

# Future Leaders Outreach Network Employee Handbook

Developed in Association with:



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## Welcome

Welcome to Axcet HR Solutions and Future Leaders Outreach Network. Axcet HR Solutions is a Human Resources Management firm that specializes in employee benefits, payroll administration, and human resources. Our goal is to provide you with the finest overall human resources support we can offer.

Axcet HR Solutions and Future Leaders Outreach Network adhere to the management philosophy that in order to be a success, an employee must believe in the concept of teamwork. Each employee is considered an important part of this team, and it is through teamwork that our companies will continue to grow and prosper. Our management also believes in a fair, safe, and productive work environment. We hope you enjoy your work and develop positive relationships with the people around you.

Ultimately, the success of Axcet HR Solutions and Future Leaders Outreach Network (collectively referred to as the "Company") depend on you. As a highly valued employee, Future Leaders Outreach Network has engaged the services of Axcet HR Solutions to provide you with outstanding benefit opportunities and a pleasant work environment. You can feel assured knowing your development is a vital concern to the Company. We are here to assist you and share in your success, as you also share in the successes of Future Leaders Outreach Network and Axcet HR Solutions.

Please accept our congratulations on your new position and WELCOME ABOARD!

## Mission and Vision Statement

### **Mission:**

To provide adolescents with skills that empower them to set goals, become effective leaders, pursue economic well-being, and make healthy choices."

### **Vision Statement:**

The vision of Future Leaders Outreach Network (FLON) is to assure that program participants representing diverse ethnic groups receive premier service which results in adolescents abstaining from risky behaviors (i.e., drugs, alcohol, tobacco, violence and sex), so they can stay focused on pursuing their dreams.

Furthermore Parent curriculum education is developed to support and reinforces what the FLON staff taught their adolescent that is designed to yield an outcome that will strengthen family relationships and economic well-being. We strive to be a financially sustainable

evidenced based model program implementing best practices with a spirit of excellence, because we **C.A.R.E.** (Committed, Accountable, Responsible and Enthusiastic).

## **Handbook Purpose**

This employee handbook is a source of reference for questions regarding payroll, privileges, benefits, and procedures in addition to select rules and policies. It is not a legal document or an employment contract.

Axcet HR Solutions, Inc. (hereafter referred to as Axcet) and Future Leaders Outreach Network (hereafter referred to as FLON) reserve the right, with or without advance notice, to modify, revoke, suspend, terminate, or change any and/or all of the plans, policies, or procedures contained in this handbook at any time. However, only the Chief Executive Officer of Axcet is authorized to make decisions affecting the binding duties and/or obligations of Axcet.

The policies set forth in this handbook shall supersede any policies previously in place. This handbook is an outline of general policies and is not meant to be all inclusive.

It is impossible to anticipate every situation that might occur at your place of employment. Axcet and FLON will do its best to administer all policies, procedures, and privileges outlined in this handbook, unless doing so would impair the operation of FLON or expose Axcet to any legal liabilities or financial loss.

## **Special Practices**

Axcet serves many diverse businesses. Often business needs and other requirements fluctuate in our industry and occasionally, situations arise which warrant separate employment or policy conditions. These local conditions may pertain to schedules, procedures, safety rules, state regulations, etc. The practices and benefits outlined in this handbook are of general nature. Therefore, Axcet reserves the right to include certain procedures and policies that are applicable to unique situations. If any provision of this Handbook conflicts with state or local legal requirements, those legal requirements will prevail.

## Getting Started

### ***Introduction to Axcet's Employee Administration Functions***

#### **What exactly is Axcet's function?**

Axcet is a human resources management firm in a business service industry popularly called "employee administration." In the changing pattern of employee benefits, many successful businesses enlist the services of companies like Axcet to help them administer payroll, provide employee benefits, and manage their daily personnel matters.

#### **How does it work?**

Clients and employees under our program are associated with Axcet through a joint employer relationship. We become a personnel office resource for both the business owner and the employee. This relationship permits us to become the Employer of Record for you. It is unique because it is a cooperative employment arrangement.

No matter how large we become, Axcet is still a people-oriented firm. The success and future of our firm depends on our ability to perform a variety of functions for you and FLON.

We strive to live up to our reputation of being a premier human resource management company. We are associated with many successful businesses in the community, and take pride in providing the best service available to you, the employee, as well as to FLON. Our goal is to maintain the highest level of service.

#### **What does this mean to me, the employee?**

Axcet was selected by FLON to help you enjoy the many benefits offered through employee administration. Therefore, because Axcet is under contract with FLON, you will list Axcet HR Solutions, Inc. as your Employer of Record for the following purposes:

- Insurance
- Unemployment
- Other instances requiring an Employer of Record

#### **Who directs my work?**

FLON hired you and directs your work. This relationship is very similar to the way a large corporation handles its workforce—through the support of a human resources department.

#### **Who keeps my personnel file?**

Your employment record begins with your new-hire paperwork, which is kept in a confidential file at Axcet. Your file may contain performance appraisals, promotions, transfers, and other matters that affect you as an employee.

**What if I need to access my file?**

If you need employment information for a loan or other employment verification, please call Axcet's Human Resources Department.

Unless otherwise required by state or local law, you may review your personnel file at Axcet's office headquarters. Your supervisor will schedule an appointment with our office during our standard office hours, either before or after your normal work schedule.

If you work outside of the greater Kansas City metropolitan area, your supervisor may arrange with Axcet for you to view your file at FLON's headquarters.

**How does my file stay current?**

You should notify your supervisor or Axcet's Human Resources Department of any changes to your address, telephone number, marital status, number of dependents, etc. The maintenance of this information is particularly important for tax purposes.

***Phone numbers for Axcet*****How do I reach someone at Axcet?**

Call Axcet's main number at (913) 383-2999 or toll free number at (800) 801-7557. Simply ask for the person or department to which you need to speak. If you are not sure with whom you need to speak, tell us why you are calling and we will direct your call accordingly.

## **General Employment Information**

### ***Equal Employment Opportunities***

The Company is an equal opportunity employer. We do not discriminate against any employee or applicant because of race, color, sex, religion, age, national origin, disability, or any other basis protected by applicable federal, state, or local law.

### **Reasonable Accommodation**

The Company provides reasonable accommodation upon request for qualified individuals with known disabilities or handicaps unless undue hardship to the Company would result.

Such reasonable accommodation will be provided to enable such individuals to:

- Apply for employment with the Company
- Perform the essential functions of their jobs
- Enjoy the other terms, conditions and privileges of employment

Requests for accommodation should be made to your supervisor or the Axcet's Human Resources Department. All requests for accommodation will be treated confidentially to the extent possible for effective handling of the request.

The Company also provides reasonable accommodation upon request for employees' religious practices and observances unless undue hardship to the Company would result.

The Company also prohibits harassment based on any legally protected categories. See the harassment section for more details.

The Company is committed to equal opportunity employment. We want to resolve all concerns about possible employment discrimination. If you feel you have been subjected to any type of employment discrimination, please notify your supervisor or Axcet's Human Resources Department at (913) 383-2999 or (800) 801-7557. We will investigate and make reasonable accommodation, where required, that will not impose undue hardship.

## ***Employment at Will***

The employment relationship that exists between the Company and its employees is employment “at will.” This means employment may be terminated at will, with or without cause and with or without notice, at any time by the Company or the employee. This handbook supersedes and negates any prior statements, agreements, practices, policies, and representations (oral or written), that the Company would provide employment to an individual on any premise other than an at-will basis or for any period other than an indefinite term.

None of the policies or practices described in this handbook constitutes or can be construed as a contractual obligation of the Company to employ an individual for any specific term or discharge only for cause. Nothing in this handbook limits or modifies the right of the Company to terminate, at will, its employment relationship with any employee.

The Company reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook, except for the policy of employment-at-will. The employment-at-will policy can only be changed by a signed document, executed by FLON’s Executive Director and the employee. The Company reserves the right to terminate the employment relationship or change wages, benefits and/or other terms and conditions of employment without cause and with or without prior consultation or agreement with any employee.

## ***Immigration and Employment Eligibility***

In compliance with the Immigration Reform and Control Act of 1986, the Company will hire only those individuals who are authorized to work in the United States. All individuals will be required to submit documentary proof of their identity and employment authorization.

You must prove employment eligibility within three (3) days of your hire date in order to maintain your employment status.

You are required to complete and sign, under oath, Immigration and Naturalization Service Form I-9, which attests to your authorization to work in the job for which you are hired and that the documents you submit are genuine.

If your authorization to work in this country is for a limited period of time, you will be required to submit proof of your continued employment authorization before the expiration of that period, and sign another Form I-9 in order to remain employed by Axcet.

## ***New Hire Policies***

### **Introductory Period**

This **90 day** time period for new hires is set by the Company and serves to help new hires become familiar with the business and introduce them to the responsibilities and requirements of the position.

Employment is at-will and may be terminated by you or the Company, with or without notice, and with or without cause at any time, including during and after the introductory period. The existence or completion of the introductory period does not entitle you to remain employed by the Company for any definite period of time. Both you and the Company are free at any time, with or without advance notice, and with or without cause, to end the employment relationship. **Please note:** eligibility for payment of unused vacation could be affected by providing insufficient notice period.

### **Tests as a Condition of Employment**

After a conditional offer of employment, you may be required, at FLON's request, to successfully pass a physical examination or other test(s) that are considered legal and applicable. In special cases, additional tests may be necessary for a particular job requirement. Your supervisor will inform you if any examinations are a condition of your employment.

## ***Employment Categories***

### **Full-time Regular Employee**

An employee who works 30 or more hours per workweek is considered full-time. Full-time regular employees are eligible to participate in the benefit plans of Axcet and FLON.

### **Exempt Salaried Employees**

Full-time employees can be further classified as exempt or non-exempt employees. If you have any questions regarding your status, please contact your immediate supervisor.

Exempt employees are paid a set salary per pay period and the employer is not required to pay overtime unless state law requires otherwise.

**Note:** Because employees are hired for an unspecified duration, these categories do not guarantee employment for any specific length of time. Employment is based on the mutual consent of the employee, Axcet, and FLON. Accordingly, either the employee or the Company can terminate the employment relationship at will.

### **Part-time Regular Employee**

An employee who works 29 hours or less per workweek is considered part-time. The employee may be entitled to certain prorated available paid leave benefits. Part-time employees are not eligible to participate in the group health and dental plans of Axcet and FLON. However, they may have access to a limited medical plan offered only to part-time employees.

### **Temporary or Seasonal Employee**

A temporary or seasonal employee is hired for a designated project or assignment, or for a period not expected to exceed an anticipated length. Despite hiring for a specific assignment, project or season, an employee designated as temporary or seasonal is employed at-will, and may be terminated even before the conclusion of a project, assignment, season, or estimated period without cause or notice. The employee is paid for actual hours worked and is not eligible for benefits. Employees hired in a temporary or seasonal status will not experience a change in status simply because they remain in employment for a longer period of time. An employee will change from a temporary or seasonal status only if advised of such a change in writing from the Company.

### ***Conflict of Interest***

You must inform your supervisor of any conflict of interest. The Company defines “conflict of interest” as:

Taking any other additional job appointment or participating in any other activity that could interfere with your duties, responsibilities and/or assignments at FLON.

Taking any other additional job appointment or participating in any other activity that is in the same or related field as FLON.

### ***Performance Reviews***

Your supervisor will be observing and reviewing your work performance. These reviews are used to provide you with an opportunity to discuss your job and personal goals. Performance reviews do not necessarily result in merit increases and shall occur at your supervisor’s discretion. The performance review system does not alter the at-will nature of employment.

## ***Termination and Resignation***

### **Voluntary Resignation**

Voluntary resignation occurs when an employee resigns, is separated from his or her job at that employee's request, or fails to report for work three (3) days in a row without proper notification.

If you resign, you are requested to give at least two weeks advance notice, in writing, to your supervisor indicating the last day you will be working. If you resign without proper notice, you may be ineligible for rehire.

### **Reduction of Staff**

Economic slowdown or financial reversal at FLON may make it necessary to reduce your paid working hours or even cause a layoff.

### **Involuntary Termination**

An involuntary termination occurs when an employee is unable to perform job duties in a satisfactory manner; for any failure to meet the expectations listed in the "Employee Conduct at Work" section; or any other reason the Company deems appropriate.

### **Axcet Contract Termination**

If the contract between Axcet and FLON is terminated for any reason, you may elect to continue your health benefits (if you are already enrolled in the medical program) by paying the premium through our COBRA plan.

## Pay and Hours

### ***Your Pay***

The Company has a goal of providing you with fair and equitable pay for the job you perform. An increase in wages depends on your job responsibilities, your ability to get along with co-workers, job performance, willingness to cooperate and accept supervision, attendance, punctuality, and other job-related factors.

### ***Exempt Pay Policy***

Except as specifically authorized below, it is the Company's intent to pay exempt employees a full salary in a pre-determined amount for any workweek in which the exempt employee performs work for the Company. Unless compensation is provided through some other policy that allows for paid time off, an exempt employee is not entitled to receive salary for a workweek in which she or he performs no work.

FLON prohibits the making of improper deductions from the salaries of exempt employees for any workweek in which work is performed based on variations in the quality or quantity of the work performed. Unsatisfactory quality or quantity of work will be addressed, not by reductions in salary, but rather through regular performance management methods including the evaluation and discipline processes.

Other deductions from exempt employees' salaries the Company views as improper and therefore prohibited include the following:

- Absences of less than a full workweek occasioned by the Company or by the operating requirements of the business;
- Absences of less than a full workweek caused by jury duty, or attendance as a witness in a judicial proceeding (although the Company may offset against the regular salary any amount paid as jury or witness pay);
- Absences of less than a full workweek caused by temporary military leave (although the Company may offset against the regular salary any military pay the employee receives);

On the other hand, deductions from exempt employees' salaries are permitted in certain circumstances, including, but not limited to, the following:

- Where required by law (such as mandatory tax withholding);
- Where authorized by the employee (such as deductions for health insurance premiums, 401(k) contributions, employee purchases, etc.);
- To recoup salary payments advanced but not earned by the employee;
- Where an exempt employee works less than a full workweek in the initial or final week of employment;
- Full-day absences caused by sickness or disability paid in accordance with the Company's other plans, policies, or practices providing pay for those absences;
- Full-day absences caused by sickness or disability, even if unpaid, if the employee is not yet eligible for pay or pay has been exhausted under the Company's other plans, policies or practices providing pay for sickness or disability;
- Hours taken as unpaid leave under the Family and Medical Leave Act (FMLA);
- Full-day absences for personal reasons other than sickness or disability;
- Disciplinary suspensions of one or more full days, or other deductions from pay in any amount, imposed as penalties for serious infractions of safety rules of major significance;
- Disciplinary suspensions of one or more full days for infractions of workplace conduct rules including, for example, violations of the Company's policies prohibiting harassment or workplace violence, prohibited use of drugs or alcohol, or violations of state and federal law.

### ***Reporting Procedure***

Any exempt employee who believes his or her salary has been subjected to improper deductions should promptly report those concerns to Axcet's Human Resources Department at (913) 383-2999 or (800) 801-7557. Any improper deductions will be reimbursed, and there will be no retaliation against any employee who raises any good faith concern regarding deductions from salary.

## ***Hours of Work***

A standard workday for full-time employees consists of eight (8) hours, exclusive of the meal period. Work breaks are paid, while meal periods of 60 minutes or more are not paid. FLON requires employees to take a 60 minute meal period. Various factors, such as workloads, operational efficiency, staffing needs, and FLON's working schedule may require variations in your schedule. Your supervisor will inform you when your standard workweek will start and finish.

You are expected to be at your work place and ready to begin work at the established start time and to remain performing work assignments until your lunch or break period, or the end of your shift. Punctual and consistent attendance is a condition of employment.

## ***Time Keeping for Payroll***

Hourly employees' work hours are to be recorded by means of a time clock or time card/sheet. Report to work no earlier than five (5) minutes before your work schedule begins and leave no later than five (5) minutes after it ends.

Check to make sure your time is recorded accurately. If you find any errors, contact your supervisor immediately. You are not permitted to record hours for other employees.

## ***Payday***

### **When is payday?**

Axcet's payday is dependent upon the pay cycle for FLON. This may be a weekly, biweekly, semimonthly, or monthly pay period. Please check with your supervisor to verify your pay cycle.

### **What if there appears to be an error on my paycheck?**

In case of an error, contact your supervisor immediately to review the possible error. Except in emergencies, adjustments will appear on the next issued paycheck.

### **What will happen if I lose a paycheck?**

If the check is lost, notify Axcet immediately. Axcet will replace the check (after bank authorization) at a cost of \$25.

**Note:** Axcet does not provide any payroll advances or extend credit to employees.

## ***Payroll Deductions***

Axcet is required to make proper deductions from your earnings on your behalf. Amounts withheld vary according to your earnings, your marital status, government employment regulations and other factors. Axcet is required by law to recognize all court orders, garnishments, liens, and wage assignments.

The following mandatory deductions are made until the maximum amount is reached.

- Federal income tax
- State income tax
- Social security/Medicare
- Local income tax (where applicable)
- Wage garnishments (when mandated)

With your written permission, the following optional deductions may be withheld from your pay as well:

- Direct deposit deductions
- Other services you request

## ***Direct Deposit***

Axcet offers payroll through direct deposits to the employee's designated account(s). Applications for participation are available from supervisors or by contacting Axcet's Human Resources Department.

## Time Away From Work

Note: The purpose of this section is to provide an overview of these policies. For detailed procedures regarding time away from work, see section 4 of the FLON Policies and Procedures Manual.

### ***Vacation Leave***

Regular, full-time and part-time staff members will earn vacation leave according to the following schedule:

Years of Service	Amount of Vacation
< 1 year*	5 Days
2 – 5 years	10 Days
6 – 9 years	15 Days
> 10 years	20 Days

*\*New employees are not eligible to use vacation until completion of six months of service.*

Eligible employees will be awarded their vacation time on October 1<sup>st</sup>. Employees will lose any accumulated annual leave of more than five days if not taken by **September 30th**. In the event that a scheduled vacation was cancelled at FLON's request and there was no opportunity to reschedule the time off, at the discretion of the executive director, the impacted vacation time may be paid out or carried over to the next year. If unused vacation time is carried over, it must be used by August 15<sup>th</sup>.

In the event of separation, unused vacation will be paid to the employee provided the 90-day introductory period has been satisfied and a two-week's notice has been given.

### ***Sick Leave***

Regular, full-time staff members will accrue sick time at the rate of 8 hours per month for a total of 12 sick days per year.

Regular part-time staff members will accrue sick leave at the rate of 4 hours-per-month, for a total of 48 hours of sick time-per-year.

Unused sick leave may be carried over each year to a maximum of 60 **days** for full-time staff members and 120 **hours** for part-time staff members.

Sick leave will begin accruing the first day of employment and may be used after the employee has worked thirty (30) days, however the next day after the 30 days has been satisfied. For example the hire date April 14<sup>th</sup>, employee is eligible to take one (1) sick day on May 15<sup>th</sup>. Thereafter full-time employees will accrue 8 hours of sick time and 4 hours of sick time for part-time employees.

Unused sick leave will not be paid out upon a staff member's separation from employment

### ***Floating Holidays***

All full-time and part-time staff members who have completed their introductory period are granted two floating holidays per year for attending to personal matters. Unused days may not be carried over to the next year and are not paid out upon separation from employment.

### ***Holidays***

FLON observes the following holidays. If a holiday falls on a Saturday or a Sunday, it shall be observed on the preceding Friday or the following Monday.

- New Year's Eve, New Years Day. **One additional day may granted, TBD each year.**
- Martin Luther King's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve, Christmas Day. **One additional day may granted, TBD each year.**

For full-time and part-time employees: When a company observed holiday falls on the employees scheduled off day, the employee will observe the holiday on the day prior to the holiday or the next scheduled day after the holiday.

### ***Bereavement***

Full-time associates may take up to five days of paid leave for the death of an immediate family member (spouse, child, step-child, parent, step-parent, sibling, or step-sibling).

Full-time associates may take up to three days for other family members (immediate in-laws, grandparent, aunt, uncle, niece, or nephew).

At the discretion of the employee's supervisor, up to two days leave may be granted for the death of a significant other, close personal relative, or friend not listed above. Also at the discretion of the supervisor, part-time employees may be granted bereavement leave taking into account the employee's normal schedule when applying the provisions of this policy.

### ***Jury and Witness Duty***

In the event you are required by the court to appear for jury service or are subpoenaed as a witness, you will be granted time off from work. However, you must arrange with your supervisor in advance.

You are expected to keep your supervisor informed daily of your schedule when you are out of the office for jury or witness duty since requirements of the various courts are different. All jury and witness leave will be given in accordance with state and federal requirements.

### ***USERRA (Military Leave)***

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a [insert: paid, partially paid, or unpaid] leave of absence for military service, training or related obligations in accordance with applicable law. Employees on military leave may substitute their accrued paid leave time for unpaid leave. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.

### **Continuation of Health Benefits**

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue his/her health coverage for up to 24 months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage. [NOTE: Employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium for the coverage elected. The premium is to be calculated in the same manner as that required by COBRA.]

### **Requests for Leave**

*Leave for Active or Reserve Duty:*

Upon receipt of orders for active or reserve duty, an employee should notify his/her supervisor, as well as Human Resources, as soon as possible, and submit a copy of the military orders to his/her supervisor and the Human Resources Department (unless he/she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).

*Leave for Training and Other Related Obligations (e.g., fitness for service examinations):*

Employees will also be granted time off for military training (normally 14 days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service. Employees should advise their supervisor and/or department head of their training schedule and/or other related obligations as far in advance as possible.

## **Return from Military Leave**

Upon return from military service, an employee must provide notice of or submit an application for reemployment in accordance with the following schedule:

An employee who served for less than 31 days or who reported for a fitness examination, must provide notice of reemployment at the beginning of the first full regular scheduled work period that starts at least eight hours after the employee has returned from the location of service.

An employee who served for more than 30 days, but less than 181 days, must submit an application for reemployment no later than 14 days after completing his/her period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.

An employee who served for more than 180 days must submit an application for reemployment no later than 90 days after the completion of the uniformed service.

An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to the Human Resources department (if the service was less than 31 days), or submit an application for reemployment (if the service was greater than 30 days), at the end of the necessary recovery period (but which may not exceed two years).

An employee whose military service was for more than 30 days must provide documentation within two weeks of his/her return (unless such documentation does not yet exist or is not readily available) showing the following: (i) the application for reemployment is timely (i.e. submitted within the required time period); (ii) the period of service has not exceeded five years; and (iii) the employee received an honorable or general discharge.

## **Employee Conduct at Work**

### ***General Rules and Regulations***

Axcet and FLON take pride in the employment of loyal and honest employees. It is our expectation that you will also take pride in your association with us. You are expected to demonstrate good judgment and ethical personal behavior at all times.

You are expected to perform all assigned duties and fulfill your responsibilities to the Company. Productivity and workmanship must meet FLON's standards.

Violation of the Company's policies and rules may warrant disciplinary action, which may include verbal and written counseling, probation, suspension and/or termination. The Company may, at its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including immediate termination. No particular order of discipline is required.

The Company's policy regarding discipline in no way limits or alters the at-will employment relationship or the Company's right to change an employee's position, title, responsibilities or compensation at any time, with or without cause or notice.

The following examples are illustrative only and not intended to include all types of conduct that are prohibited by the Company.

### ***Specific Behavior Issues***

The following is a list of several behavior guidelines that may result in disciplinary action as discussed in the section above. (Substance abuse, harassment, and safety are detailed later in this section.)

#### **Workplace Violence**

Any workplace violence, including fighting, threatening, intimidating or coercing any visitor or employee, is very serious and will not be tolerated. Firearms or weapons of any kind are not permitted on Company property.

### **Absenteeism and Tardiness**

Absenteeism and tardiness represent a serious loss to all employees and FLON. If you are absent, others have to pick up your part. Work scheduling also becomes difficult and it imposes a hardship on your co-workers. It is important that you report to work at your appointed time every day that you are scheduled.

If you have to be absent or late, you must report your absence 2 hours prior to starting time of shift or within 30 – 60 minutes for late arrival. If your supervisor is not available, contact someone else who is in a supervisory position (or is designated by your supervisor). Notification to a co-worker is not acceptable.

If you fail to report to work for three (3) consecutive scheduled working days without proper notification, your absenteeism may be considered voluntary resignation and your employment may be terminated.

### **Violating Safety Regulations**

Violating safety and health regulations or engaging in conduct that creates a safety hazard for you or others will result in disciplinary action up to and including termination. (See the workplace safety section for more on this issue.)

### **Theft and Dishonesty**

Theft and dishonesty are serious offenses. For the protection of honest employees, the following actions will not be tolerated:

- Taking or using the property, records, or materials belonging to the Company or co-workers, clients or customers without authorization
- Falsifying information on any forms, reports, or records
- Falsely stating or making claims of injury
- All other forms of dishonesty

### **Care for Property or Materials**

Damaging, destroying or wasting property or materials is not acceptable. Proper care is expected.

### **Insubordination**

The following actions are considered insubordinate:

- Refusing to follow a supervisor's direction or instruction
- Engaging in an inappropriate dialogue with a supervisor
- Other insubordinate action

### **Inactivity on the Job**

Loitering or sleeping while on duty is not acceptable.

### **Confidential Information**

All information concerning pay and pay structure, terms of employment, performance appraisals, discipline procedures, and terminations are highly confidential. Do not discuss any of these subjects concerning other employees.

If anyone requests personal information regarding another employee (e.g., home phone number or address, verification of employment, termination information, etc.) refer him or her to Axcet's Human Resources Department. Do not provide or attempt to provide this information without specific authorization to do so.

Information from a customer, client, patient, or another employee may be privileged or confidential information. Such information is to be maintained with strict confidentiality. This may also be true for proprietary information within the Company. You may be required to sign specific agreements at the time of employment. Violation of this policy is serious and may result in termination.

### **Improper Conduct Away from Work**

Your conduct away from work may have an effect on your relationship to the job, fellow employees, supervisors, or Company products, property, reputation and goodwill in the community. Employees who engage in unlawful or improper conduct while off work premises or outside work hours may be subject to disciplinary action up to and including unpaid suspension or termination.

### **Endorsements**

You may not endorse or imply endorsement of a product or service by Axcet or FLON.

### **Tips and Gratuities**

You are not to solicit or accept tips or gratuities for any related services in the course of your work duties. (The exception to this policy would be for those employees whose income is dependent on tips or gratuities.)

### **Phone Use (both professional and personal)**

Good telephone etiquette is important when dealing with the public. Identify yourself and the office or plant where you work in a pleasant and helpful voice. Be courteous and confine the conversation to the subject at hand. The first representation many people have with an office or business is by way of telephone. You are expected to cultivate a pleasant voice and professional, cheerful manner.

The use of business phones is limited to official Company business. Local and personal calls are to be kept to emergencies only. Friends and relatives should be discouraged from calling during work hours unless there is an emergency. Under no circumstances should you make or charge a long distance call unless it is work related or approved by your supervisor.

### **Personal Mail**

Personal use of Company stationery, stamps, postage meters, or other FLON supplies is prohibited. Have all of your personal correspondence sent to your home address unless you have permission from your supervisor.

### **Personal Visitors**

Your supervisor may restrict visits to your work area by individuals not employed by the Company and unrelated to business. Please see your supervisor for the policy regarding visitors.

### **Courtesy**

Both courtesy and your attitude toward the people you meet will influence the image, positively or negatively, that people have of FLON. Develop an attitude of helpfulness toward customers, fellow workers, and supervisors. Courtesy is the key to good human relations.

### **Appearance**

You create the image many people will have of FLON. Utilize good judgment in determining your dress and appearance, and check it before reporting to work. A well-groomed appearance and overall good hygiene is important.

Specific guidelines for your appearance and dress code may be established by FLON. Safety and protective clothing may be a requirement. Please see your supervisor for company standards regarding work apparel.

### **Travel Authorization**

If you are traveling on Company business, you must have authorization from your supervisor prior to making travel arrangements. When using your personal vehicle on Company business, you must have a valid driver's license and carry adequate auto insurance. FLON is not responsible for damages to your car while on business travel.

Reimbursement for travel will be according to the mileage allowance as outlined in [www.gsa.gov](http://www.gsa.gov) and or will be given to you by your supervisor.

### **Credit Cards**

If you are approved with a credit card for business use, it must be used with discretion. It is to be used only to purchase those items specifically designated by the Company. The purchases must clearly be for business and you must be able to provide proof (e.g., receipt, signed purchase order, etc.). Any item purchased with the Company credit card for personal use may subject that person to immediate dismissal.

### **Parking**

Convenient parking may be limited at some work locations. You may be restricted to parking areas designated by your supervisor. FLON is not responsible for possible damages to your car while on Company property or when carrying out Company business.

### **Smoking**

Smoking may be prohibited except in designated smoking areas. Please check with your supervisor to verify Company policy. If smoking is permitted in designated areas, extreme care should be taken regarding the fire hazards associated with smoking at all times.

### **No Solicitation/No Distribution**

Working time is for work. For this reason, employees may not solicit or distribute items during working time (does not include breaks or lunch periods).

Examples of prohibited actions include:

- Soliciting on behalf of any organization for any purposes (e.g., fund raising merchandise)
- Distributing written or printed material in work areas at any time, or during the distributing employee's working time, or during the working time of the employee to whom the solicitation is being directed.

Non-employees will not be permitted to solicit or distribute written material for any purpose on company property.

## ***Electronic Communications Policy***

To remain competitive, better serve our customers, and give our talented workforce the best tools to do their jobs, FLON continues to adopt and make use of new means of communication and information exchange. This means that many of our employees may have access to one or more forms of electronic communication media and services, including computers, email, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, the Internet, FTP, telnet, and Usenet or newsgroups.

FLON encourages the use of many of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic communications media and services provided by the Company are company property and their purpose is to facilitate and support company business.

This policy cannot establish rules to cover every possible situation. Instead, it is designed to express FLON's philosophy and to set forth general principles employees should apply when using electronic communications media and services.

The following procedures apply to all electronic media and services that are:

- Accessed on or from company premises
- Accessed using company computer equipment or via company-paid access methods
- Used in a manner that identifies the individual with the Company

### **Passwords**

Each user has access to electronic communications media by means of a login name and password.

Passwords are intended to keep unauthorized individuals from accessing electronic communications stored on computer systems. Passwords also serve to establish the identity of the person sending electronic communications. The failure to keep passwords confidential can allow unauthorized individuals to read, modify, or delete electronic communications; circulate forgeries; and download or manipulate files on other systems.

The practice of using passwords should not lead employees to expect privacy with respect to electronic communications sent or received.

You should choose a new password every 3 months. Passwords should never be given out over the phone, included in email messages, posted, or kept within public view.

You are prohibited from disclosing your login name or password, or those of any other employees, to anyone who is not an employee of FLON. You also should not disclose your login or password to other companies, except when required by an urgent business matter. You should change your password as soon as possible after the urgent business has been resolved.

## **Confidential Information**

When using electronic communication media, you must exercise great care when transmitting FLON's confidential information. The nature of electronic communications media makes it easier to redistribute or misdirect trade secrets to unauthorized individuals.

Electronic media is an inappropriate method of communicating certain types of confidential information. You should consult your supervisor and the systems administrator before using electronic media to transmit highly sensitive or confidential information.

## **E-Mail Storage Policy**

FLON strongly discourages the storage of a large number of email messages. Retention of messages takes up a large amount of space on the email server and can slow down system performance. In addition, it is desirable to limit the number, distribution, and availability of such messages.

### **Deletion by users**

As a rule, if a message does not require a specific action or response, it should be deleted after it is read. If the content of the message needs to be saved for more than two weeks, it should be archived to a local hard disk or diskette or printed out and saved to an appropriate file. You should review your messages weekly and delete those that are not needed.

### **Deletion by system administrator**

The system administrator may enforce the following retention rules:

- All inbox messages are automatically deleted after 30 days.

- All message log entries (copies of sent messages) are deleted after 30 days.

- All private folder messages are deleted after 180 days.

- All bulletin board messages are deleted when they are no longer required or appropriate.

- The individual user must archive messages requiring longer retention.

## **Participation in Online Forums**

You should remember that any messages or information sent on FLON-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to FLON.

FLON recognizes that participation in some forums might be important to the performance of an employee's job. For instance, you might find the answer to a technical problem by consulting members of a newsgroup devoted to the technical industry.

All employees should include the following disclaimer in all of their postings to public forums:

*"The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by FLON."*

You should note that even with a disclaimer, a connection with FLON exists and a statement could be imputed legally to FLON. Therefore, you should not rely on disclaimers as a way of insulating FLON from the comments and opinions they contribute to forums. Instead, limit your discussion to matters of fact and avoid expressing opinions while using FLON's systems or a FLON-provided account. Communications must not reveal information about FLON's processes, techniques, trade secrets, or confidential information and must not otherwise violate this or other FLON policies.

### **Encryption**

Installing encryption software or encrypting electronic communications is prohibited except where explicitly authorized. Employees with a need to safeguard sensitive or confidential business information may submit a written request of encryption software to the systems administrator, with a copy sent to their supervisor. Employees who have encrypted files stored on a company computer must provide their supervisor with a sealed hard copy record (to be retained in secure location) of all passwords and/or encryption keys to access the files.

### **Personal Use**

Electronic communications media and services are provided by FLON primarily for the employees' business use. Limited, occasional, or incidental use of electronic communications media (sending or receiving) for personal, non-business purpose is understandable and acceptable. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

Personal use must be infrequent and must not:

- Involve any prohibited activity
- Interfere with the productivity of the employee or his or her co-workers
- Consume system resources or storage capacity on an ongoing basis
- Involve large file transfers or otherwise deplete system resources available for business purposes

## **Prohibited Activities**

Use of company–provided electronic communications in connection with any of the following activities would result in disciplinary action up to and including unpaid suspension or termination.

- Annoying, harassing, or threatening other individuals
- Disparaging or derogating any individual or group
- Sending, receiving, or storing offensive, obscene, or defamatory material
- Engaging in illegal, fraudulent, or malicious activities
- Sending uninvited communications of a personal nature
- Engaging in activities on behalf of organizations with no professional or business affiliation with FLON
- Using another individual’s account, identity, or password without explicit authorization
- Hacking or permitting unauthorized access to FLON’s electronic communications media
- Monitoring or intercepting the electronic communications of other employees or third parties
- Distributing or storing chain letters, jokes, solicitations, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature
- Participating in any newsgroup, mailing list, bulletin board, or other type of discussion forum that is not job–related
- Attempting to test, circumvent, or defeat security or auditing systems of FLON or any other organization without prior authorization
- Copying, retrieving, modifying, or forwarding copyrighted materials using electronic communications media except as permitted by the copyright owner

## **Employer Monitoring**

FLON supervisors and or/FLON board members reserve the right, at their discretion, to review your electronic communications to the extent necessary to ensure electronic media are being used in compliance with the law, this policy, and other FLON policies. For that reason, you should not have any expectation of privacy with respect to electronic communications sent, received, or stored on FLON's electronic communications media.

The Company does not monitor electronic information created and/or communicated by an employee generally. However, the following conditions should be noted:

Individual usage patterns—for example, telephone numbers dialed, sites accessed, call length, and time at which calls are made—are monitored for the following purposes

- Cost analysis
- Resource allocation
- Optimum technical management of information resources
- Detecting patterns of use that indicate employees are violating FLON's policies or engaging in any illegal activity

## **Authorized Access to Electronic Communications**

Electronic communications such as other types of correspondence and FLON's documents can be accessed and read by authorized employees or authorized individuals outside the Company. Accordingly, if you have sensitive information to transmit, then you should use other means.

Authorized access to electronic communications by employees or outside individuals includes, but is not limited to, the following:

- Access by the systems administration staff during the course of system maintenance or administration
- Access approved by the employee, the employee's supervisor, or board member of FLON when there is an urgent business reason to access the employee's electronic communications (e.g., an employee is absent from the office and the supervisor has reason to believe that information relevant to the day's business is located in the employee's mailbox)
- Access approved by the employee's supervisor, FLON's human resource department, or board member of FLON when there is reason to believe the employee is using electronic communications in violation of FLON's policies
- Access approved by FLON's human resources department or legal office in response to FLON's receipt of a court order or request from law enforcement officials for disclosure of any employee's electronic communications

## **Policy Violations**

Employees who abuse the privilege of company–facilitated access to electronic communications media or services are subject to disciplinary action, up to and including unpaid suspension or termination. They also risk having the privilege removed for themselves and possibly other employees.

Employees using the email system for defamatory, illegal, or fraudulent purposes are subject to civil liability and criminal prosecution.

## **Harassment**

Axcet and FLON are committed to providing a work environment that is free of discrimination. In view of this commitment, Axcet maintains a strict policy prohibiting harassment on any legally protected status.

Harassment of any Axcet or FLON employee by other employees, supervisors, customers, clients or vendors in connection with the employee's employment on the basis of race, religion, color, national origin, age, sex, physical or mental disability, or any other status protected by applicable law, is prohibited. Harassment based on sexual orientation, personal appearance, marital status or other personal characteristics may be illegal and is prohibited by company policies.

## **Prohibited Behaviors**

Behaviors prohibited by this policy include such behavior as:

- Slurs, demeaning jokes or comments,
- Innuendoes, unwelcome compliments
- Cartoons or pictures
- Pranks, hazing
- Stereotypical comments
- Derogatory descriptions or other verbal, written or physical conduct

Such behavior is considered harassment when it concerns, is based on, or is targeted at someone because of race, color, sex, national origin, religion, age, disability or other status protected by applicable law and has the purpose or effect of creating an intimidating, hostile, or offensive working environment; unreasonably interferes with an individual's work performance; or affects an individual's workplace opportunities.

Sexual harassment is a type of harassment that occurs when the verbal or physical conduct described above is sexual in nature or gender–based. Sexual harassment involves making unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature a condition of employment; making submission to or rejection of such conduct the basis for employment decisions; or creating an intimidating, offensive, or hostile working environment by such conduct.

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

- All forms of physical, verbal, and written sexual innuendoes
- Unwelcome sexual or romantic advances
- Inappropriate personal physical contact
- Graphic display of sexually suggestive objects or pictures
- Jokes of a sexual nature
- Display of sexually-oriented calendars, cartoons and magazines

### **Reporting Harassment**

If you believe that you have witnessed or experienced behavior(s) prohibited by this policy by another employee, a supervisor or manager, a vendor, customer, or other outside party, you are encouraged to identify the offensive behavior and request that it stop. If you are unwilling or unable to address the matter directly to the harasser, or if you do and the behavior continues, report the matter directly to Axcet's Human Resources Department at (913) 383-2999 or (800) 801-7557.

### **Investigation Process**

All complaints will be investigated promptly, impartially, and discreetly. Upon completion of the investigation, the appropriate parties will be notified of the findings. If any employee is found by the company to have violated this policy, appropriate corrective action will be taken. This could range from a disciplinary warning up to and including unpaid suspension or termination. Under this policy, an employee may be disciplined for behavior that is disrespectful, disruptive or otherwise prohibited by this policy, regardless of whether that behavior constitutes harassment prohibited by law.

### **Prohibited Retaliation**

Axcet and FLON will not retaliate against you for raising any concerns regarding any form of harassment and will not tolerate or permit any form of retaliation against you by management, your co-workers, or others. Reports of harassment that the complainant knows to be untrue will not be tolerated and may be grounds for discipline, up to and including termination.

We expect that the employees of Axcet and FLON will act responsibly to maintain a safe workplace, will treat each other with dignity and respect, and will work to maintain a workplace free of discrimination and harassment.

## **Substance Abuse Policy**

### **Use, Sale and Possession**

Axcet and FLON collectively maintain a drug- and alcohol-free workplace. The illegal use, sale, possession, or distribution of drugs or the use, sale, possession or distribution of alcohol at any time while on Company property or at Company functions will be considered grounds for immediate termination.

Company property includes all facilities, land, building, and automobiles owned, leased, or used by the Company. It also includes other work locations, or travel to and from those locations, while in the scope and course of employment.

The Company considers the illegal use of drugs and/or the prohibited use of alcohol a serious physical and mental health threat to the individual employees involved, a potential danger to other employees, and degeneration to the reputation and profitability of the Company.

The Company may use, at its discretion, further investigative measures designed for the prevention and detection of alcohol, illegal drug use, or trafficking on Company property. Any illegal drug identified will be turned over to the appropriate law enforcement agency.

### **Prescription and Over-the-Counter Drugs**

A drug legally prescribed to the employee by a licensed physician is not considered an illegal drug when taken in the recommended dosage. Caution should be taken with the legal use of prescription and over-the-counter drugs as they may affect your ability to perform your job duties. You are responsible for notifying your physician of the essential functions of your job before receiving a prescription.

## **Reasons for Employee Drug and Alcohol Testing**

**Post Offer:** As a part of the employment screening process, candidates may be required to test for current illegal use of drugs and alcohol. If so, employees will be required to sign a substance abuse policy Employee Consent Form.

**Random:** Subject to Department of Transportation (D.O.T.) regulations and other legal guidelines, the Company reserves the right to select a random sampling of employees to be tested for alcohol or illegal use of drugs. These tests will be conducted without advance notice.

**For Cause:** If the Company has reasonable grounds to believe that an employee is using alcohol or drugs illegally in violation of this policy, the Company may require the employee to submit to a medical evaluation by a physician or qualified medical personnel. This examination may include a body fluid test including urine, blood, saliva, and plasma, a breath analysis, or a hair analysis. Refusal to submit to a substance and/or alcohol test will be treated as a positive test result. Further, a positive substance screen may also result in the denial or reduction of indemnity benefits.

Reasonable grounds may include:

Accidents on the job

Irrational behavior (e.g., overly aggressive, troubled, or withdrawn)

A change in usual behavior (e.g., no longer on time for work or abnormally frequent absences)

Marked changes from typical personality, or physical attributes

**Post Accident and Post Injury:** Any employee who is injured or involved in an accident during the course of employment will be subject to testing for alcohol and illegal drug use pursuant to this policy. In addition, any employee returning to work after a prolonged absence may be subject to said testing pursuant to this policy.

Refusal to submit to a substance and/or alcohol test will be treated as a positive test result. Further, a positive substance screen may also result in the denial or reduction of indemnity benefits.

## **General Policies**

It is the responsibility of the Company to have all examinations performed by medical facility, which will collect, test, and retain the samples obtained from employees to ensure the integrity, accuracy, and confidentiality of the testing process. For that purpose, Axcet has provided FLON with the opportunity to utilize a certified clinic to administer said tests. All testing administered by Axcet's medical provider meets SAMHSA standards. D.O.T. testing is also available through this service.

### **Law Enforcement Cooperation**

The Company maintains a policy of full cooperation with law enforcement agencies, and reserves the right, and duty, to refer any suspected illegal drug activity to the proper authorities, including the Licensing Authority. Any employee convicted by a law enforcement agency and court of competent jurisdiction for a drug-related offense will be subject to immediate termination. Upon arrest and awaiting resolution of the case, the employee may be suspended without pay or benefits subject to the outcome. If the employee is found “not guilty,” or if charges are dismissed, the employee may be restored to previous employment after a negative substance screen.

### **Employee Rehabilitation**

The Company recognizes that alcoholism and substance abuse may be treatable conditions. An employee who voluntarily (prior to any request to undergo testing under this policy or suspected or confirmed violation of this policy) seeks assistance from the Company for alcohol or drug addiction shall be offered one opportunity to participate in appropriate treatment through a facility approved by the Company, at the employee’s cost. The Company reserves the right to suspend the employee without pay pending the completion of the initial treatment.

If the employee refuses to participate in the approved treatment program, or fails to complete the program successfully, the employee will be subject to immediate termination.

If the employee accepts, and successfully completes, the treatment program, a reasonable effort will be made to restore the employee to previous employment. If employee is FMLA eligible, and has not violated policy, reinstatement is mandatory. If the employee is found in violation of this policy after completion of treatment, the employee will be subject to immediate termination.

### **Closing Statement about Conduct**

Axcet and FLON trust that your understanding of these conduct policies will prevent you from making an incorrect decision that could result in the loss of your job. Please do not risk your job or your reputation-it’s just not worth it!

In addition to the conduct listed on the preceding pages, other types of conduct injurious to security, personal safety, employee welfare and Company’s operations (and any other activity, conduct or omission which, in the opinion and judgment of management, is not in the best interests of the Company) is also prohibited and may result in discipline, including unpaid suspension or termination.

## **Your Work Environment**

### ***Personal Property***

Axcet and FLON are not responsible for loss or damage to your personal property. Personal items, such as purses and all other valuables, should not be left in areas where theft or damage might occur.

### ***Employee Medical Testing***

As a condition of employment in some work divisions, as prescribed by law, you may be required to submit to periodic X-ray or laboratory tests. Your supervisor will inform you of the required test(s).

### ***Equipment, Tools and Uniforms***

You are responsible for the safekeeping of equipment, tools, or uniforms assigned to you (if applicable) to perform all aspects of your work.

You should report any equipment damage or failure to your supervisor immediately. Do not remove equipment or supplies from your work premises without prior authorization.

# Employee Safety and Health

## ***Workplace Safety***

Axcet and FLON are interested in the safety of each employee. The Company believes that in order to have a safe working environment, it requires the cooperation and input from all employees. We must all pay attention to hazards in work areas, incorporate safe working practices, and report any unsafe conditions immediately. Being aware of our surroundings is in the best interests of everyone.

You are expected to comply with specific company and department safety regulations at FLON. Your supervisor will inform you of regulations that specifically pertain to you.

Creating a safe work environment that is free of accidents is everyone's concern.

## ***Operation of Motor Vehicles***

Employees who drive for company business have an additional responsibility to drive safely and with courtesy. As requested by management, you are required to:

- Present and hold a valid U.S. driver's license at all times
- Immediately report to your supervisor any driver's license suspension or revocation
- Have/maintain an acceptable driving record as required by the company's auto insurance carrier (Requirements are subject to change.)
- Present proof of personal auto insurance coverage

## **Specific safety policies**

Every driver is expected to follow specific safety policies. These policies include (but are not limited to):

Only authorized drivers are allowed to operate company vehicles.

Only authorized passengers are allowed to ride in company vehicles. (Unauthorized passengers include, but are not limited to, family, friends, and members of the general public.)

All drivers and passengers are required to wear seat belts at all times.

Observe all traffic laws. Any fines are paid by the driver and must be reported to the supervisor. Violations demonstrating unsafe driving are causes for disciplinary action.

Report any medications (prescription or over-the-counter) that may reduce your ability to drive safely to Human Resources or to Axcet. You may be required to avoid driving until side effects are gone or you discontinue the medication. Driving while under the influence of alcohol or with drugs illegally present in your system is prohibited and grounds for immediate termination.

Be courteous to other motorists and watch closely for pedestrians.

Report any vehicle accident or citation to your supervisor immediately.

All drivers are expected to properly safeguard company vehicles and use them in accordance with company policy. If it is determined that a vehicle is being misused or is at substantially higher risk of theft or damage due to lack of responsible precautions by the driver, use of the vehicle may be revoked and cause for disciplinary action.

## ***Workers' Compensation***

FLON provides workers' compensation benefits to employees for job-related injuries or illnesses. This insurance provides for medical care and benefits for temporary or permanent disability.

If you become injured or ill on the job, immediately report it to your supervisor. You and your supervisor will complete an "Incident Report" to be submitted to within one working day following the accident or illness. A company-provided clinic or doctor will administer medical care, and it is your responsibility to make and keep all scheduled appointments. If you fail to report an incident in a timely manner, you may have difficulty in obtaining workers' compensation benefits.

It is the goal of FLON to work with the treating physician to ensure that you are able to return to work as soon as possible. In the event the doctor's restrictions prevent you from temporarily performing your regular duties, every effort will be made to provide work that will accommodate those restrictions. This approach will permit you to earn your regular salary without loss of income or benefits.

You should be aware that workers' compensation insurance does not cover payment of workers' compensation benefits for any injury that arises from voluntary participation in any off-duty recreational, social, or other activity not related to your normal job responsibilities.

## **Addressing Grievances**

### ***Problem Resolution***

Axcet is available to help solve misunderstandings. If you have a work-related problem, discuss it with your supervisor first for prompt and effective resolution.

If the problem is not resolved through this process, or you are not comfortable discussing the matter with management for any reason, you may call Axcet at (913) 383-2999 or (800) 801-7557 for assistance.

# Appendix

## Code of Ethics and Values Standards

### I. Introduction

As a matter of fundamental principle, Future Leaders Outreach Network (FLON) operates as a non- for- profit faith based organization in the community that strive to adhere to the highest ethical standards because it is the right thing to do. As a matter of pragmatic self-interest, the community should do so because public trust in our performance is the bedrock of our legitimacy.

Furthermore, Future Leaders Outreach Network commonly identified as FLON is recognized as a faith based religious organization under the umbrella of Kingsway International Ministries under KFI's group exemption as a chartered affiliate.

Donors and volunteers support **Future Leaders Outreach Network** because they trust them to carry out their missions, and will strive to be a good steward of their resources, and to uphold rigorous standards of conduct.

Future Leaders Outreach Network has earned this trust with other agencies whether secular or religious and must do so consistently in every possible way. Furthermore **Future Leaders Outreach Network** board members, executive leaders, staff and volunteers will strive to demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, respect, and responsibility.

**Future Leaders Outreach Network** will strive to collaborate with other non-for-profit agencies (i.e., secular, faith based churches or religious), corporations whether large and small, who distribute grants, contracts, donations and or contributions and those that raise funds from the public, those that operate at the community, state and federal level. That diversity is one of the abiding strengths of the nonprofit sector, which Future Leaders Outreach Network embraces.

**Future Leaders Outreach Network** in the nonprofit sector has formally adopted code of ethics with which all of their board members staff and volunteers are familiar and to which they adhere.

Adherence to the law is the minimum standard of expected behavior. **Future Leaders Outreach Network** will simply strive to obey the law. We must embrace the highest standards of integrity. Transparency, openness and responsiveness to public concerns and must be integral to our behavior.

## **II. Statement of Values**

Any code of ethics is built on a foundation of shared values, Therefore, **FUTURE LEADERS OUTREACH NETWORK** values...

- The role of other nonprofit in society (including relevance and outcomes)
- Innovation and excellence (including partnerships, collaboration whose employees, board members and volunteers who will strive to be **Committed, Accountable, Responsible and Enthusiastic**), because they C.A.R.E. about the clients they serve.
- Diversity and inclusiveness
- Accountability and transparency (including openness, honesty, trust and integrity)

These values lead directly to the Code of Ethics that follows. The values inform and guide the actions as stated below in the guiding principles that **FUTURE LEADERS OUTREACH NETWORK** implements in developing our policies and carrying out its practices.

### **Guiding Principles**

- Recognize, respect, and support families of all ethnic, cultural, linguistic, and social status;
- Honor and support children and adolescents, who are destined to be successful future leaders;
- Strong families and strong children are the cornerstone for strong communities and healthy futures;
- Sexual activity before marriage, illegal drug usage, alcohol and violence are preventable;
- Prevention and Intervention curriculum education is the most effective approach to reducing teen pregnancy, substance abuse and violent behavior;
- Honor the unique contributions from our collaborative partners and funding agencies that fund various programs of FLON and;
- Honor the unique and unwavering contributions from all employees, volunteers, board members and collaborative partners' colleagues in the school, community and faith based settings, who provide program services, therefore respecting their role as a team player.

## **III . The Code of Ethics**

### **1.28 CODE OF ETHICS (Excerpt from Policy and Procedure Manual)**

**Policy:** Employees and Volunteers who specifically work with participants shall be expected to behave in a manner that protects the health, safety, rights, and welfare of participants.

## **Procedures:**

By reading the organization's policies and procedures manual and signing a statement of receipt of this manual, I as an employee at this agency affirm that:

1. Smoking or use of tobacco products in the presence of participants is prohibited.
2. Using, possessing, or being under the influence of alcohol or illegal drugs will not be tolerated.
3. Employees and volunteers shall not abuse program participants including:
  - Physical Abuse — strike, spank, shake, slap
  - Verbal Abuse — humiliate, degrade, threaten
  - Sexual Abuse — including inappropriate language, touching and exposure
  - Mental Abuse — inconsistent standards, communicating one behavior and rewarding the opposite.
4. Employees, Contractors and volunteers must treat children of all races, religions, and cultures with respect and consideration.
5. Employees, Contractors and volunteers must use positive techniques of guidance, including positive reinforcement and encouragement rather than competition, comparison or criticism.
6. Employees, Contractors and volunteers shall abstain from humiliating or frightening discipline techniques.
7. Employees, Contractors and volunteers shall not use profanity in the presence of children or parents.
8. Employees, Contractors and volunteers will refrain from inappropriate display of affection toward others in the presence of children, parents, and staff.
9. Monetary and expensive gifts to employees and volunteers are prohibited.
10. Employees, Contractors and volunteers must be free of physical and psychological conditions that might adversely affect participants' health, including significant fever or contagious conditions.
11. Employees, Contractors and volunteers will portray a positive role model for participants by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact and maturity.
12. Employees, Contractors and volunteers will do everything in their power to avoid being put in a situation where they are alone with a participant. In fact, caring for any children other than one's own, on a one-on-one basis such as babysitting is prohibited.

13. Inviting children to an employee, contractors or volunteer's home without full knowledge of the child's parent(s) and without another adult present at all times is strictly prohibited.
14. Employees, contractors, and volunteers are expected to communicate with children (i.e., Program participants) through appropriate parental channels, such as parent's phone and e-mail accounts. It is considered inappropriate to contact children through the child's cell phone, send text messages to the child, or send e-mail's to the child without copying the parent.  
  
Also it is inappropriate for a Program participant to voluntarily provide their email, phone number or send a text message to communicate any issues. When this occurs, the employee, contractor, or volunteer must immediately report it to their Supervisor.
15. State law requires that all citizens report any suspected abuse or neglect of a child to the proper agency.

#### **A. Personal and Professional Integrity**

**FUTURE LEADERS OUTREACH NETWORK** staff, board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives of **Future Leaders Outreach Network**. **FUTURE LEADERS OUTREACH NETWORK** promotes a working environment that values respect, fairness and integrity.

#### **B. Mission**

**FUTURE LEADERS OUTREACH NETWORK** shall have a clearly stated mission and purpose, approved by the Board of Trustees, in pursuit of the public good. The **FUTURE LEADERS OUTREACH NETWORK** mission is **“To provide adolescents with skills that empower them to set goals, become effective leaders, pursue economic well-being, and make healthy choices.”**

**All FUTURE LEADERS OUTREACH NETWORK** programs shall support that mission and all who work for or on behalf of **Future Leaders Outreach Network** will understand and be loyal to that mission and purpose, therefore conducting all programs with a **“Spirit of Excellence”** for the purpose of successfully completing all program activities on or before the projected due date.

The mission shall be responsive to the constituencies and communities served by **FUTURE LEADERS OUTREACH NETWORK** and of value to the society at large.

## C. Governance

**FUTURE LEADERS OUTREACH NETWORK** shall have an active governing body, the Board of Directors, which is responsible for setting the mission and strategic direction of **Future Leaders Outreach Network** and oversight of the finances, operations, and policies of **Future Leaders Outreach Network**. The Board of Directors:

- Ensures that its board members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of **FUTURE LEADERS OUTREACH NETWORK** and its public purpose;
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means; and
- Is responsible for the hiring, firing, and regular review of the performance of the Executive Director, and ensures that the compensation of the chief executive officer is reasonable and appropriate;
- Ensures that Executive Director and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Ensures that **Future Leaders Outreach Network** conducts all transactions and dealings with integrity and honesty;
- Ensures that **Future Leaders Outreach Network** promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that **Future Leaders Outreach Network** is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- Ensures that policies of **Future Leaders Outreach Network** are in writing, clearly articulated and officially adopted;
- Ensures that the resources of **Future Leaders Outreach Network** are responsibly and prudently managed; and,
- Ensures that **Future Leaders Outreach Network** has the capacity to carry out its program activities effectively.

## D. Legal Compliance

**FUTURE LEADERS OUTREACH NETWORK** will be vigilant in compliance with laws, regulations and applicable conventions that govern and regulate **Future Leaders Outreach Network**.

## **E. Responsible Stewardship**

**FUTURE LEADERS OUTREACH NETWORK** shall manage its' funds responsibly and prudently. This should include the following considerations:

- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission and the mission of the funding agency who awarded **Future Leaders Outreach Network** funds to accomplish the intended program deliverables;
- It spends an adequate amount on administrative and other operating expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- **FUTURE LEADERS OUTREACH NETWORK** compensates staff, and any others who may receive compensation, reasonably and appropriately;
- **FUTURE LEADERS OUTREACH NETWORK** has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- **FUTURE LEADERS OUTREACH NETWORK** will maintain an appropriate level of funds to maintain our mission and purpose and not accumulate excessive reserve funds, unless the excess funds that was allocated for specific activities were not conducted due to barriers and other issues beyond the control of the Executive Director and or Program Director;
- **FUTURE LEADERS OUTREACH NETWORK** ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of **Future Leaders Outreach Network** ; and,
- All financial reports are factually accurate and complete in all material respects.

## **F. Openness and Disclosure**

**FUTURE LEADERS OUTREACH NETWORK** shall provide comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information.

All information about **FUTURE LEADERS OUTREACH NETWORK** will fully and honestly reflect the policies and practices of **Future Leaders Outreach Network**. Basic informational data about **Future Leaders Outreach Network**, such as the reviews and compilations, and audited financial statements will be made available upon request.

All solicitation materials accurately represent **Future Leaders Outreach Network's** policies and practices and will reflect the dignity of program beneficiaries. All financial, and progress reports will be complete and accurate in all material respects.

## **G. Program Evaluation**

**FUTURE LEADERS OUTREACH NETWORK** will regularly review program effectiveness and have mechanisms to incorporate lessons learned into future programs. **FUTURE LEADERS OUTREACH NETWORK** is committed to improving program effectiveness and develops mechanisms to promote learning from its activities and the field. **FUTURE LEADERS OUTREACH NETWORK** will be responsive to changes in its field of activity and the needs of its constituencies.

## **H. Inclusiveness and Diversity**

**FUTURE LEADERS OUTREACH NETWORK** shall have a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. **FUTURE LEADERS OUTREACH NETWORK** shall take meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

## **I. Fundraising**

**FUTURE LEADERS OUTREACH NETWORK** shall raise funds from the public and from donor institutions and be truthful in solicitation materials. **FUTURE LEADERS OUTREACH NETWORK** will respect the privacy concerns of individual donors and expends funds consistent with donor intent. **FUTURE LEADERS OUTREACH NETWORK** shall disclose important and relevant information to potential donors.

In raising funds, **FUTURE LEADERS OUTREACH NETWORK** will respect the rights of donors, as follows:

- To be informed of **FUTURE LEADERS OUTREACH NETWORK** mission, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on **FUTURE LEADERS OUTREACH NETWORK** governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the most recent **FUTURE LEADERS OUTREACH NETWORK** financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect that all relationships with individuals **representing Future Leaders Outreach Network** respect the interest of the donor and will conduct themselves in a professional manner;
- To be informed whether those seeking donations are **FUTURE LEADERS OUTREACH NETWORK** employees, Board Members or hired solicitors;

- To have the opportunity for their names to be deleted from mailing lists that **FUTURE LEADERS OUTREACH NETWORK** may intend to share; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

#### **IV. Afterword**

While **FUTURE LEADERS OUTREACH NETWORK** code of ethics is, by necessity, general in outlining broad ethical principles. It is not a detailed set of recommended practices on a specific issue.

This code of ethics statement is intended as a model to follow and that the **Future Leaders Outreach Network staff, board of directors, volunteers** can draw from in reviewing or adopting the code of ethics and values consistently.

## Employee Acknowledgment for Future Leaders Outreach Network

I acknowledge that I have received a copy of the Axcet and FLON Employee Handbook. I understand and agree that it is my responsibility to review this manual and familiarize myself with its contents.

Employment with the Company is employment "at will." This means either the employee or the Company may terminate employment, with or without notice or cause at any time. Nothing in this manual or in any other document or statement shall limit the Company's right to terminate an employee at any time, with or without cause or notice or to make changes to an employee's position, title, job responsibilities or compensation level. No manager, supervisor or other employee of the Company has the authority to enter into any agreement for employment for any specified time period or to make any agreement for employment other than "at will" employment. Only the founder/president of the Company has the authority to make such an agreement if it is in writing and signed by the founder/president and the employee.

I understand that except for employment "at will" the Company can change status or any and all policies or practices at any time. I also understand that nothing in the handbook creates, or is intended to create, a promise or representation of continued employment.

I acknowledge that I have read the policies and procedures within this handbook. I also acknowledge that if there are any sections in this handbook that I do not understand, or if I have questions regarding a specific area or topic, I agree to ask my immediate supervisor for further clarification.

In consideration of my employment, I agree to read and abide by the conditions, rules, and policies of this handbook. I further understand that this handbook is the property of Axcet HR Solutions, Inc. and must be returned in good condition upon the termination of my employment.

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Print Employee Name

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Employee Signature

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Date

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Social Security Number

Forward the signed original to Axcet HR Solutions