of the Foundation's goals and objectives.

Failure to adhere to the above policy at any time will be grounds for disciplinary action up to and including termination.

POLITICAL OFFICE - Any employee, who runs for a partisan elected office, and is subject to the federal Hatch Act will be immediately terminated from employment or from any compensated position with the Foundation prior to any violation of the Hatch Act or any acts taken to establish a candidacy.

Employees must disclose their intention to run for public office to their supervisor and Human Resources, and must agree in writing to the following requirements:

- Employees running for office cannot use the Foundation's name in a way that suggests the Foundation's endorsement of the employee's candidacy.
- Employees who seek election to a full-time political office must resign, be terminated, or may request leave without pay. Employees who are on leave without pay because they are running for, or have been elected to, public office are not guaranteed reinstatement to their prior position or any position at the Foundation.
- An employee who desires to run for a non-partisan political office shall be granted leave of absence from his/her position not to exceed (60) days prior to date of election for the

purpose of making their campaign. Such a leave of absence shall consist of annual leave without pay.

Employees are not allowed to campaign during business hours. Employees can actively campaign after business hours.

Employees cannot use their official authority or influence with the Foundation for the purpose of interfering with, or affecting the result of, an election or a nomination for office.

LOBBYING - In their official capacity as doing business for the Foundation, employees are prohibited from participating in lobbying activities that attempt to influence the introduction, enactment or modification of any Federal or State legislation. Communications to an officer or employee of a Federal agency or member or employee of Congress which may appear to influence the awarding of any federal grant, contract or loan is prohibited. Employees are prohibited from making contributions to a political campaign under the Foundation's name, and shall not use the Foundation's name, letterhead, or facilities in any partisan political communications or activities. Employees are prohibited from engaging in lobbying-related activities during business hours or on the premises of the Foundation.

Employees who violate this policy are subject to disciplinary action, up to and including termination from employment.

Disciplinary Action

This policy of the Foundation employees are to be informed by their immediate supervisor of the behavior and performance expected of them and the rules, regulations, policies, procedures and practices by which they must abide.

It shall be the practice of KI BOIS to put in writing its rules, regulations, policies, procedures, and practices. Their immediate supervisor, Project Director and Human Resources Director will orient all new employees of written policies and operational procedures at the time of employment.

Disciplinary action can include four (4) basic steps. Any particular offense, especially those of a serious nature or egregious violations of company policy, can be subject to immediate termination,

by-passing the first three steps. Indeed, the Foundation has no obligation to use all four steps of disciplinary action and can proceed directly to termination. In all cases, the Project Director shall keep the Chief Operating Officer, Associate Director or Executive Director advised of any action being taken. The four (4) steps are:

1. Disciplinary Counseling
2. Written Reprimand
3. Suspension
4. Termination

DISCIPLINARY COUNSELING - When an employee has failed to perform work, display conduct in accordance with acceptable standards, or has not upheld other Foundation policies, the employee's immediate supervisor, Chief Operating Officer, or Executive Director should, but is not required to, counsel the employee as to job requirements and acceptable performance standards. If a Disciplinary Counseling is given, a record of such counseling, including date and substance shall be placed in the employee's personnel file for record and documentation. There may be situations where the Foundation may skip Disciplinary Counseling and proceed with other Disciplinary Actions.

WRITTEN REPRIMAND - A written reprimand is the second step in the disciplinary process if counseling did not produce effective results. The employee's immediate supervisor should meet with the employee and detail how performance or conduct has failed to meet program standards and how performance or behavior must be changed to meet acceptable standards. If a Written Reprimand is provided, a copy of the letter shall be placed in the employee's personnel file for record and documentation. There may be situations where the Foundation may skip a Written Reprimand and proceed with other Disciplinary Actions.

SUSPENSION - This is an ordered absence from duty with or without pay for a prescribed period of time. At the time an employee is placed on suspension, they shall receive in writing the following:

- The specifics of the conduct for which the employee is being placed on suspension;
- The length and term of the suspension; and

- The specific criteria, which must be met for the employee to continue employment with the Foundation.

There may be situations where the Foundation may skip Suspension and proceed with other disciplinary actions.

TERMINATION

All employment with KI BOIS Community Action Foundation, Inc. is “AT WILL” and may be terminated at any time for any reason by either party.

When the progressive disciplinary process has been used without favorable results, or if in the sole discretion of the Project Director, Chief Operating Officer, Associate Director or Executive Director, or if an employee commits a serious offense, the employee will be terminated. In all phases of this process, the Executive Director shall be kept advised of all action taken.

Terminated Employees will be paid for any unused accrued annual leave up to a maximum of 96 hours.

Employees are responsible for the return of all property, materials, or written information, belonging to the Foundation on their last day of employment.

Involuntary Termination - The following is a non-exhaustive list of conduct that may cause an employee to be involuntarily terminated from employment:

- Incompetence
- Neglect of assigned duties
- Refusal to perform assigned duties
- Habitual tardiness or habitual absence without leave
- Disrespect to other staff, volunteers and/or participant in Foundation activities
- Insubordination
- Refusal to cooperate in assigned duties
- Fighting or excessive quarrelling
- Intended disruption of Foundation activities
- Repeated or intended performance that produces hazards to personnel, property or equipment

- Three letters of reprimand within a twelve month period
- Abuse of job position/authority
- Alcohol or chemical abuse in the workplace or being under the influence of alcohol or other drugs while on the job
- Theft or pilferage
- Acceptance of money or other consideration given with the intent of influencing the employee in the performance of official duties
- Unlawful conduct
- Moral turpitude
- Embezzlement
- Acts of violence or threatened acts of violence against staff members, volunteers or participants in Foundation activities
- Destruction or abuse of Foundation property, equipment or supplies
- Weapons or other destructive devices in the work place
- Violation of any policy of KI BOIS, including but not limited to, the harassment/sexual harassment/discrimination policy

Grievance and Appeals Procedure

An employee who feels that an adverse personnel action has been taken against them, based on discrimination, will have the right to elect to utilize the “Complaint Procedure” identified in the KI BOIS Affirmative Action Plan. A grievable action based on discrimination is defined as:

An action that is based on alleged discrimination due to age, sex, race, beliefs, color, creed, national origin, political affiliation, handicap, or any other areas so classified under civil rights or executive order related to discrimination.

KI BOIS Community Action Foundation recognizes the value of a grievance procedure that provides for the timely review of employee grievances in a fair, yet workable manner. A grievance is considered to be a dispute between an employee and the agency which impact on an employee’s ability to perform his/her job.

Although purely personal matters between employees would not ordinarily give rise to a grievance subject to the grievance procedure, any matter that adversely affects an employee’s ability to perform his/her job could be the subject of a grievance.

Any employee may express a verbal grievance to his or her immediate supervisor. If the concern is not resolved to the employee's satisfaction within three working days, the employee may put in writing the details of his/her grievance and submit the grievance to the immediate supervisor and/or the Associate Director/COO, or the Associate Director/CFO.

The Chief Operating Officer (COO) or Chief Financial Officer (CFO) will review the written statement and present the issue to the CEO/Executive Director for final decision and disposition. The resolution of the problem will be reviewed and discussed in the presence of the employee and supervisor, along with the appropriate management staff. The final decision will be reduced to writing, with a copy provided to the parties involved. A copy of the determination will be placed in the employee's personnel file when appropriate.

If an employee feels they have a grievance against CEO/Executive Director, the employee may put in writing the details of his or her grievance and submit to the KI BOIS Board Executive Committee, Attention: Board Chairman. The resolution of the problem will be reviewed and discussed in the presence of the employee and the CEO/Executive Director along with appropriate management staff as deemed necessary. The final decision of the Executive Committee will be reduced to writing, with a copy provided to the parties involved. A copy of the determination will be placed in the affected employee's personnel file when appropriate.

EMPLOYEE BENEFITS

Vacation (Annual Leave)

KI BOIS Community Action Foundation recognizes that vacations contribute to the health and job effectiveness of employees. Annual leave is based upon an 8-hour workday. Annual leave is intended to be used for vacations, personal business, and other time off work not covered by other paid leave or holiday provisions.

Eligibility for annual leave is based upon date of full time employment and will begin to accrue immediately. Part-time and temporary employees will not earn annual leave.

Due to funding source restrictions and operational policies, certain Head Start, Developmentally Disabled, Shelter, OAKS and Transit employee classifications may differ from this policy.

In case of an extended absence due to family and medical leave, credit for a month is granted provided the employee has worked at least one-half the working days of that month. For the purposes of accumulating additional leave, time spent on paid leave (includes vacation, paid holidays and sick leave) counts as time worked; time on unpaid leave does not count as time worked for the purpose of calculating vacation earned.

An employee on Family and Medical Leave will be required to use vacation before unpaid leave begins. Vacation leave may be used as sick leave when all accumulated sick leave has been used.

All eligible employees shall take at least 40 hours consecutive annual leave per year

The length of vacation time earned varies dependent upon employment longevity. The vacation time earned is accrued per pay period with the maximum hours earned annually listed below:

SERVICE	VACATION EARNED	MAX ACCRUAL
1-4 Years	80 Hours	192
5-9 Years	96 Hours	192
10-19 Years	120 Hours	240
20-24 Years	144 Hours	288
25-29 Years	160 Hours	320
30 Years and Up	192 Hours	384

When an employee resigns or is dismissed from employment, he/she shall be paid in a lump sum for accrued but unused annual vacation leave; provided, however, that the lump sum payment will not exceed 96 hours. No other lump sum payments will be made to an employee except at the convenience of the Foundation or for an identified hardship. All payments must be approved by the CEO/Executive Director, or his designee.

When an employee accumulates the maximum amount of vacation leave, vacation time earned from that point shall not be cumulative.

DEATH OF AN EMPLOYEE - In the event of death, all compensation and accrued annual leave up to the maximum benefit established by policy is paid to the employee's estate. Applicable life insurance benefits will be paid as directed by the employee's policy and beneficiary designation.

Sick Leave

Sick leave provides compensation for absences due to an employee's own and immediate family's illness. Sick leave may be used for all employee illnesses not covered by FMLA, including medical, dental, or ocular appointments.

Sick leave is also available to apply to Family and Medical Leave. An employee on Family and Medical leave will be required to use sick leave before unpaid leave begins.

Full time employees are eligible for sick leave. Sick leave may be taken in the month after it is earned.

Excessive absenteeism not properly substantiated and/or abused shall not be paid regardless of eligibility. Employees, who use their sick leave without just cause, will be subject to discipline.

Granted sick leave shall be earned at the rate of 8 hours per month of employment, providing the employee has worked at least half the working days of the month. For the purpose of accumulating sick leave, time spent on paid leave (includes vacation, paid holidays, personal days, and sick leave) counts as time worked; time on unpaid leave is not counted as time worked for accumulation of sick leave.

The maximum amount of sick leave an employee may accumulate is 520 hours. When an employee retires or terminates employment, voluntarily or otherwise, all accumulated sick leave is canceled and will not be paid out.

Employees shall never receive any pay for accumulated sick leave. In the case of death, the estate or heirs of an employee shall not be entitled to payment for unused balance of sick leave.

Emergency Sick Leave

In the event that a full time employee exhausts all earned leave, during the course of a sickness or disability that prevents return to duty, a special emergency leave may be granted. The following criteria shall be met to be considered eligible:

- Employee must be full-time/seasonal and in good standing.
- Employee must apply to the KIBOIS Executive Director, in writing requesting the extension prior to exhaustion of paid leave benefits. Proof of medical condition warranting claim must be submitted to the agency.
- Employee must be eligible for disability benefits and approved by third party carrier.
- Emergency leave is for a period not to exceed 30 days.
- An Employee may only apply for emergency leave benefit once every two years.
- No employee will be paid sick leave or disability pay while receiving worker's compensation benefits.

EXCEPTIONS - If employee on leave of absence is a salaried employee and is among the highest paid ten percent of the Foundation, and keeping the job open for the employee would result in substantial and grievous economic injury to the Foundation, reinstatement to the position may be denied. The employee will be given an opportunity to return to work in any available position of which they are qualified.

Administrative Leave Policy

DEFINITION

Administrative leave is leave which is authorized for an excused absence without loss of pay or change to leave status when such action is in the best interest of the Agency.

AUTHORITY TO INVOKE ADMINISTRATIVE LEAVE

The Executive Director is the only person authorized to grant administrative leave. When and if to grant administrative leave is at the sole discretion of the Executive Director. Administrative leave may be authorized only under the circumstances outlined in this policy and is only for

employees who would otherwise be in duty status or on authorized leave with pay. The Board of Directors may grant administrative leave for the Executive Director.

REASONS FOR AUTHORIZING ADMINISTRATIVE LEAVE

Administrative leave may only be authorized under the circumstances outlined in this policy. Before administrative leave is granted, it must be clearly established by reasonable standards of judgment that the conditions are such as to actually prevent working. Leave with compensation may be granted by the Executive Director for weather conditions, acts of God, special reasons which would make attendance at work dangerous or hazardous, or other reasons deemed appropriate by the Executive Director.

Site(s) closing: It becomes necessary to close the site(s) for a brief period when:

- The normal operations of the site are interrupted by events beyond the control of the Executive Director such as emergency conditions caused by extreme weather, (weather conditions are so severe that opening or continued operation of the Agency would endanger the safety and wellbeing of employees or others), fires or floods.
- Machines break down, power failures or structures need to be repaired or rebuilt.
- Unusual work conditions created by temporary disruption of air conditioning or heating systems. These conditions should be rare. Employees are expected to work if conditions in the workplace are reasonably adequate. Alternate locations may be identified as optional work settings.
- Other reasons are deemed appropriate by the Executive Director.

ELIGIBLE EMPLOYEES

Administrative leave is only for employees who would otherwise be in duty status or on authorized leave with pay. All employees could be eligible for administrative leave dependent on the circumstances in place.

GUIDELINES

- Compensation will be based on the regular rate of pay.
- Time will not exceed eight hours for each day's absence.

- Time will not exceed the normal scheduled work hours determined for the job position.
- Administrative leave will not be granted for non-scheduled work days, holidays, pre-scheduled vacation days, or if the employee was scheduled off for any other reason.
- Administrative leave is not chargeable to accrued sick or vacation leave.
- Administrative leave is considered time worked for the purposes of computing pay; annual and sick leave accruals, and holiday eligibility.
- Documentation may be requested from the employee to support the granting of leave.
- Employees may not use administrative leave if they are already scheduled off for sick leave, annual leave, or leave without pay.
- Inclement Weather: The Executive Director or his designee may, at his or her discretion, close the Agency in the event of severe or extreme weather. In such cases, staff will be paid for their normally scheduled work hours. If the Agency is not closed and an employee believes he or she cannot safely report to work, the employee must use any annual leave he or she has available or take unpaid leave. After an employee has reported to work, and the worksite subsequently closes due to inclement weather, the employee will be paid for their regularly scheduled hours if they are at work at the time the decision is made to close the Agency. Employees who choose to leave work prior to the Agency closing must use annual or unpaid leave to cover the remainder of their regularly scheduled work hours regardless of what time the Agency closes. If an individual worksite is closed for a full day, the employee has the option to use leave or report to an alternate worksite, if such site is available, practical, and assigned by their supervisor. Any exceptions must be approved by an Associate Director or Program Director. No employee will be paid for more than his or her normally scheduled working hours. Any exceptions to this policy require approval of the Executive Director or his designee on a case-by-case basis

OTHER REQUIREMENTS/RESTRICTIONS - KI BOIS CAF has the right to cancel or suspend this policy when program funds are not available or funders' guidance does not allow administrative leave for the employee position held.

Holidays

The following days shall be observed as official paid holidays for eligible KI BOIS personnel:

NEW YEAR'S EVE
NEW YEAR'S DAY
MARTIN LUTHER KING JR'S BIRTHDAY
PRESIDENT'S DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY

COLUMBUS DAY
VETERAN'S DAY
THANKSGIVING DAY
FRIDAY AFTER THANKSGIVING
CHRISTMAS EVE
CHRISTMAS DAY

NOTE - Due to funding source restrictions and operational policies, certain Head Start, Developmentally Disabled, Shelter, OAKS and Transit employee classifications may differ from this policy.

In order to receive pay for a legal holiday, an employee must be in a work or paid leave status for the workday immediately preceding and immediately following the holiday.

Holidays occurring within the period of authorized leave will not be charged to earned leave time.

If a holiday occurs on Saturday, the preceding Friday will be observed; if on Sunday, the following Monday will be observed.

Personal Leave of Absence

This type of leave may be granted only after an employee's formal request, for up to a total of 12 weeks during a calendar year. All Full-Time/Seasonal employees are eligible. The employee is required to submit a written request to the Project Director, including the length and reason for the leave. Once reviewed and approved by the CEO/Executive Director, he/she will forward request to Human Resources Director and the arrangement will be confirmed in writing.

This leave may be granted for (1) extenuating personal circumstances, (2) educational opportunities that promote an employee's growth and development with KI BOIS Community Action Foundation, Inc., (3) extended vacation (following five years of continued employment with the agency), (4) other reasons deemed appropriate by the Foundation.

Time off during normal duty hours not chargeable to any of the other leave categories will be charged to leave without pay.

Military Leave

KI BOIS recognizes its obligations under the federal Uniformed Services Employment and Re-employment Rights Act ("USERRA") and any state veteran's re-employment right laws. The details of its military leave policy will be administered in compliance with those applicable state and federal laws.

Military leave is generally unpaid. However, an employee may choose to use any accrued paid time off during such leave of absence

Voting Policy

KI BOIS encourages all employees to participate in public elections. As described below, you may be eligible for time off in order to fulfill your civic responsibilities.

If your work day begins three hours or more after the time that the polls are opened, or ends three hours or more before the time the polls are closed, you will be expected to vote either before or after work. If your work hours are not within the above schedule, then you will be granted up to two hours of time during the period when the polls are open in which to vote and will not be subject to loss of compensation or any other penalty as long as you notify your supervisor either orally or in writing of your intent to be absent at least one day prior to the election and provide proof of voting.

Court and Jury Service

A KI BOIS Community Action Foundation employee, directed by the proper authority or by summons or subpoena, shall be entitled to time-off from work without loss of compensation or leave in the following capacities:

- A jury member;
- A witness on behalf of the federal government, the state of Oklahoma, or a political subdivision of the state;
- A witness or party before a state agency, board, commission, or legislative body;

- A witness, party, representative, or spokesperson in the employee's official capacity.

A KI BOIS Community Action Foundation employee shall take annual leave or leave without pay, at the employee's discretion, for the time absent to serve:

- As a party in private litigation;
- As a witness to testify as an individual or paid expert in private litigation.

KI BOIS Community Action Foundation may require the employee to submit a copy of the subpoena, summons, or other court order or process as a prerequisite for determining whether or not leave is to be taken.

In the case of jury duty for which the employee is paid, the amount of jury duty pay received will be deducted from the gross amount of the employee's regular pay for the pay period in which the jury duty occurred.

If the employee chooses to take annual leave or leave without pay to perform jury duty services, the employee shall retain all outside pay.

The Foundation will not terminate, retaliate, or take any adverse employment action against an employee who has been summoned to serve as a juror and who notifies the Foundation of such summons within a reasonable period of time after receipt of summons.

Employees who fail to timely return from court attendance leave without prior approval from the Foundation are considered to have taken an unexcused absence and subject to discipline, up to and including termination from employment.

Fringe Benefits (Optional)

Only full-time/seasonal employees are eligible to receive full fringe benefits offered by the Foundation. Due to funding source restrictions and operational policies, certain Head Start, Developmentally Disabled, Shelter, OAKS and Transit employee classifications may differ from this policy.

Health, Dental, Vision, Life and Short/Long Term Disability Insurance

GROUP HEALTH, DENTAL AND VISION – Coverage is made optional to all full-time/seasonal employees of the agency. Authorized deductions for premiums are made bi-weekly. The agency's portion is subject to the availability of funds. Employee may choose to decline coverage if he/she so desires.

LIFE INSURANCE - All full-time/seasonal employees shall have \$20,000 of coverage. Employees will receive policy outlining specific benefits. Premium is paid by KI BOIS. Enrollment is automatic/required.

SHORT/LONG TERM DISABILITY – All full-time/seasonal employees shall be covered by a loss of time policy. Employees will receive policy outlining specific benefits. Premium is paid by KI BOIS. Enrollment is automatic/required.

An employee on a leave of absence, without pay (including Family and Medical Leave), shall be required to pay their portion of any premium during the leave period by the dates it would normally be deducted from their payroll checks. If payment is not received – policy will cancel following a grace period when/if applicable.

Employees who leave KI BOIS employment, or become ineligible due to a change in employment status, may through COBRA elect to continue coverage at their own expense.

Retirement Plan

Any eligible employee will be able to participate in the employee retirement plan if employee has satisfied the service and age requirements specified. The current requirements are:

- Must have attained age 21.
- Following a period of 6 months, an employee is eligible to receive matching contributions by the agency. This match is contingent upon the availability of funds. No match will be given in any year the employee works less than 1,000 hours.

VESTING SCHEDULE	
Years of Service	Vesting Percentage
0-1	0%
2	25%
3	50%
4	75%
5	100%

- Employees are immediately 100% vested in their employee contributions to the retirement plan.
- Employees with five (5) years of service to the Foundation are 100% fully vested in all contributions.
- A Participant shall become fully vested upon incurring a permanent disability, under the Social Security Guidelines.
- In-Service Withdrawals are not permitted unless a permanent disability is incurred or a Hardship occurs as defined by the Plan.
- On the date of employee termination, employee vesting will cease and be locked in at that percentage earned.

GOVERNMENT REGULATIONS

Equal Employment Opportunity

The Foundation complies with all federal and state equal employment opportunity laws. The Foundation maintains a policy of non-discrimination with employees and applicants for employment. The responsibility for administering and complying with this policy is delegated to all managers and supervisory personnel.

No aspect of employment within the Foundation will be influenced in any manner by race, color, religion, sex, age, national origin, citizenship, veteran status, genetic information, mental or physical disability, or any other basis prohibited by law.

Harassment/Sexual Harassment/Discrimination

It is the policy of KI BOIS that discrimination and/or harassment of its employees or applicants for employment, on the basis race, color, religion, sex, age, national origin, citizenship, veteran status, genetic information, mental or physical disability, or any other category protected by law is unacceptable and will not be tolerated.

KI BOIS will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

All forms of harassment are prohibited, including harassment based on a person's race, color, religion, sex, age, national origin, citizenship, veteran status, genetic information, mental or physical disability, or any other category protected by law. Harassment includes, but is not limited to, ethnic slurs, racial jokes, pornographic email, display of offensive pictures, or any other verbal or physical conduct that has the purpose of creating a hostile work environment.

Harassment in all forms is a serious offense and a violation of the Foundation's EEO Policy. This includes sexual harassment, which is specifically prohibited. The Equal Employment Opportunity Commission ("EEOC") has codified the definition of sexual harassment as follows:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment/sexual harassment, when: submission to or rejection of such conduct is made either explicitly or implicitly a term of condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Any employee who believes that he or she is being discriminated against or harassed has the responsibility to report or complain as soon as possible to his supervisor. If the complaint involves

the supervisor or if you do not feel that you can discuss the matter with your supervisor, contact the KI BOIS Chief Operating Officer or Human Resources Director. Complaints will be treated as confidentially as possible with no reprisals for communicating such incidents.

Employees who make an oral report may be asked to document the report in writing or to approve and sign written documentation prepared by KI BOIS. KI BOIS will promptly investigate all allegations of discrimination or harassment, including sexual harassment, in as confidential a manner as possible under the circumstances and take appropriate corrective action, up to and including termination, if warranted.

Anti-Retaliation

It is contrary to Foundation policy for anyone to retaliate against an employee who submits a report or complaint of harassment/sexual harassment or discrimination. Retaliation includes taking adverse employment action against an employee because that employee has reported discrimination or harassment. All possible steps will be taken to eliminate the possibility of retaliation resulting from the submission of a complaint. Moreover, the Foundation does not discourage any employee or applicant from filing complaints for the EEOC or state EEO agency.

American with Disabilities Act

It is Foundation policy and practice to comply with the Americans with Disabilities Act and any other applicable state and/or federal law, and ensure equal employment opportunity for all qualified persons with disabilities.

The Foundation prohibits discrimination with respect to hiring, promotion, discharge, compensation, and all other terms, conditions and privileges of employment against employees or applicants who are qualified persons with disabilities. Reasonable accommodation of a disability is available to employees and applicants as long as the accommodation doesn't cause undue hardship to the Foundation. In order to request a reasonable accommodation, individuals must contact their supervisor, program director, or a human resources representative.

All information obtained by the Foundation in the process of responding to a request for accommodation, including genetic information, will be kept confidential, and will only be disclosed

to those personnel who need to review the information in order to process the request for accommodation, or in accordance with state and federal law.

Any employee or applicant who believes that he or she is being discriminated against or harassed because of a disability or for making a request for a reasonable accommodation has the responsibility to report or complain as soon as possible to his or her supervisor. If the complaint involves the supervisor or if you do not feel that you can discuss the matter with your supervisor, contact the KI BOIS Chief Operating Officer or the Human Resources Director. Complaints will be treated as confidentially as possible with no reprisals for communicating such incidents.

Family and Medical Leave Act

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible only if they have worked for their employer for at least twelve months and have worked at least 1,250 hours in the 12 months prior to taking FMLA leave.

KI BOIS will use the calendar year method in determining leave usage/eligibility. A total of 12 weeks during each calendar year may be taken by an eligible employee for the following reasons:

- For the birth of and to care for a newborn child;
- For placement with the employee of a child for adoption or foster care;
- To care for the employee’s spouse, son, daughter, or parent who has a serious health condition;
- Because of a serious health condition of an employee that makes them unable to perform the functions of the employee’s job;
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status); and
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member.

The right to take leave under FMLA applies equally to male and female employees. A father, as well as a mother, can take family leave for the birth, placement for adoption, or foster care of

a child. An employee's entitlement to FMLA leave for a birth expires at the end of the 12-month period beginning on the date of the birth.

Spouses who are eligible for FMLA leave and are employed by the Foundation are limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for birth of the employee's child or to care for the child after birth, for placement of a child with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition.

Absence from work because of an occupational injury, which qualifies as a serious health condition will be counted as part of FMLA leave and shall be subject to all the same policies and procedures as FMLA leave.

Employees must ordinarily provide 30 days advance notice of their need for FMLA leave when the need for leave is "foreseeable". For example, the need for leave is "foreseeable" when it is based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or illness of a covered service member. An employee must notify the Foundation of a request for FMLA leave in writing, and must set forth the reasons for the requested leave, the anticipated duration of the leave, and the anticipated start date of the leave. If you do not give the required notice for leave that is foreseeable at least thirty (30) days in advance, KI BOIS may refuse to start your leave until thirty (30) days after the date you first gave notice of your need to take leave. KI BOIS will notify the employee of the specific time frames for returning required documentation. Moreover, in those cases where the employee is required to provide at least thirty (30) days' notice of foreseeable leave and does not do so, the employee shall explain the reasons why such notice was not practicable upon a request from the Foundation for such information.

If the need for FMLA leave is not foreseeable, the employee must still provide the Foundation written notice of the need for leave as soon as practicable, which ordinarily means the day of or the day after the need for leave arises.

The Foundation will require that an employee's leave to care for the employee's covered family member with a serious health condition, or due to the employee's own serious health condition

that makes the employee unable to perform one or more of the essential functions of the employee's position, be supported by a certification issued by the health care provider of the employee or the employee's family member. The Foundation will also require that an employee's leave because of a qualifying exigency or to care for a covered service member with a serious injury or illness be supported by a certification,

Employees must provide complete and sufficient medical certification to support a request for leave. KI BOIS may require a second and/or third opinion from a health care provider (at the Foundation's expense) if it has reason to doubt the employee's first medical certification. The Foundation may also require an employee who took FMLA leave because of his or her own serious health condition to provide a fitness-for-duty certification as a condition of restoring the employee to his or her job.

Failure to provide certification, or failure to provide sufficient certification, may result in denial of FMLA coverage.

Any available paid leave (i.e. vacation, sick leave, etc.) must be used concurrently with the Family and Medical leave. The required substitution of accumulated paid leave as described above will not apply if you are receiving workers' compensation benefits.

Leave may be taken intermittently or on a reduced-leave schedule when medically necessary.

An employee may be temporarily transferred to an alternate position, with equivalent pay and benefits, in order to better accommodate recurring periods of intermittent or reduced schedule leaves.

For the duration of the FMLA leave, the Foundation will maintain the employee's current health coverage under the group health plan. However, the employee must continue to pay his/her share of premiums just as if they were actively at work.

Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay and benefits. Benefits do not accrue during leave. Benefits will be resumed in the same manner and at the same levels as provided when the leave began, and subject to

any changes in benefit levels that may have taken place during the period of FMLA leave affecting the entire workforce.

If you sustain an on-the job injury that qualifies as a serious health condition under this policy, the Foundation will run your FMLA leave concurrently with your workers' compensation leave. KI BOIS will provide timely notice as required by the FMLA.

KI BOIS will not interfere with, restrain, or deny an employee the opportunity to exercise any right provided under the FMLA. The Foundation will not discharge, discriminate, or retaliate against any person for opposing or complaining about any practice made unlawful by the FMLA or because that person has: (1) filed any charge or has instituted (or caused to be instituted) any proceeding under or related to the FMLA; (2) Given, or is about to give, any information in connection with an inquiry or proceeding relating to a right under the FMLA; or (3) Testified, or is about to testify, in any inquiry or proceeding relating to a right under the FMLA.

Any eligible employee who believes his or her rights under the FMLA are being interfered with or who believes he or she has been discriminated against in violation of the FMLA has the responsibility to report or complain as soon as possible to his or her supervisor. If the complaint involves the supervisor or if you do not feel that you can discuss the matter with your supervisor, contact the KI BOIS Chief Operating Officer or Human Resources Director. Complaints will be treated as confidentially as possible with no reprisals for communicating such incidents.

Worker's Compensation

All employees are covered by the Foundation's workers compensation policy. The Foundation pays the full cost to provide workers' compensation coverage.

All on-the-job injuries must be reported to the employee's supervisor or to Human Resources immediately. A written report of all such investigations must be made and will be included in the employee's file and forwarded within twenty-four (24) hours to KI BOIS Human Resources, who will forward a report to the appropriate insurance carrier. KI BOIS does participate in a Certified Workplace Medical Plan. Please refer to the KI BOIS Safety Manual for detailed procedures regarding on-the-job injuries.

Filing a fraudulent workers' compensation claim or engaging in fraudulent representations with respect to workers' compensation claims or benefits are serious offenses. Employees who engage in such fraudulent activities are subject to disciplinary action, up to and including termination from employment. Employees who use workers' compensation for illegal purposes also can be subject to appropriate legal action.

Moreover, the Foundation is not required to retain or rehire any employee who, after temporary total disability has been exhausted, is determined by a physician to be physically unable to perform his or her assigned duties, or whose position is no longer available.

It is the policy and practice of the Foundation not to discriminate or retaliate against an employee who has in good faith: (1) filed a claim under the Oklahoma Administrative Workers' Compensation Act, Title 85A of the Oklahoma Statutes ("AWCA"); (2) retained a lawyer for representation regarding a claim under the AWCA; (3) Instituted or caused to be instituted any proceeding under the provisions of the AWCA; or (4) Testified or is about to testify in any proceeding under the provisions of the AWCA.

Any employee who believes he or she has been discriminated or retaliated against in violation of this policy has the responsibility to report or complain as soon as possible to his or her supervisor. If the complaint involves the supervisor or if you do not feel that you can discuss the matter with your supervisor, contact the KI BOIS Chief Operating Officer or Human Resources Director. Complaints will be treated as confidentially as possible with no reprisals for communicating such incidents.

KI BOIS WHISTLEBLOWER POLICY

KI BOIS Community Action Foundation, Inc., (KI BOIS) Personnel Policies and Procedures requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of KI BOIS, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

REPORTING RESPONSIBILITY – It is the responsibility of all directors, officers and employees to comply with the Personnel Policies and Procedures and to report violations or suspected violations in accordance with this Whistleblower Policy.

NO RETALIATION - No director, officer or employee who in good faith reports a violation of the Personnel Policies and Procedures shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within KI BOIS prior to seeking resolution outside the Agency.

REPORTING VIOLATIONS - The Whistleblower Policy is intended to be used for serious and sensitive issues. These include concerns relating to incorrect or fraudulent financial reporting, unethical or illegal conduct, activities that are violations of federal, state or local laws. Employment-related concerns should continue to be reported through the KI BOIS'S grievance procedures as outlined in the Personnel Policies and Procedures. The Whistleblower Policy addresses the Foundation's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director, COO, CFO or anyone in management whom you are comfortable in approaching. Concerns of possible fraudulent or illegal activities may be reported directly to the Executive Director or Chair of the Board of Directors. Supervisors and managers are required to report suspected violations of the Personnel Policies and Procedures to the Executive Director, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the KI BOIS'S open door policy, individuals should contact the Board Chair directly.

The Executive Director is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Personnel Policies and Procedures and, at his/her discretion, shall advise the Board Chair. Should the allegations include the Executive Director, the Board Chair with the Executive Committee of the Board of Directors will investigate and resolve all reported complaints and allegations concerning any fraudulent or illegal/unethical activities.

ACCOUNTING AND AUDITING MATTERS - The Executive Committee of the KI BOIS Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Executive Director or Board Chair shall immediately notify the executive committee of any such complaint and work with the committee until the matter is resolved.

ACTING IN GOOD FAITH - Anyone filing a complaint concerning a violation or suspected violation of the Personnel Policies and Procedures must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Personnel Policies and Procedures. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

CONFIDENTIALITY - Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

HANDLING OF REPORTED VIOLATIONS - The Executive Director or Board Chair will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

AMMENDMENTS

Operational Statement

In order to retain necessary flexibility in the administration of policies and procedures, KI BOIS Community Action Foundation, Inc. reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. Exceptions to these policies may be granted only after review by the CEO/Executive Director and final approval by the KI BOIS Board of Directors.

Certain KI BOIS programmatic operational policies, rules and funding source requirements may supersede existing Policies and Procedures pertaining to optional benefits, accumulated leave and holiday pay.

Amendment Process

Amendments to the KI BOIS Policies and Procedures may be recommended at any regular meeting of the KI BOIS Board of Directors.

After study and review by the Board of Directors and opportunity for comment by the Executive Director, an amendment may be passed by two-thirds (2/3) of the members of the Board at any regular meeting.

The above stated policies shall be the Rules and Regulations by which KI BOIS Community Action Foundation, Inc. shall operate.

When the above Rules and Regulations are in conflict with State or Federal regulations that govern our contract(s), such State or Federal regulations shall supersede.

These Personnel Policies and Procedures replace all other previously written Policies and Procedures that may exist.

Approved By:

KI BOIS Community Action Foundation, Inc. Board of Directors

The 24th day of September, 2020.

These policies and procedures shall become effective September 24, 2020.

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EMPLOYEE ACKNOWLEDGMENT FORM

The Personnel Policies and Procedures describe important information about KI BOIS, and I understand I should consult my supervisor regarding any question not answered in this document. I have entered into my employment relationship with KI BOIS voluntarily and acknowledge there is no specified length of employment.

I ACKNOWLEDGE THAT I AM EMPLOYED AT-WILL AND THAT KI BOIS CAN TERMINATE MY EMPLOYMENT AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE, AND WITHOUT ANY ADVANCE NOTICE.

Because the information, policies, and benefits described here are necessarily subject to change, I acknowledge revisions to this document may occur, except to the Foundation's policy of employment-at-will. All such changes will be communicated through official written notices, and I understand revised information may supersede, modify, or eliminate existing policies. Only the Executive Director/CEO has the ability to adopt any revisions to the Personnel Policies and Procedures and such revisions will be in writing.

Furthermore, I acknowledge this Personnel Policies and Procedures handbook is neither a contract of employment nor a legal document. I have received this document, and I understand it is my responsibility to read and comply with the provisions contained in the KI BOIS Personnel Policies and Procedures Handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (Printed or Typed)