

ATTENDANCE POLICY

Objective

The purpose of this policy is to set forth OKYLP and IGG's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Policy

Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by Workers Compensation or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

An ***excused absence*** occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice, at least in advance of the absence before the weekly schedule is created and posted.
- The absence request is approved in advance by the employee's supervisor.
- The employee has sufficient accrued paid time off (PTO) to cover the absence.

An ***unexcused absence*** occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor, no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences *because of illness or injury* must give the company proof of physician's care and a fitness for duty release prior to returning to work.

Employees must take earned PTO for every absence.

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their manager no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a manager immediately.

Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

Disciplinary Action

Excessive absenteeism is defined as three or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

TIME CLOCK

All employees are required to accurately record all time worked (whether completed on the premises or elsewhere).

Employees may not perform non-company work on company time. The following time recording procedures are required to be followed by all employees. Employees must:

1. Clock “in” immediately before starting any of your duties for a shift, and clock “out” immediately after finishing all your duties for that shift.
2. Clock “out” before beginning any meal period, and clock “in” before returning to work after any meal period.
3. NOT perform any work while clocked “out”. Should you inadvertently fail to clock “in” or “out” for any shift, you must keep track of this extra time worked and notify your manager immediately so that he/she can adjust your time records to reflect all time worked. Corrections to time clock punches will not be corrected after 48 hours of the inaccurate time in question.
4. Employees are required to clock “out” any time they leave the work site for any reason other than assigned work duties. Any adjustments to the recorded time must be approved by management.
5. NOT work more than the assigned scheduled hours for that week without prior authorization from your manager.
6. BE RESPONSIBLE for reviewing and confirming the accuracy of your time and payroll records. You must promptly report any suspected errors to your direct manager and Payroll.
7. NOT punch, alter, or record another employee’s time. Similarly, you may not allow another employee (except for a manager) to alter or record your time. Violations of this provision may be subject to disciplinary action, including termination. It is an employee’s responsibility to accurately clock “in” and clock “out” for every shift worked.

The company relies on the accuracy of employee time entries to pay employees on a timely and correct basis. Employees are not required to perform any work when off-duty.

BACKGROUND CHECK

All offers of employment at OKYLP and/or IGG are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees, who are promoted, as deemed necessary.

Background checks will include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification (if applicable):** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number of convictions, if more than one.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

Procedures

Final candidates must complete a background check authorization form and return it to OKYLP and IGG.

OKYLP and/or IGG management will order the background check upon receipt of the signed release form and either internal staff or an employment screening service will conduct the checks. A designated HR representative will review all results.

The HR representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management and the Director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

OKYLP and IGG reserve the right to modify this policy at any time without notice.

90-DAY PROBATIONARY PERIOD

Purpose

It is the policy of OKYLP and IGG to provide compensatory time off, paid time off, as well as other benefits. However, no benefits will be warranted for any exempt nor non-exempt employees until after the employee's 90-day probationary period has been completed.

COMPENSATORY TIME OFF

Purpose

It is the policy of OKYLP and IGG to permit nonexempt employees who work more hours than regularly scheduled to receive compensatory time off.

Granting Compensatory Time Off

A supervisor may choose to grant compensatory time off to employees who are required to work in excess of 40 hours per week for special projects or during weekends or any normally scheduled time off. Compensatory time cannot be in combination with holiday pay. Compensatory time will be granted on an hour-for-hour basis.

Procedures

The department Director is authorized to grant compensatory time off to nonexempt employees only. The Director's approval of the employee's time will constitute the granting of the employee's compensatory time. All employees should record the appropriate time worked and time taken.

Using Compensatory Time Off

An employee who has accrued compensatory time and requests use of the time must be permitted to use the time off within a "reasonable period" after making the request. Director's may deny the request if the use of compensatory time will "unduly disrupt" the department's operations. Supervisors can require an employee to take compensatory time off to manage the accrual limitation.

PAID TIME OFF POLICY (PTO) POLICY

Purpose

OKYLP and IGG provide paid vacation for employees to take time for rest and recuperation.

Eligibility

All full-time employees are eligible for vacation leave benefits. Full-time employees are those working 40 hours per week.

PTO accrual begins 90 days after full-time employment. PTO is accrued according to the schedule in this policy. PTO can be used after it is earned. PTO will not be earned

during an unpaid leave of absence. PTO is paid-time-off for personal things such as an illness, vacation, doctor's appointment, court date, etc....

Vacation Accrual Schedule

Years of Service	Days per Year Full Time	Hours per Pay Period Full Time
0-2	10	3.08
3-5	12	3.70
6-10	14	4.31
11-14	17	5.23
15+	20	6.16

Procedures

Holiday Pay

Holiday pay will be at the discretion of the employer.

Leave requests

To schedule PTO, employees must request time-off from their manager at least two hours before their scheduled shift begins. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requesting time-off and the manager approving the time off does not constitute the absence as being excused.

Requests will be evaluated based on several factors, including department operating and staffing requirements. If the request for PTO leave is denied, the manager should provide an explanation for the denial on the form returned to the employee.

PTO and Pay

PTO will be paid at the employee's base rate at the time the leave is taken. PTO pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's PTO, the day will be charged to holiday pay, if applicable, rather than to PTO pay.

Accrual of PTO leave

OKYLP and IGG encourage employees to use available PTO time. If the available PTO time is not used by the end of a calendar year, accrued, unused leave may not be carried over to the next year.

Termination

If employment is terminated, accrued, unused PTO leave that has been earned through the last day of active employment will be null and void no matter the reason for the termination of employment.

PAY PERIODS AND COMPENSATION

Please see Appendix A

CODE OF CONDUCT AND ETHICS POLICY

Please see Appendix B

EMPLOYEE RECORDS CONFIDENTIALITY POLICY

OKYLP and IGG's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the company will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the company includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employee files are maintained in locked, segregated areas and are not used by the company in the course of its business operations.

Employees must always keep their contact information updated, including but not limited to address, phone and email address. It is the responsibility of the employee to make OKYLP/IGG aware of any changes within 10 days of an effective change.

DRUG AND ALCOHOL POLICY

Purpose

In compliance with the Drug-Free Workplace Act of 1988, OKYLP and IGG have a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of OKYLP and IGG employees and to the security of the company's pupils, equipment and facilities. For these reasons, OKYLP and IGG are committed to the elimination of drug and alcohol use and abuse in the workplace.

Scope

This policy applies to all employees and all applicants for employment of OKYLP and IGG. The Human Resource (HR) department is responsible for policy administration.

OKYLP and IGG explicitly prohibit:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on company or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The company will conduct drug and/or alcohol testing under any of the following circumstance:

- **REASONABLE SUSPICION TESTING:** The company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

REASONABLE SUSPICION TESTING

Employees are subject to drug testing based on (but not limited to) observations by at least two members of management of apparent workplace use, possession or impairment. HR, the manager or the Director of Operations should be consulted before sending an employee for testing. Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine)
- Movements (unsteady, fidgety, dizzy)
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements)
- Face (flushed, sweating, confused or blank look)
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts)
- Emotions (argumentative, agitated, irritable, drowsy)
- Actions (yawning, twitching)
- Inactions (sleeping, unconscious, no reaction to questions)

When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab/Uber/Lyft and arrange for the employee to be transported home.

Collection and Testing Procedures

Employees subject to alcohol testing will be transported to a designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing will be transported to a designated testing facility and directed to provide urine specimens. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs). The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a medical review officer (MRO) retained by OKYLP and/or IGG, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another

federally certified laboratory to be tested at the applicant's or employees own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to the company until such time that the MRO has confirmed the test to be positive.

Consequences

Employees who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, the company may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis. This is pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by OKYLP and/or IGG, for a minimum of one year but not more than two years, as well as a waiver, of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete a rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

Employees will NOT be paid for time spent in alcohol or drug testing.

After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management and HR. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

OKYLP and/or IGG reserve the right to inspect all portions of its premises for drugs, alcohol, or other contraband; All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs

OKYLP and IGG prohibit all employees, including employees performing work under contracts or volunteers, from misusing legally prescribed or over the counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

OKYLP and IGG do not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, OKYLP and IGG reserve the right to take appropriate disciplinary action for drug use, sale, or distribution while off company premises. All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea, or sentence to HR within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in termination of employment or suspension without pay to allow management time to review the nature of the charges and the employee's past record.

Medical Marijuana

Medical marijuana remains illegal under federal law. Further, the possession or use of marijuana, even if medical marijuana, is not allowed under the federally based regulations for the federal Drug-Free Workplace Act. Possession or use of marijuana is not allowed and is grounds for disciplinary action, up to and including discharge.

Under the Oklahoma Medical Marijuana Authority (OMMA), protections are limited to employees who are medical marijuana license holders and were subjected to adverse employment action based on either their status as a medical marijuana license holder or solely because of a positive test for marijuana. OKYLP and IGG retain the right to take disciplinary action, as to an employee's possession or use of marijuana on or in company property, while at work, or during work hours.

RELATIONSHIPS IN THE WORKPLACE

Visitors including children, family members, associates or friends are welcome for occasional, brief visits in the workplace with approval from management. However, guests may not visit the workplace if their presence conflicts with department policy, federal or state law. Management may approve non-routine visits that do not interfere with an employee's ability to perform his/her work functions or the productivity of the company.

Employees are encouraged to socialize and develop professional relationships in the workplace, provided that these relationships do not interfere with the work performance of either individual or with the effective functioning of the workplace. Employees who engage in personal relationships (including romantic) should be aware of their professional responsibilities and will be responsible for assuring that the relationship does not raise concerns about favoritism, bias, ethics and conflict of interest. In cases of doubt, advice and counsel should be sought from management.

- a. Romantic relationships between employees, where one individual has influence or control over the other's conditions of employment, are inappropriate. These relationships, even if consensual, may ultimately result in conflict or difficulties in the workplace. If such a relationship currently exists or develops, it must be disclosed:

The manager or employee who has influence or control over the other's conditions of employment has an obligation to disclose his/her relationship to the department head or Human Resources.

The other employee involved in the relationship is encouraged to disclose the relationship to management.

When employees interact with students, youth, and youth staff, they are in a position of trust and power. Personal relationships (unless guardian) other than work-related with students, youth, and youth staff (18 or under) is strictly prohibited.

Violations of this policy by an employee is grounds for the Performance Management process, up to and including discharge.

COVID-19 POLICY

The health, safety and welfare of each member of our team, as well as their family members and our community, are a high priority for OKYLP and IGG. We are closely monitoring the outbreak and have responded with the policies below. The situation is evolving and dynamic, so our response to it continues to change.

All staff are required to come to OKYLP and IGG site wearing a mask.

If a worker's mask is off at any time during the day, 6 feet of distance between others is required. Masks may not be removed in shared offices or cubicles spaces.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Take your temperature daily during this time and remain home if you have a fever. Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.
- It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, and shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommend that employees with temperatures remain at home until at least 24 hours after they are free of fever (100.4 degrees F or 37.8 degrees C using an oral thermometer) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. (Refer to company sick time here as applicable).

Employees who report to work ill will be sent home, in accordance with these health guidelines.

OKYLP and IGG require ALL individuals to check-in and get a temperature check from the front desk before entering the main and student areas. We will provide alcohol-

based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Employees are required to practice social distancing during this time.

The front-desk operator should ask the following questions to all guests. If they answer “yes” to any, they should be asked to leave immediately. Anyone asked to leave should not return to work until 24-hours after they are free from a fever or signs of a fever without the use of fever-reducing medication.

- Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
- Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
- Have you, or anyone in your family traveled outside of the U.S. within the last two weeks?
- Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
- Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?

We instruct that all staff clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and warm water for at least 20 seconds. Soap and warm water should be used preferentially if hands are visibly dirty.

Appendix A

PAY DAY SCHEDULE FOR 2021

	<i>Reflection of Time Period</i>	<i>Pay Date</i>
1	December 1 st – December 31 st	Friday, January 15 th
2	January 1 st – January 30 th	Thursday, February 11 th
3	January 31 st – February 13 th	Thursday, February 25 th
4	February 14 th – February 27 th	Thursday, March 11 th
5	February 28 th – March 13 th	Thursday, March 25 th
6	March 14 th – March 27 th	Thursday, April 8 th
7	March 28 th – April 10 th	Thursday, April 22 nd
8	April 11 th – April 24 th	Thursday, May 6 th
9	April 25 th – May 8 th	Thursday, May 20 th
10	May 9 th – May 22 nd	Thursday, June 3 rd
11	May 23 rd – June 5 th	Thursday, June 17 th
12	June 6 th – June 19 th	Thursday, July 1 st
13	June 20 th – July 3 rd	Thursday, July 15 th
14	July 4 th – July 17 th	Thursday, July 29 th
15	July 18 th – July 31 st	Thursday, August 12 th
16	August 1 st – August 14 th	Thursday, August 26 th
17	August 15 th – August 28 th	Thursday, September 9 th
18	August 29 th – September 11 th	Thursday, September 23 rd
19	September 12 th – September 25 th	Thursday, October 7 th
20	September 26 th – October 9 th	Thursday, October 21 st
21	October 10 th – October 23 rd	Thursday, November 4 th
22	October 24 th – November 6 th	Thursday, November 18 th
23	November 7 th – November 20 th	Thursday, December 2 nd
24	November 21 st – December 4 th	Thursday, December 16 th
25	December 5 th – December 18 th	Thursday, December 30 th

Appendix B

CODE OF CONDUCT AND ETHICS POLICY

An employee's actions or omissions which constitute a material breach of duty and obligations of his or her employment may be cause for disciplinary action up to and including immediate termination of employment at OKYLP & IGG. Such actions or omissions include conduct showing reckless disregard of OKYLP & IGG interest; disregard of standards of behavior; disregard of an employee's duties and obligations to OKYLP & IGG; or carelessness or negligence causing wrongful intent or liability to OKYLP & IGG. Such reasons shall include, but not be limited to:

1. Breach of student confidentiality
2. Inability to perform the duties of the position for which employed.
3. Unprofessional or inappropriate behavior or contact with students, employees, parents, volunteers of any OKYLP & IGG services
4. Misconduct endangering the welfare of our students, parents, or OKYLP & IGG employees
5. Theft of property belonging to a student, client, visitor, volunteer, or another OKYLP & IGG employee
6. Willful damage to OKYLP & IGG property
7. Being under the influence of alcohol or abuse of drugs while on duty
8. Possession, use, or involvement with illegal drugs, marijuana, or other controlled substances on OKYLP & IGG premises
9. Excessive unexcused absence or abuse of leave
10. Insubordination or the use of abusive, threatening, or obscene language
11. Indecent or immoral conduct that causes embarrassment or repercussions for OKYLP & IGG.
12. Gambling on the premises
13. Falsifying an OKYLP & IGG employment application.
14. Conviction for a felony or crime involving moral turpitude or violation of an aggravated misdemeanor.
15. Willful falsification of company records or documents.
16. Disorderly conduct of any kind such as fighting, wrestling, running, roughhousing, or any other activity dangerous to life, limb, or property while in OKYLP & IGG offices
17. Employees should report to work on time and prepared for the workday

18. All employees are expected to maintain an appropriate level of grooming and hygiene.
19. Employees are expected to present a clean, neat, and tasteful appearance appropriate to their position whenever working or representing the OKYLP & IGG.

Accountability

Each of us is responsible for knowing and adhering to the policy and procedures set forth by OKYLP & IGG if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact management immediately.

Communication

OKYLP & IGG uses email, phone and text messages to communicate important information to employees. That is why it is important for you to contact management immediately for all changes in personal information so your records can be updated.

Employees are responsible for keeping all personal records up to date including:

- a) Name change.
- b) Change in address (home or campus).
- c) Change in marital status.
- d) Emergency contact.
- e) Change in beneficiary.
- f) Change in dependents.
- g) Change in tax withholding.
- h) Change in employment status.

Glossary

Absence: Failure of an employee to report to work when he or she is scheduled to work.

Accrual: An **accrual** balance is a measure of time that an **employee** has earned toward various types of paid or unpaid time off.

Breach: An act or breaking or failing to adhere to OKYLP policies.

Compensatory Time Off: Also known as, "comp time," is an optional way of paying employees who work overtime. A company with compensatory time off policy pays employees in the form of **paid time off** (PTO) rather than paying **time** and a half in overtime pay.

Confidential/ Workplace Confidentiality: **Workplace confidentiality** refers to any **confidential** information that you come across in the course of business. There are three main types – the personal information of customers, employee information that managers collect and “proprietary information”.

Excused Absence: Must be approved by management. In the event of an emergency or valid urgent need the employee provides sufficient notice preferably in advance of the absence before the start of their shift and/or before the weekly work schedule is created with approval from management.

For non-emergency absences employees must provide two-week notice and approval from management.

Explicitly Prohibit: In reference to drug policy - Zero tolerance.

Job Abandonment: Three days no-call, no-show.

Paid Time Off (PTO): Provides a bank of hours in which the employer pools sick days, vacation days, and personal days that allows employees to use as the need or desire arises with management approval.

Probationary Period: Time to assess whether a new hire or newly promoted **employee** is a good fit for the position. Typically, **probationary periods** range from 3 months to 6 months.

Reasonable Suspicion: Known as for cause drug testing, is performed when management has evidence or reasonable cause to suspect an employee of drug use. Evidence is based upon direct observation, either by a supervisor or another employee. Specific reasons for reasonable suspicion testing include physical evidence of illicit substances, patterns of erratic or abnormal behavior, disorientation or confusion and an inability to complete routine tasks.

Termination (Termination from Employment): Termination of **employment** refers to the end of an **employee's work** with a company. **Termination** may be voluntary, as when a worker leaves of their own accord, or involuntary, in the case of a company downsizing or layoff, or if an **employee** is fired.

Unexcused Absence: Absences not approved by management including not following standards described for an excused absence.