

OPERATIONS GUIDE

I - Employment

Dwight Mission

DRAFT
January 2019

Table of Contents

I.1.A WELCOME STATEMENT

I.1.B DESCRIPTION OF Employee Guide

I.2.A Accountability

I.2.B GRIEVANCES

I.3.A EMPLOYMENT RELATIONSHIP

I.3.A.i EMPLOYMENT AT WILL

I.3.A.ii EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

I.4.A HIRING GUIDE – BACKGROUND CHECK

I.4.A.i IMMIGRATION COMPLIANCE

I.4.A.ii EMPLOYMENT STATUS

I.4.A.iii INTRODUCTORY PERIOD

I.4.A.iv JOB DUTIES

I.5.A PAYROLL

I.5.B WORKING HOURS & SCHEDULE

I.5.C TIMEKEEPING PROCEDURES

I.5.D OVERTIME

I.5.E SALARY PAY POLICY

I.5.F SALARY ADVANCES/LOANS

I.5.G WAGE GARNISHMENTS

I.6.A CONFLICT OF INTEREST

I.7.A OPEN-DOOR POLICY

I.8.A UNLAWFUL HARASSMENT

I.8.A.i SEXUAL HARASSMENT

I.8.A.ii PROHIBITED CONDUCT

INCERT-----

I.10.A CONDUCT & EMPLOYMENT OUTSIDE WORK

I.11.A DRUG & ALCOHOL ABUSE

B C D

I.12.A PUNCTUALITY & ATTENDANCE

I.13.A INVESTIGATIONS OF CURRENT EMPLOYEES

I.14.A PERFORMANCE EVALUATIONS

I.14.B IMPROVING EMPLOYEE JOB PERFORMANCE

I.15.A PERSONNEL RECORDS

I.16.A CUSTOMER RELATIONS

I.17.A CONFIDENTIALITY

I.18.A EMPLOYEE DRESS & PERSONAL APPEARANCE

I.19.A NON-FRATERNIZATION

I.20.A EMPLOYMENT SERVICE CREDIT

I.21.A PUBLICITY/STATEMENTS TO THE MEDIA

I.22 POLICIES AGAINST WORKPLACE VIOLENCE

I.22.A

I.22.A.i

I.23.A OPERATION OF VEHICLES

I.24.A USE OF EQUIPMENT

I.25.A USE OF TECHNOLOGY AND THE INTERNET

INCERT----- I26 TO I31

I.32A USE OF STATIONERY & MAIL SERVICES

I.33.A EMPLOYEE PROPERTY

I.34.A VISITORS

I.35.A SECURITY

I.36.A SOLICITATION & DISTRIBUTION OF LITERATURE

I.37.A EMPLOYEE PARKING

I.38.A BULLETIN BOARDS

I.39.A TELEPHONES

I.40.A HOUSEKEEPING

I.41.A SMOKING POLICY

I.42.A HEALTH & SAFETY

I.43.A POLICY REGARDING VIOLENT CRIME

I.44.A HOLIDAYS

I.44.B PAID TIME OFF

I.45 INSURANCE BENEFITS

INCERT CHANGES-----

I.46.A POST-TERMINATION CONTINUATION OF MEDICAL INSURANCE

I.47.A LEAVES OF ABSENCES

I.47.B MEDICAL LEAVES OF ABSENCE

I.47.C NON-OCCUPATIONAL MEDICAL LEAVE

I.47.D OCCUPATIONAL MEDICAL LEAVE

I.47.E PERSONAL LEAVE OF ABSENCE

I.47.F FUNERAL OR BEREAVEMENT TIME OFF

I.47.G CIVIC DUTY TIME OFF

I.47.H VOTING TIME OFF

I.48 SEPARATION PRACTICES

I.48.A VOLUNTARY TERMINATIONS

I.48.B INVOLUNTARY TERMINATIONS

I.48.C REDUCTIONS IN FORCE

I.49.A ACKNOWLEDGMENT & AGREEMENT

I.1.A WELCOME STATEMENT

Congratulations and thank you for accepting Dwight Mission's offer of employment. One of the keys to our success is hiring good Employees. We have hired you because we believe you have the skills and the potential to help Dwight Mission succeed. We expect and depend upon you and each Employee to perform the tasks assigned to you to the best of your abilities. We believe that hard work and commitment will not only help us succeed, but will help give you a sense of pride and accomplishment.

Dwight Presbyterian Mission Inc. hereafter referred to as Dwight Mission is an integral part of the Presbyterian Church (U.S.A.) and is a community of faith called in to being by God's grace in Jesus Christ. It is made up of people called by God into a covenant relationship where the gifts of God's people are recognized and used for the purposes of God

The Church seeks to order its institutional life by the biblical and theological themes that give it purpose and mission. These include:

God as Creator In creating a good world, God also created human beings to continue this good work.

Human Vocation Human beings have as their chief end to glorify God and enjoy God forever. This involves a lifelong response in all aspects of life. Work, paid and unpaid, is an integral part of the believer's response to God's call. By working with integrity and responsibility toward all our neighbors and all of creation; by treating other workers and ourselves with respect, compassion, and gratitude; and by seeking forgiveness from God for imperfections in work, we engage in work pleasing to God. Our work thereby becomes a service to our neighbors and their work a service to us.

Sinfulness In the fallen human state, sinfulness can be manifested in individual sloth, dishonesty, exploitation of others or lack of charity. It can also take institutional patterns of discrimination and oppression. These various forms of sinfulness need to be confessed to a gracious God and addressed in law and policy.

The Church as Community The Church, as a witness to God's redemptive work, seeks to organize its institutional life in ways that reflect its theological visions of the Church. Although tension will continue to exist between the understanding of the Church as a Community and as an institution, the direction is clear. It seeks to make work not a burden but a glad and collaborative response to Jesus' transformative life. It seeks to reflect God's creative and redemptive purposes in all life by providing not only a means of subsistence but also a way to honor human dignity and participate in community life. It seeks for its structure to reflect its policy: one that places a high value on participation and diverse representation in decision making and avoids decisions imposed by individuals. It seeks to cultivate an environment where people support one another, utilize their gifts creatively and productively, and embody the love and openness of Jesus Christ.

As an employer, Dwight Mission strives to set an example of a work community built on faith which:

- recognizes the gifts of individuals;
- encourages individuals and groups to their best work;
- compensates fairly for work performed;
- recognizes the synergy and justice of a diverse workforce
- supports individuals and families;
- models stewardship through efficiency and careful use of resources.

I.1.B DESCRIPTION OF EMPLOYEE GUIDE

This Employee Guide contains information about the employment policies and practices of Dwight Mission Camp, Conference and Retreat Center ("Dwight Mission"). We expect each Employee to read this Employee Guide carefully, as it is a valuable reference for understanding your job and Dwight Mission. This Employee Guide supersedes all previously issued Employee Guides and inconsistent verbal or written policy statements. Except for the policy of at-will employment, which can only be changed by the Executive Director in writing, Dwight Mission reserves the right to revise, delete, and add to the provisions of this Employee Guide. All such revisions, deletions, or additions must be in writing and must be signed by the Executive Director of Dwight Mission. No oral statements or representations can change the provisions of this Employee Guide.

Nothing contained in this Employee Guide shall be construed as constituting a contract or as creating any contractual obligations on the part of Dwight Mission or any Employee. None of Dwight Mission's personnel documents and benefit plans, including this Employee Guide, constitutes, or is intended to constitute, an express or implied contract guaranteeing continued employment for any Employee. No Supervisor has any authority to enter into a contract of employment--express or implied--which changes or alters the at-will employment relationship. Only the Executive Director has the authority to enter into an employment agreement that alters the at-will employment relationship and any such agreement must be in writing.

This Employee Guide is the property of Dwight Mission. All rights are reserved. No part of this Employee Guide may be reproduced in any form or by any electronic or mechanical means, including information storage and retrieval systems, without permission in writing from the Executive Director. Not all Dwight Mission policies and procedures are set forth in this Employee Guide. We have summarized only some of the more important ones. If you have any questions or concerns about this Employee Guide or any other policy or procedure please ask your Supervisor or the Executive Director.

I.2.A Accountability

Employees of Dwight Mission are accountable to the Executive Director. The Executive Director is employed by and accountable to the Dwight Presbyterian Mission, Inc Board of Directors.

I.2.B GRIEVANCES

Any employee who has a grievance with the Employee Guide and/or personnel policies and procedures shall first notify the Executive Director of the grievance so that, if possible, the grievance may be discussed and resolved on a person-to-person basis with the Executive Director.

If the grievance remains unresolved following a conference with the Executive Director, the employee shall submit the grievance in writing to the President of the Dwight Mission Board.

The matter shall be referred to the Dwight Mission Executive Board, which will render the final decision.

.I.3.A EMPLOYMENT RELATIONSHIP

I.3.A.i EMPLOYMENT AT WILL

The Employee or Dwight Mission may terminate employment at Dwight Mission for any reason, with or without cause or notice, at any time. Nothing in this Employee Guide or in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or Employee of Dwight Mission shall have any authority to enter into an employment agreement--express or implied--with any Employee providing for employment other than at-will.

This policy of at-will employment is the sole and entire agreement between you and Dwight Mission as to the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment at will, terms and conditions of employment with Dwight Mission may be modified at the sole discretion of Dwight Mission with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of Dwight Mission include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation, or expansion of operations; sale, relocation, merger, or consolidation of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that Dwight Mission may determine to be necessary for its safe, efficient, and economic operation.

I.3.A.ii EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Dwight Mission is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination. based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, as well as any other category protected by federal, state, or local laws (except where a category is determined to be a bona fide occupational qualification). All such discrimination is unlawful and all persons involved in the operations of Dwight Mission are prohibited from engaging in this type of conduct.

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, Dwight Mission will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on Dwight Mission. Any qualified applicant or Employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact the Executive Director and request an accommodation.

You should report every instance of unlawful discrimination to your Supervisor or the Executive Director of Dwight Mission, regardless of whether you or someone else is the subject of the discrimination. Detailed reports--including names, descriptions, and actual events or statements made--will greatly enhance Dwight Mission's ability to investigate. Any documents supporting the allegations should also be submitted. Based on your report, Dwight Mission will conduct an investigation. Dwight Mission prohibits any and all retaliation for submitting a report of unlawful discrimination and for cooperating in any investigation. Any Supervisor or Employee who retaliates against the accuser or those involved in the investigation will be disciplined, up to and including discharge from employment.

If the investigation determines that prohibited discrimination or other conduct that violates Dwight Mission policy has occurred, Dwight Mission will take appropriate action, up to and including termination of employment, against those who engaged in the misconduct. Dwight Mission will also evaluate whether other employment practices should be added or modified in order to deter and prevent that conduct in the future.

I4.A Hiring Guide

Dwight Mission recognizes the importance of maintaining a safe workplace. Dwight Mission reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information that is reasonably available to Dwight Mission. Dwight Mission may review an applicant's or an Employee's credit report and criminal background, if any. In the event that a background check is conducted, Dwight Mission will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the job applicant or Employee with any required notices and forms. Consistent with these practices, job applicants or Employees may be asked to sign certain authorization and release forms. Consistent with legal requirements, Dwight Mission reserves the right to require job applicants or Employees to sign the forms as requested as a condition of employment.

I.4.A.i IMMIGRATION COMPLIANCE

Dwight Mission will comply with applicable immigration law, including all applicable federal, state and local law. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. The most common forms of identification are a driver's license and social security card; however, other documents can be used.

If you have any questions or need more information on immigration law issues, please contact the Executive Director.

I.4.A.ii EMPLOYMENT STATUS

Employees at Dwight Mission are classified as full-time nonexempt, part-time nonexempt, temporary, or exempt.

.1 Full-Time Nonexempt Employees

Full-time nonexempt Employees are those who are normally scheduled to work and who do work a schedule of 40 or more hours per week.

.2 Part-Time Nonexempt Employees

Part-time nonexempt Employees are those who are scheduled to and do work less than 40 hours per week. Part-time nonexempt Employees may be assigned a work schedule in advance or may work on an as-needed basis.

.3 Temporary Employees

Temporary Employees are those who are employed for short-term assignments. Short-term assignments will generally be periods of three months or less. Temporary Employees are not eligible for benefits, except as required by applicable law, and may be classified as exempt or nonexempt on the basis of job duties and compensation.

.4 Exempt Employees

Exempt Employees are those whose job assignments meet the federal and state requirements for overtime exemption. Exempt Employees are compensated on a salary basis and are not eligible for overtime pay. Generally, executive, administrative, professional, and certain outside sales Employees are overtime exempt. Your Supervisor will inform you if your status is exempt.

.5 Volunteer Employees

Volunteer employees are those whose job assignments are performed on a volunteer basis. Volunteer employees are not monetarily compensated for work performed, although they may receive room and board if available.

Volunteer employees are subject to all hiring practices of normal employee positions, must complete an employee application and are subject to background checks.

I.4.A.iii INTRODUCTORY PERIOD

The first three months of continuous employment at Dwight Mission will no doubt be a learning experience. You will learn your job duties and responsibilities, get acquainted with your Supervisor(s) and fellow Employees, and familiarize yourself with Dwight Mission in general. We refer to this initial period of employment as your introductory period.

While we understand that you will be learning a lot about your new job, you are still expected to perform satisfactorily and your performance will be reviewed closely. Also, please understand that completion of the introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

I.4.A.iv JOB DUTIES

As part of your initial orientation, you will learn the various duties and responsibilities of your job. You will be provided with a copy of the written job description for your individual position. Dwight Mission maintains certain expectations and standards applicable to your job position. Your Supervisor should review these with you.

It is expected that Employees will perform additional duties and assume additional responsibilities as needed by their Supervisor for the efficient operation of Dwight Mission.

In order to adjust to changes in our programs, it may become necessary to modify your job description, add to or remove certain duties and responsibilities, or reassign you to an alternate job position. Should this occur your supervisor will review the changes and provide a new job description if necessary.

I.5.A Payroll

Dwight Mission uses a payroll service.

Payroll is transmitted by direct deposit

All employees are required to have a direct deposit account to receive their payroll.

Paydays are on the 15th and last day of the month, or the last workday before those dates, for the preceding pay periods. If a regular payday falls on a weekend or holiday, Employees will be paid on the preceding workday.

I.5.B Work Schedule

Dwight Mission administrative office hours are normally from 8:00 a.m. to 5:00 p.m., Monday through Friday, however, individual work schedules will depend upon the demands and needs of user groups at Dwight Mission. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. In order to accommodate the needs of our programs, it may be necessary to change individual work schedules on either a short-term or long-term basis, and this schedule may include work on Saturday and/or Sunday.

Employees shall be granted one 15-minute break (with pay) after the first half of each four hour work period.

Food service employees shall be granted time for meals during their scheduled working hours, allowing a half-hour time period, with pay.

Other salaried and hourly employees shall be granted one hour periods of time for meals during the workday, although time away from their work is not considered part of their work schedule and does not count toward the hours for which they will be compensated. Meals will be provided to employees only when Dwight dining hall food service is available and work schedules coincide with camp meal schedules.

Summer camp staff are paid on a seasonal stipend.

At times, emergencies such as power failures, road closings, earthquakes, fires, or severe weather may interfere with Dwight Mission's operations. In such an event, Dwight Mission may order a temporary shutdown of part or all of its operations. Depending on the circumstances, time off may or may not be paid.

I.5.C TIMEKEEPING PROCEDURES

1. Nonexempt Employees must record their actual time worked for payroll and benefit purposes. They shall record the time work begins and ends, as well as the beginning and ending time of each meal period. Nonexempt Employees must also record any departure from work for any non-work-related reason.

Altering, falsifying, and tampering with time records, or recording time on another Employee's time record is prohibited and subject to disciplinary action, up to and including termination of employment.

It is their responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your timecard should be reported immediately to their Supervisor, who will attempt to correct legitimate errors.

2. Exempt Employees may be required to record their time worked and report full days of absence from work for reasons such as leaves of absence, sick leave, or personal business.

I.5.D OVERTIME

When operating requirements or other needs cannot be met during regular working hours, you may be scheduled to work overtime.

1. Non-Exempt Employees Supervisor must authorize all overtime work in advance. Working overtime without prior authorization may result in disciplinary action. Nonexempt Employees will be paid time and one-half compensation for all hours worked in excess of 40 hours in one workweek and as otherwise required by state and federal law.

2. Exempt Employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to exempt Employees.

I.5.E EXEMPT SALARY PAY POLICY

Exempt Employees will be paid a salary in accordance with applicable law. Although exempt Employees are generally entitled to their salary for any week in which work is performed, deductions can and will be made when permitted by applicable law.

For example, an exempt Employee's salary may be reduced for complete days of absence for personal reasons and incomplete initial or final weeks of work. There may also be other occasions when an exempt Employee's salary may be reduced. Please contact your Supervisor or the Executive Director for more information.

I.5.F SALARY ADVANCES/LOANS

Dwight Mission does not permit advances on paychecks or against accrued paid time off.

I.5.G WAGE GARNISHMENTS

Dwight Mission would like to avoid incurring the administrative costs of garnishments and wage assignments for Employees. Accordingly, Dwight Mission encourages all Employees to meet their financial obligations without involving Dwight Mission. Nonetheless, Dwight Mission will adhere to legally imposed wage assignments and garnishments, and will not modify the terms of those legal arrangements unless ordered to by a court. Dwight Mission will deduct the administrative costs of complying with wage assignment and garnishment orders, to the amount allowed by statute.

1.6.A CONFLICT OF INTEREST

No employee, volunteer or board member shall accept tips, grants, merchandise, gratuities, services or any special favors from any person, persons or businesses. All honoraria received having to do directly with the work or program of Dwight Mission or Dwight Mission Board should be turned over to Dwight Mission. Any monetary funds shall be deposited in the appropriate account. Minor courtesies such as luncheons, dinners or similar arrangements in connection with business discussions may be received.

I.7.A OPEN DOOR POLICY

Dwight Mission recognizes that Employees will have suggestions for improving the workplace, as well as complaints about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with your Supervisor. Please feel free to contact your Supervisor with any suggestions and/or complaints.

If you do not feel comfortable contacting your Supervisor or are not satisfied with your Supervisor's response, please submit your complaint or suggestion in writing to the Executive Director. The Executive Director will review your written submission and provide you with a final resolution.

While Dwight Mission provides you with this opportunity to communicate your views, please understand that not every complaint can be resolved to your satisfaction. Even so, Dwight Mission believes that open communication is essential to a successful work environment and all Employees should feel free to raise issues of concern without fear of reprisal.

I.8.A HARRASSMENT

In accordance with applicable law, Dwight Mission prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, age, or any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated. This guideline applies to all Dwight Mission Agency members, employees, volunteers and site visitors.

I.8.A.i Sexual Harassment Defined

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the Employee's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive behavior. The following is a partial list:

- a. Unwanted sexual advances;
- b. Offering employment benefits in exchange for sexual favors;
- c. Making or threatening reprisals after a negative response to sexual advances;
- d. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- e. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any Employee's body or dress;
- f. Verbal sexual advances or propositions;
- g. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- h. Physical conduct such as touching, assault, or impeding or blocking movements; and
- i. Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a Supervisor, or harassment by persons doing business with or for Dwight Mission.

I.8.A.ii Other Types Of Harassment

Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, age, or any other protected basis, includes behavior such as but not limited to:

- a. Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- b. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- c. Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- d. Retaliation for reporting harassment or threatening to report harassment.

I.8.A.iii Dwight Mission's Complaint Procedure

Dwight Mission's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the Employee has not lost a job or some economic benefit.

For details of the process for pursuing a complaint, please refer to the steps defined under GRIEVANCES on Page 2 of this Employee Guide.

If you believe you have been harassed on the job, or if you are aware of the harassment of others, you should provide a written or verbal complaint to your Supervisor or to any other Supervisor with Dwight Mission or to the Executive Director as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, et cetera).

Applicable law also prohibits retaliation against any Employee by another Employee or by Dwight Mission for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Additionally, Dwight Mission will not knowingly permit any retaliation against any Employee who complains of prohibited harassment or who participates in an investigation.

All incidents of prohibited harassment that are reported will be investigated. Dwight Mission will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the Employee who complained and to the accused harasser(s).

If Dwight Mission determines that prohibited harassment has occurred, Dwight Mission will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Whatever action is taken against the harasser will be communicated to the Employee who complained.

I.8.A.iv Liability For Harassment

Any Employee of Dwight Mission, whether a coworker or Supervisor, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including discharge from employment. Any Employee who engages in prohibited harassment, including any Supervisor or manager who knew about the harassment but took no action to stop it, may be held personally liable for monetary damages. Any Supervisor or manager who knew about harassment and took no action to stop it or failed to report the harassment to the Executive Director may also be subject to discipline up to and including discharge. Dwight Mission does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, Dwight Mission reserves the right not to provide a defense or pay damages assessed against Employees for conduct in violation of this policy.

I.8.A.v Additional Enforcement Information

In addition to Dwight Mission's internal complaint procedure, Employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and appropriate state agencies investigate and prosecute complaints of unlawful harassment in employment. Employees who believe that they have been unlawfully harassed may file a complaint with either of these agencies. The EEOC and the appropriate state agency(ies) serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes.

For more information, contact Dwight Mission's Executive Director. You may also contact the nearest office of the EEOC or the appropriate state agency(ies), as listed in the telephone directory.

I.9.A PROHIBITED CONDUCT

In order to assure orderly operations and provide the best possible work environment, Dwight Mission expects Employees to follow rules of conduct that will protect the interests and safety of personnel. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension, demotion, or termination of employment.

1. Falsification of employment records, employment information, or other records.
2. Recording the work time of another Employee, allowing any other Employee to record your work time, or allowing falsification of any time card, whether your own or another Employee's.
3. Theft or the deliberate or careless damage of any Dwight Mission property or the property of any Employee or customer.
4. Removing or borrowing Dwight Mission property without prior authorization from your supervisor.
5. Unauthorized use of Dwight Mission equipment, materials, or facilities.
6. Working under the influence of alcohol or controlled substances.
7. Possessing, distributing, selling, transferring, or using--or being under the influence of--alcohol or illegal drugs in the workplace.
8. Provoking a physical fight or fighting during working hours or on premises owned or occupied by Dwight Mission.
9. Carrying firearms or any other dangerous weapons, at any time, on premises owned or occupied by Dwight Mission.
Exceptions:
 - Transportation of firearms in private vehicle as provided under Oklahoma Law.
 - Resident Staff transporting/storing firearms to and from their residence.
 - Activities approved by the Executive Director for specific purposes.
10. Engaging in criminal conduct whether or not related to job performance.
11. Causing, creating, or participating in a disruption of any kind during working hours or on premises owned or occupied by Dwight Mission.
12. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of any Supervisor or member of management, or the use of abusive or threatening language toward any Supervisor or member of management.
13. Failing to notify the appropriate Supervisor when unable to report to work.
14. Unreported absence(s) on a scheduled workday.
15. Failing to obtain permission to leave work for any reason during normal working hours.
16. Failing to observe working schedules, including rest and lunch periods.
17. Sleeping or malingering on the job.
18. Excessive use of the telephone for making or accepting personal calls working hours.

19. Non-exempt employee(s) working overtime without authorization or refusing to work assigned overtime.
20. Wearing extreme, unprofessional, or inappropriate styles of dress or hair while working.
21. Violating any safety, health, or security policy, rule, or procedure of Dwight Mission.
24. Committing a fraudulent act or a breach of trust in any circumstances.

However, Dwight Mission does not have a formal progressive discipline policy requiring a set number of warnings or counseling sessions. Instead, each case is considered based on its own facts. In the case of misconduct or violation of Dwight Mission's policies, immediate termination may be appropriate depending on the facts.

This statement of prohibited conduct does not alter or limit Dwight Mission's policy of employment at will. Either you or Dwight Mission may terminate the employment relationship at any time for any reason, with or without cause or without notice.

I.10.A CONDUCT & EMPLOYMENT OUTSIDE WORK

In general, Dwight Mission does not seek to interfere with Employees' off-duty activities. However, Dwight Mission cannot tolerate off-duty conduct that impacts negatively on Dwight Mission, either in terms of an Employee's individual work performance or the programs or interests of Dwight Mission, including its reputation.

For example, Dwight Mission prohibits any illegal or immoral conduct by an off-duty Employee that affects or has the potential to affect Dwight Mission.

Dwight Mission prohibits outside employment (including self-employment) that conflicts with employment at Dwight Mission, impacts the Employee's work performance or schedule, and/or affects the business interests of Dwight Mission.

I.11.A DRUG & ALCOHOL ABUSE

Dwight Mission maintains zero tolerance for drug and alcohol abuse by its Employees. The programs of Dwight Mission is heavily regulated by a complex system of Presbyterian guidelines as well as state, federal and municipal law. Dwight Mission's intent is that it and its employees obey these guidelines and laws, including, but not limited to, all federal and Oklahoma laws and regulations governing alcohol.

Violation of alcohol related laws and/or regulations could result in serious damage to the Presbyterian Church as well as reputation of Dwight Mission, and possibly the loss of one or more of our licenses to carry on our programs. Therefore, it is Dwight Mission's position that any violation of these laws could, result in the termination of your employment.

The use of any illegal drugs, intoxicants, or controlled substances is strictly prohibited. Illicit drug use and indiscriminate alcohol consumption puts everyone at risk and cannot be tolerated.

In keeping with our efforts to promote health and safety and protect the interests of our Employees, patrons, and Dwight Mission, we cannot allow anyone to use, possess, sell, manufacture, purchase, or be under the influence of alcohol, illegal drugs, intoxicants, or controlled substances at any time on Dwight Mission premises, in Dwight Mission vehicles, or while on Dwight Mission business.

I.11.B Prohibited Acts

The following rules and standards of conduct apply to all Employees. The following are strictly prohibited by Dwight Mission:

- a. Possession, use, or being under the influence of alcohol or an illegal drug, intoxicant, or controlled substance while on the job or on Dwight Mission-owned or occupied premises. An exception to this provision allows the possession and use of alcoholic beverages in the residential property by those living in private residences during their time off and/or vacation time;
- b. Driving a vehicle on Dwight Mission business while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance;
- c. Distributing, selling, manufacturing, or purchasing--or attempting to distribute, sell, manufacture, or purchase--an illegal drug, intoxicant, or controlled substance during working hours or while on Dwight Mission-owned or occupied premises;
- d. Testing positive on a required or requested drug or alcohol test or screen;
- e. Refusing either to take or to release information regarding a required or requested drug or alcohol test or screen; and
- f. Violating any Dwight Mission rule or policy regarding alcohol and drug use.

I.11.C Testing Program

Dwight Mission may require drug and/or alcohol testing:

- a. After an offer of employment, but before the applicant commences employment;
- b. When a reasonable suspicion exists that any Employee is under the influence of alcohol or any illegal drug, intoxicant, or controlled substance while on the job, or is otherwise in violation of this policy. Reasonable suspicion means suspicion based on information regarding, among other things, the appearance, behavior, speech, attitude, mood, and/or breath odor of any Employee;
- c. When any Employee is found in possession of alcohol or any illegal drug, intoxicant, or controlled substance in violation of Dwight Mission policy, or when any of those items are found in an area controlled or used by the Employee, such as a desk or locker;
- d. When an accident, near-miss, or incident occurs in which safety precautions are violated or careless acts are performed, and a reasonable suspicion exists that the Employee involved is under the influence of alcohol or any illegal drug, intoxicant, or controlled substance;
- e. After any Employee has participated in a rehabilitation program; and
- f. When required by a state or federal law or regulation (e.g., (i) persons driving commercial motor vehicles with a gross vehicle weight rating of 26,001 pounds or more or carrying hazardous materials in interstate commerce ("DOT testing"); or (ii) for other reasons required by law). The testing required by Dwight Mission will involve an initial screening test. If that test result is positive, the positive result will be confirmed using a different testing methodology. The test results will be kept as confidential as possible.
- g. Employees suspected of possessing alcohol, illegal drugs, intoxicants, or controlled substances are subject to inspection and search,
 - Employees' personal belongings, including any bags, purses, briefcases, and clothing, are subject to inspection and search with notice and consent..
 - Dwight Mission property, is subject to inspection and search, with or without notice and/or consent.

Employees who violate Dwight Mission's drug and alcohol abuse policy will be removed from the workplace immediately. Dwight Mission may also bring the matter to the attention of appropriate law enforcement authorities. Any conviction for criminal conduct involving illegal drugs, intoxicants, or controlled substances, whether on or off duty, or any violation of Dwight Mission's drug and alcohol abuse policy, including having a positive drug-test result, may lead to disciplinary action, up to and including termination.

Any Employee's conviction on a charge of sale, distribution, manufacturing--or attempted sale, distribution, or manufacturing--or possession of any controlled substance while off Dwight Mission property will not be tolerated because that conduct, even though off duty, reflects adversely on Dwight Mission.

I.11.D Accommodation of Employees Seeking Treatment/Rehabilitation

Dwight Mission will attempt to reasonably accommodate Employees with chemical dependencies (alcohol or drugs), if they voluntarily wish to seek treatment and/or rehabilitation. Employees desiring that assistance should request an unpaid treatment or rehabilitation leave of absence. Dwight Mission's support for treatment and rehabilitation does not obligate Dwight Mission to employ any person who violates Dwight Mission's drug and alcohol abuse policy or whose job performance is impaired because of substance abuse. Dwight Mission is also not obligated to reemploy any person who has participated in treatment or rehabilitation if that person's job performance remains impaired as a result of dependency. Employees who are given the opportunity to seek treatment and/or rehabilitation and are involved in any further violations of this policy will not be given a second opportunity to seek treatment or rehabilitation.

I.12.A PUNCTUALITY & ATTENDANCE

Dwight Mission expects you to report to work on a reliable and punctual basis. Absenteeism, early departures from work, and late arrivals burden your fellow Employees and Dwight Mission. If you cannot avoid being late to work or are unable to work as scheduled, you must call your Supervisor as soon as possible.

Every time you are absent or late, or leave early, you must provide your Supervisor with an honest reason or explanation. You must also inform your Supervisor of the expected duration of any absence. Dwight Mission will comply with applicable laws relating to time off from work, but it is your responsibility to provide sufficient information to enable Dwight Mission to make a determination. You must notify your Supervisor of any change in your status as soon as possible.

Excessive absenteeism may lead to disciplinary action, up to and including termination of employment. Other continuing patterns of absences, early departures, or tardies--regardless of the exact number of days--may also warrant disciplinary action.

If you fail to report for work without any notification to your Supervisor, you may be considered to have abandoned your employment.

Individuals with disabilities may be granted reasonable accommodation in complying with these policies if undue hardship does not result to Dwight Mission's operations. However, regular attendance and promptness are considered part of each Employee's essential job functions.

I.13.A INVESTIGATIONS OF CURRENT EMPLOYEES

Dwight Mission may occasionally find it necessary to investigate current Employees, where behavior or other relevant circumstances raise questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of coworkers or others.

Employee investigations may, where appropriate, include credit reports and investigations of criminal records, including appropriate inquiries about any arrest. In the event that a background check is conducted, the Company will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the Employee with any required notices and forms. Employees subject to an investigation are required to cooperate with Dwight Mission's lawful efforts to obtain relevant information, and may be disciplined up to and including termination for failure to do so.

I.14.A PERFORMANCE EVALUATIONS

Performance evaluations are conducted from time to time to provide both you and your Supervisor with the opportunity to discuss your job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving your performance. However, please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or even continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of Dwight Mission.

In addition to these more formal performance evaluations, Dwight Mission encourages you and your Supervisor to discuss your job performance on a ongoing basis.

I.14.B IMPROVING EMPLOYEE JOB PERFORMANCE

Dwight Mission believes in the principle that Employees should be given the opportunity to demonstrate their abilities and continually improve their job performance. Where performance problems exist, Employees should be told about these deficiencies and, in many instances, given an opportunity to improve. When Dwight Mission determines that an Employee is a candidate for improvement, Dwight Mission will attempt to help the Employee meet Dwight Mission's expectations. However, any effort to work with Employees to overcome performance problems should not be deemed as changing Dwight Mission's policy of at-will employment.

I.15.A PERSONNEL RECORDS

The information recorded in your personnel file is extremely important. Make sure that the personal data in the file is accurate and up to date. Please report any change of address, phone number, et cetera to the Executive Director.

Employees may inspect their personnel file in the presence of a representative of Dwight Mission. Please contact your Supervisor to schedule a time. You may request copies from your file of any documents that you have previously signed. If you desire, you may add a written statement to your file explaining any disputed item.

Only authorized Supervisors and management personnel will have access to your personnel file. However, Dwight Mission will cooperate with--and provide access to your personnel file to--law enforcement officials or local, state, or federal agencies in accordance with applicable law. All requests to review an Employee's personnel file should be referred to the Executive Director. Confidential health/medical records are not included in your personnel file. Dwight Mission will safeguard them from disclosure and will divulge that information only (1) as allowed by law; (2) to the Employee's personal physician upon written request of the Employee; or (3) as required for workers' compensation cases.

I.16.A CUSTOMER RELATIONS

Dwight Mission's success depends on satisfying our customers. Employees of Dwight Mission are expected to treat customers courteously and with the utmost respect at all times. You must attend to our customers' questions and demands promptly and professionally. If you need assistance, please contact your Supervisor or another Employee who you know will be able to assist you and/or the customer.

I.17.A CONFIDENTIALITY

Information about Dwight Mission, its Employees, customers, suppliers, and vendors is to be kept confidential and divulged only to individuals within Dwight Mission with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with your Supervisor.

All records and files maintained by Dwight Mission are confidential and remain the property of Dwight Mission. Records and files are not to be disclosed to any outside party without the express permission of the Executive Director. Confidential information includes, but is in no way limited to: financial records; business, marketing, and strategic plans; personnel and payroll records regarding current and former Employees; the identity of, contact information for, and any other account information on customers, vendors, and suppliers; and any other documents or information regarding Dwight Mission's operations, procedures, or practices. Confidential information may not be removed from Dwight Mission premises without express authorization.

Confidential information obtained during or through employment with Dwight Mission may not be used by any Employee for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit. Dwight Mission reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information.

Employees may be required to enter into written confidentiality agreements confirming their understanding of Dwight Mission's confidentiality policies.

I.18.A EMPLOYEE DRESS & PERSONAL APPEARANCE

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some Employees may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well groomed and wearing the proper attire.

I.19.A NON-FRATERNIZATION

Dwight Mission recognizes that Employees may develop personal relationships in the course of their employment. However, in an effort to prevent favoritism, morale problems, disputes or misunderstandings, and potential sexual harassment claims, Supervisors are not permitted to date or engage in sexual relationships with subordinate Employees. Violation of this policy may result in discipline, including termination. Furthermore, coworkers are discouraged from dating or pursuing romantic or sexual relationships with each other.

I.20.A EMPLOYMENT SERVICE CREDIT

"Length of service" refers to the length of time that our Employees spend as active full-time or part-time Employees with Dwight Mission. Service begins on the day you become a full-time or part-time Employee.

Length of service may be significant for determining certain Employee benefits, such as paid time off or other paid leave, set forth in this Employee Guide. Employees will not lose credit for service with Dwight Mission in determining eligibility for these benefits, provided their last day of service was within six months of again becoming an active Employee. Employees will not accrue service credit with Dwight Mission while taking unpaid leaves of absence, including family and medical leaves.

I.21.A PUBLICITY/STATEMENTS TO THE MEDIA

All media inquiries regarding Dwight Mission and its operations must be referred to the Operations Director or Executive Director.

Only the Executive Director is authorized to make or approve public statements pertaining to Dwight Mission finances, policies or procedures.

No Employees, unless specifically designated by the Executive Director, are authorized to make those statements. Any Employee wishing to write and/or publish an article, paper, or other publication on behalf of Dwight Mission must first obtain approval from the Executive Director before publication.

I.22 POLICIES AGAINST WORKPLACE VIOLENCE

I.22.A Statement of Policy

Dwight Mission recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. We believe that the safety and security of Dwight Mission Employees are paramount. Therefore, Dwight Mission has adopted this policy regarding workplace violence.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect Dwight Mission or that occur on Dwight Mission property or in the conduct of Dwight Mission business off Dwight Mission property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in Dwight Mission operations, including, but not limited to, Dwight Mission personnel, contract workers, temporary employees, and anyone else on Dwight Mission property or conducting Dwight Mission business off Dwight Mission property. Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.

This policy is intended to bring Dwight Mission into compliance with existing legal provisions requiring employers to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law.

I.22.A.i Definitions

Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or several Dwight Mission Employees. Workplace violence may involve any threats or acts of violence occurring on Dwight Mission premises, regardless of the relationship between Dwight Mission and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of Dwight Mission or that may lead to an incident of violence on Dwight Mission premises. Threats or acts of violence occurring off Dwight Mission premises that involve Employees, agents, or individuals acting as a representative of Dwight Mission, whether as victims of or active participants in the conduct, may also constitute workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

- a. Threats or acts of physical or aggressive contact directed toward another individual;
- b. Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property;
- c. The intentional destruction or threat of destruction of Dwight Mission property or another Employee's property;
- d. Harassing or threatening phone calls;
- e. Surveillance;
- f. Stalking;
- g. Veiled threats of physical harm or similar intimidation; and
- h. Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects Dwight Mission's legitimate business interests. Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

I.22.A.ii Enforcement

Any person who engages in a threat or violent action on Dwight Mission property may be removed from the premises as quickly as safety permits and may be required, at Dwight Mission's discretion, to remain off Dwight Mission premises pending the outcome of an investigation of the incident.

When threats are made or acts of violence are committed by Employee(s), a judgment will be made by Dwight Mission as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action.

Once a threat has been substantiated, it is Dwight Mission's policy to put the threatmaker on notice that he/she will be held accountable for his/her actions and then implement a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing policy or procedure of Dwight Mission should be interpreted in a manner that prevents the making of these necessary decisions.

Important Note: Dwight Mission will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by Dwight Mission. In making this determination, Dwight Mission may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at Dwight Mission.

I.23.A OPERATION OF VEHICLES

The use of Dwight Mission-owned or Dwight Mission-leased vehicles and rental of vehicles for Dwight Mission business are limited to authorized Employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of management.

All Employees authorized to drive Dwight Mission-owned or Dwight Mission-leased vehicles or to rent vehicles for use in conducting Dwight Mission business, must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. From time to time, Dwight Mission or its insurance carrier will request reports from the relevant government agencies regarding the license status and driving record of Employees whose job responsibilities include driving. In the event that the license status or driving record of any Employee whose job responsibilities include driving becomes unacceptable to management or Dwight Mission's insurance carrier, that Employee may be restricted from driving, reassigned, suspended, or terminated, at management's discretion.

A valid driver's license must be in your possession while operating a vehicle off or on Dwight Mission property. It is the responsibility of every Employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers should demonstrate safe driving habits and not drive too fast or recklessly.

Certain Employees may drive their own personal vehicles while conducting Dwight Mission business. These Employees must maintain adequate personal automobile liability insurance. Employees doing so should promptly submit an expense report detailing the number of miles driven on Dwight Mission business. Dwight Mission will pay mileage reimbursement in accordance with applicable reimbursement rates. Employees are expected to observe the above policies while on Dwight Mission business, even if driving their own personal vehicles.

[Add age requirements from risk management memo]

I.24.A USE OF EQUIPMENT

All Dwight Mission property--including, but not limited to desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, and vehicles--must be used properly and maintained in good working order. Employees who lose, steal, or misuse Dwight Mission property may be personally liable for replacing or fixing the item and may be subject to discipline, up to and including discharge.

Dwight Mission reserves the right, at all times and without prior notice, to inspect and search any and all of its property for the purpose of determining whether this policy or any other policy of Dwight Mission has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted during or after business hours and in the presence or absence of the Employee.

Telephone calls may be monitored by Dwight Mission to ensure quality and customer satisfaction.

Employees are not permitted to use Dwight Mission's equipment for non-work purposes. Accordingly, Employees have no right of privacy as to any information or file maintained in or on Dwight Mission property or transmitted through Dwight Mission. For purposes of inspecting, investigating, or searching Employees' files or documents, Dwight Mission may override any applicable passwords, codes, or locks in accordance with the best interests of Dwight Mission, its Employees, customers or visitors. All bills and other documentation related to the use of Dwight Mission equipment or property are the property of Dwight Mission and may be reviewed and used for purposes that Dwight Mission considers appropriate.

Employees may access only files or documents that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage, or alteration of files, or other property of Dwight Mission, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including discharge.

I.25.A USE OF TECHNOLOGY AND THE INTERNET

Dwight Mission's technical resources--including, but not limited to, desktop and portable computer systems, fax machines, Internet and World Wide Web (Web) access, voice mail, electronic mail (e-mail), electronic bulletin boards, and its intranet--enable Employees quickly and efficiently to access and exchange information throughout Dwight Mission and around the world. When used properly, we believe these resources greatly enhance Employee productivity and knowledge. In many respects, these new tools are similar to other Company tools, such as stationery, file cabinets, photocopiers, and telephones. Because these technologies are both new and rapidly changing, it is important to explain how they fit within Dwight Mission and within your responsibilities as an Employee.

This policy applies to all technical resources that are owned or leased by Dwight Mission, that are used on or accessed from Company premises, or that are used on Company business. This policy also applies to all activities using any Dwight Mission-paid accounts, subscriptions, or other technical services, such as Internet and World Wide Web access, voice mail, and e-mail, whether or not the activities are conducted from Company premises.

NOTE: As you use Dwight Mission's technical resources, it is important to remember the nature of the information created and stored there. Because they seem informal, e-mail messages are sometimes offhand, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail message or other computer information can later be used to indicate what an Employee knew or felt. You should keep this in mind when creating e-mail messages and other documents. Even after you delete an e-mail message or close a computer session, it may still be recoverable and may even remain on the system.

I.25A.i Acceptable Uses

Dwight Mission's technical resources are provided for the benefit of Dwight Mission and its customers, vendors, and suppliers. These resources are provided for use in the pursuit of fulfilling Dwight Mission's program objectives and are to be reviewed, monitored, and used only in that pursuit.

Employees are not permitted to use Dwight Mission's technical resources for non-work purposes. Accordingly, Employees have no right of privacy as to any information or file maintained in or on Dwight Mission's property or transmitted or stored through Dwight Mission's computer, voice mail, e-mail, or telephone systems. An exception to this provision allows the use Dwight Mission's technical resources the residential property and grounds by those living in private residences during their time off and/or vacation time;

[add section re: guest wifi network]

I.25.A.ii Unacceptable Uses

Dwight Mission's technical resources should not be used for personal gain or the advancement of individual views. Employees who wish to express personal opinions on the Internet are encouraged to obtain a personal account with a commercial Internet service provider and to access the Internet without using Company resources. Employee postings are not permitted on Dwight Mission's intranet or electronic bulletin board.

Solicitation for any non-Company business or activities using Company resources is strictly prohibited. Your use of Dwight Mission's technical resources must not interfere with your productivity, the productivity of any other Employee, or the operation of Dwight Mission's technical resources. Employees may not play games on Dwight Mission's computers and other technical resources.

You should not send e-mail or other communications that either mask your identity or indicate that they were sent by someone else. You should never access any technical resources using another Employee's password. Similarly, you should only access the libraries, files, data, programs, and directories that are related to your work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of Dwight Mission, or improper use of information obtained by unauthorized means, is prohibited.

Sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any Employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, as well as any other category protected by federal, state, or local laws. Any use of the Internet/World Wide Web, intranet, or electronic bulletin board to harass or discriminate is unlawful and strictly prohibited by Dwight Mission. Violators will be subject to discipline, up to and including discharge.

Dwight Mission does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, Dwight Mission reserves the right not to provide a defense or pay damages assessed against Employees for conduct in violation of this policy.

I.26.A Access to Information

Dwight Mission asks you to keep in mind that when you are using Dwight Mission's computers you are creating Company documents using a Company asset. Dwight Mission respects the individual privacy of its Employees. However, that privacy does not extend to an Employee's work-related conduct or to the use of Company-provided technical resources or supplies.

Dwight Mission's computer, voice mail, e-mail, or telephone systems, and the data stored on them are and remain at all times the property of Dwight Mission. As a result, computer data, voice mail messages, e-mail messages, and other data are readily available to numerous persons. If, during the course of your employment, you perform or transmit work on Dwight Mission's computer system and other technical resources, your work may be subject to the investigation, search, and review of others in accordance with this policy.

All information, including e-mail messages and files, that is created, sent, or retrieved over Dwight Mission's technical resources is the property of Dwight Mission, and should not be considered private or confidential. Employees have no right to privacy as to any information or file transmitted or stored through Dwight Mission's computer, voice mail, e-mail, or telephone systems. Any electronically stored information that you create, send to, or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of Dwight Mission. Employees should also be aware that, even when a file or message is erased or a visit to an Internet or Web site is closed, it is still possible to recreate the message or locate the Web site. Dwight Mission reserves the right to monitor your use of its technical resources at any time. All information including text and images may be disclosed to law enforcement or to other third parties without prior consent of the sender or the receiver.

I.27.A Copyrighted Materials

You should not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless you have confirmed in advance from appropriate sources that Dwight Mission has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by Dwight Mission as well as legal action by the copyright owner. Any questions concerning these rights should be directed to your Supervisor.

I.28.A Confidential Information

E-mail and Internet/Web access are not entirely secure. Others outside Dwight Mission may also be able to monitor your e-mail and Internet/Web access. For example, Internet sites maintain logs of visits from users; these logs identify which organization, and even which particular person, accessed the service. If your work using these resources requires a higher level of security, please ask the Executive Director for guidance on securely exchanging e-mail or gathering information from sources such as the Internet or World Wide Web.

All Employees should safeguard Dwight Mission's confidential information, as well as that of customers and others, from disclosure. Messages containing confidential information should not be left visible while you are away from your work area.

I.29.B Security of Information

Although you may have passwords to access computer, voice mail, and e-mail systems, these technical resources belong to Dwight Mission, are to be accessible at all times by Dwight Mission, and are subject to inspections by Dwight Mission with or without notice. Dwight Mission may override any applicable passwords or codes to inspect, investigate, or search an Employee's files and messages. All passwords must be made available to the Executive Director upon request. You should not provide a password to other Employees or to anyone outside Dwight Mission and should never access any technical resources using another Employee's password.

In order to facilitate Dwight Mission's access to information on its technical resources, you may not encrypt or encode any voice mail or e-mail communication or any other files or data stored or exchanged on Dwight Mission systems without the express prior written permission from Executive Director. As part of this approval, the Executive Director will indicate a procedure for you to record any password, encryption key or code, or software with Executive Director so that the encrypted or encoded information can be accessed in your absence.

I.30.A Dwight Mission's Software Policy

If you want to install software on Company computers, you must contact the Operations Director and request to have the software installed. Employees are prohibited from installing any software on any Dwight Mission technical resource without the express prior permission from the Operations Director.

Involving the Operations Director ensures that Dwight Mission can manage the software on its systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes Dwight Mission and the individual Employee to substantial fines and exposes the individual Employee to imprisonment. Therefore, Employees may not load personal software onto Dwight Mission's computer system and may not copy software from Dwight Mission for personal use.

I.31.A Your Responsibilities

Each Employee is responsible for the content of all text, audio, or images that they place or send over Dwight Mission's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter.

Violations of any guidelines in this policy may result in disciplinary action up to and including termination. In addition, Dwight Mission may advise appropriate legal officials of any illegal violations.

I.32.A USE OF STATIONERY & MAIL SERVICES

All Dwight Mission stationery, envelopes, and other work materials are for Dwight Mission business only. These materials may not be used for personal correspondence or non-business matters. When signing business letters on Dwight Mission letterhead, the Employee's name and title or position must be used.

Employees will be asked to reimburse the cost of postage for personal materials sent through Dwight Mission's mail services.

I.33.A EMPLOYEE PROPERTY

Employees should not bring valuables to work. If necessary to do so, all valuables should be kept in a secure location. Dwight Mission assumes no responsibility for the loss, theft, or damage of Employees' personal property.

I.34.A VISITORS

Employees may have an occasional visit from a friend or relative provided such visit is arranged to minimize disruption of work. Generally, friends and relatives should be asked not to visit Employees during working hours. Unattended children are not allowed in the facility or on the premises at any time. For safety and insurance reasons, friends, relatives, and customers are not permitted in areas restricted to Employees only, unless authorized by management.

I.35.A SECURITY

You should be alert at all times and should report the presence of any suspicious persons to your Supervisor or the Executive Director immediately. You should also maintain in your possession at all times your keys to Dwight Mission premises. Do not lend these items to anyone who is not authorized to possess them. Similarly, computer passwords, electronic door codes, and any other security access information should not be disclosed to anyone who is not authorized to have that information.

I.36.A SOLICITATION & DISTRIBUTION OF LITERATURE

Approaching fellow Employees in the workplace regarding activities, organizations, or causes, regardless of how worthwhile, important, or benevolent, can create unnecessary apprehension and pressures for fellow Employees. This conduct is inappropriate. Dwight Mission has established rules, applicable to all Employees, to govern solicitation and distribution of written material during working time and entry onto the premises and work areas. All Employees are expected to comply strictly with these rules.

1. No Employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the Employee or Employees at whom the activity is directed;
2. No Employee shall distribute or circulate any written or printed material in work areas at any time, during his or her working time, or during the working time of the Employee or Employees at whom the activity is directed; and
3. Under no circumstances will non-Employees be permitted to solicit or to distribute written material for any purpose on Dwight Mission property.

As used in this policy, "working time" includes all time for which an Employee is paid and/or is scheduled to be performing services for Dwight Mission; it does not include break periods, meal periods, or periods in which an Employee is not, and is not scheduled to be, performing services or work for Dwight Mission.

Exception: Solicitation and Distributions in line with Dwight's mission may be approved by the Operations Director.

I.37.A EMPLOYEE PARKING

Dwight Mission will not be responsible for any damage to your vehicle or the contents of your vehicle while parked on Dwight Mission property.

I.38.A BULLETIN BOARDS

Bulletin boards are reserved for the exclusive use of Dwight Mission for posting work-related notices or notice that must be posted pursuant to local, state, and federal law. From time to time, Dwight Mission will post special notices and information for Employees on the bulletin boards. Please check the boards regularly for these notices.

I.39.A TELEPHONES

While you are at work, you are expected to perform your job duties and responsibilities. Personal calls, both incoming and outgoing, must be kept to a minimum and must not interfere with your duties and responsibilities or Dwight Mission policies. Long distance calls are prohibited absent the express approval of your Supervisor. Abuse of the long-distance telephone call policy may result in discipline, up to and including termination.

I.40.A HOUSEKEEPING

All Employees are expected to maintain their desks and/or work areas in an orderly fashion. Also, please pick up after yourself when you use the restroom or other areas of the Dwight Mission premises.

I.41.A SMOKING POLICY

Employees, customers, vendors, and other guests are not allowed to smoke in Dwight Mission facilities at any time. Smoking is permitted outdoors only in designated areas.

I.42.A HEALTH & SAFETY

The health and safety of Employees and others on Dwight Mission property are of critical concern to Dwight Mission. We strive to attain the highest possible level of safety in all activities and operations. Dwight Mission also intends to comply with all health and safety laws applicable to our business and/or programs.

To this end, Dwight Mission must rely upon Employees to ensure that work areas are kept safe and free of hazardous conditions. Employees should be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. You should report any unsafe conditions or potential hazards to the Executive Director and/or your supervisor *immediately*, even if you believe you have corrected the problem. If you suspect a concealed danger is present on Dwight Mission's premises, or in a product, facility, piece of equipment, process, or business or operating practice for which Dwight Mission is responsible, bring it to the attention of the Executive Director *immediately*. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately.

Periodically, Dwight Mission may issue rules and guidelines governing workplace safety and health. All Employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. Contact the Executive Director for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated.

Any workplace injury, accident, or illness *must* be reported to the Executive Director as soon as possible, regardless of the severity of the injury or accident. If medical attention is required immediately, Supervisors will assist Employees in obtaining medical care, after which the details of the injury or accident must be reported.

I.43 POLICY REGARDING VIOLENT CRIME

Dwight Mission recognizes the unfortunate reality that violent crimes do occur in the workplace. The potential commission of a violent crime in the workplace may threaten the safety of Employees as well as customers. Therefore, due to Dwight Mission's concern for the safety of its Employees and customers, it is Dwight Mission's policy to provide guidelines to Employees about the signs of incipient violence and steps to take to prevent or mitigate violence.

I.43.A Guidelines for Protecting Employee and Customer Safety

Prevention is the threshold measure to protect Employee and customer safety. Accordingly, you should make a conscious effort to observe your surroundings and report any suspicious persons or activities to the police.

In the unfortunate event of a holdup or robbery, you should obey all orders issued by the perpetrator. Failure to follow the perpetrator's orders jeopardizes your safety as well as the safety of customers and other Employees. Therefore, remember to stay calm, move slowly, and cooperate with the perpetrator. Do not argue, fight, display a weapon, or offer any other form of resistance. To the extent possible, Employees should attempt to concentrate on the perpetrator's physical features, dress, voice, automobile, et cetera in hope of later identification.

Once the incident is over, you should remain where you are--do not attempt to follow or catch the perpetrator. Once you are certain that the perpetrator has left the immediate area, quickly secure the area and call the police. While waiting for the police to arrive, avoid touching anything or disturbing the area. If possible, write down everything you can remember about the incident and the perpetrator. Employees are expected to cooperate fully with the enforcement authorities after the occurrence of an incident

I.44.A HOLIDAYS

Dwight Mission observes the following holidays (paid for full-time employees):

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- The day after Thanksgiving
- Christmas Eve
- Christmas Day

If a holiday falls on a weekend day, it is usually observed on the preceding Friday or the following Monday. Holiday observance will be announced in advance.

There are times when Employees are required to work on one of these holidays. When this occurs the Employee will be paid an extra day bonus an alternative holiday day will be provided.

I.44.B VACATION

Vacation with pay is provided for full-time employees as specified in the terms of their employment and/or their job description.

Vacation time is not cumulative beyond each calendar year and must be taken within 60 days of the end of the calendar year (**unless the Operations Director has granted an exception [in writing]**), and in that event, only one-half of the accrued but unused vacation time may be carried over to the next calendar year.

Vacation time shall not be scheduled during the Summer Camp season (May through August) without prior written approval by the Executive Director.

Vacation time is not vested or cumulative and shall not be converted to a payout.

An exception to this policy may be granted by the Executive Director if Vacation was delayed for the benefit of Dwight Mission.

I.44.C Study Leave

Full-time employees may be granted study leave time as specified in the terms of their employment. Study leave time is not cumulative beyond each 12-month period of employment.

An exception to this policy may be granted by the Executive Director if Study Leave was delayed for the benefit of Dwight Mission.

I.44.D Sick Leave

Sick leave is a privilege. It is not to be used for personal leave or other reasons. Absence is chargeable as sick leave only when an employee is unable to perform his or her duties because of illness or injury.

Full-time employees shall be eligible to receive up to ten (10) paid sick days per year. Part-time employees and temporary employees are not eligible for paid sick days unless specified in the terms of their employment.

The Executive Director may require a doctor's certificate to verify the nature of the employee's illness.

Sick leave may be carried over from year to year for a maximum of thirty days.

An exception to this policy may be granted by the Executive Director.

I.45 INSURANCE BENEFITS

I.45.A Medical Insurance

Medical insurance coverage is a benefit provided by Dwight Mission and is subject to review and modification by Dwight Mission.

Full-time Employees may be eligible for medical insurance coverage under Dwight Mission's policy after thirty days of employment based on their service classification.

Currently, Dwight Mission pays 100% of the medical insurance premium. Employees should consult the Summary Plan Description for more complete information about eligibility. Copies of the Plan Document and Summary Plan Description are available from the Operations Director.

I.45.B Death/Disability Benefits

Death/Disability Benefits are payable when you cannot work because of illness or injury.

Full-time Employees may be eligible for Death/Disability Benefits coverage after thirty days of employment based on their service classification.

Currently, Dwight Mission pays 100% of the Death/Disability Benefits premium. Employees should consult the Summary Plan Description for more complete information about eligibility. Copies of the Plan Document and Summary Plan Description are available from the Operations Director.

I.45.C Unemployment Compensation

Dwight Mission, as a non-profit institution does not cover employees under the Oklahoma Unemployment Insurance Act.

I.45.D Social Security

Dwight Mission matches each Employee's Social Security contribution dollar for dollar. You may be eligible to receive these benefits upon your retirement and/or perhaps in other circumstances in accordance with the Social Security laws.

I.45.D Retirement Plans

Retirement plans and/or programs may be offered to certain service classifications of employees at the discretion of Dwight Mission and shall be administered in accordance with all State and Federal law.

Full-time Employees may be eligible for Death/Disability Benefits coverage after thirty days of employment based on their service classification.

Currently, Dwight Mission participates in the 403(b)(9) Retirement Savings Plan of the Presbyterian Church (U.S.A.) and provides an employer contribution of 11% of the Employee's annual compensation. Employees should consult the Summary Plan Description for more complete information about eligibility and individual participation through deferred salary contributions. Copies of the Plan Document and Summary Plan Description are available from the Operations Director.

I.45.E Workers' Compensation

If you are injured or become ill on the job, then you may receive, at no cost to you, workers' compensation insurance benefits which may include medical care, compensation, and vocational rehabilitation. To receive workers' compensation benefits, you must:

- a. Report any work-related injury to your Supervisor immediately.
- b. Complete a written claim form and return it to the Operations Director.
- c. Seek medical treatment and follow-up care if required.

The law requires that Dwight Mission notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a crime. Prosecution may result in imprisonment, a fine, or both. Additional civil penalties may be in order.

I.46.A POST-TERMINATION CONTINUATION OF MEDICAL INSURANCE

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") provides eligible individuals with the option to continue medical insurance coverage under Dwight Mission's policy, at their own expense and for a certain period of time, upon the termination of employment as well as in other circumstances. For more information please contact the Operations Director.

I.47 LEAVES OF ABSENCE

I.47.A General Provisions

Dwight Mission may grant a leave of absence in certain circumstances. You should notify your Supervisor and/or the Executive Director in writing as soon as you become aware that you may need a leave of absence. Dwight Mission will consider your request in accordance with applicable law and Dwight Mission's leave policies. You will be notified whether your leave request is granted or denied. If you are granted leave, you must comply with the terms and conditions of the leave, including keeping in touch with your Supervisor or the Executive Director during your leave, and giving prompt notice if there is any change in your return date.

You must not accept other employment or apply for unemployment insurance while you are on a paid leave of absence.

Acceptance of other employment while on a paid leave of absence will be treated as a voluntary resignation from employment at Dwight Mission.

Benefits, such as paid time off and holidays, will not accrue while you are on a leave of absence. Upon return from a leave of absence, you will be credited with the full employment status that existed prior to the start of the leave. You will not receive credit for the time during the unpaid portion of any leave, except that you will retain your original date of hire.

If you would like to continue your medical insurance coverage during an unpaid leave of absence, you may continue coverage by paying the full amount of the premiums under the provisions of COBRA. Your Supervisor or the Operations Director can give you additional information on this subject.

Dwight Mission may hold or proceed with any counseling, performance review, or disciplinary action, including discharge, that was contemplated prior to any Employee's the leave of absence or that has come to Dwight Mission's attention during the leave of absence. If any action is placed on hold during the leave of absence, Dwight Mission reserves the right to proceed with the action upon the Employee's return.

I.47.B Medical Leaves Of Absence

A medical leave of absence may be granted for medical disabilities as described below, upon the submission of a valid and acceptable health care provider's certification that an Employee is disabled and unable to perform the functions of his or her position. The health care provider's written certification must also state when the disability began and when the Employee is expected to be able to return to work.

Dwight Mission will attempt to accommodate Employees returning from a medical leave of absence who are unable to perform the essential functions of the job because of a physical or mental disability.

1. Non-occupational Medical Leave

Medical leave without pay may be granted to Employees unable to work due to a non-job-related illness or injury. Whether such leave is granted and the length of such leave shall be the sole discretion of the Executive Director and the Personnel Committee.

Employees are hereby notified that Dwight Mission does not guarantee reinstatement following a non-occupational medical leave. However, Dwight Mission will offer any Employee returning from a non-occupational medical leave the same or a comparable position that the individual is qualified to perform, if either position is available.

2. Occupational Medical Leave

Employees with occupational illnesses, injuries, or disabilities will be granted an occupational medical leave. As an alternative, Dwight Mission may offer the Employee modified work. Upon the submission of a medical certification that the Employee is able to return to work, the Employee will be reinstated in accordance with applicable law. If an Employee is disabled due to an industrial injury, Dwight Mission will attempt to accommodate the Employee.

I.47.C Funeral or Bereavement Time Off

Any full-time Employee may take up to three consecutive workdays off with pay following the death of the Employee's current:

- spouse
- parent
- child
- sister, brother
- legal guardian
- domestic partner
- grandparent, grandchild
- mother-in-law, father-in-law
- daughter-in-law, or son-in-law

The Executive Director may also approve additional unpaid time off.

I.47.G Civic Duty Time Off

Dwight Mission encourages Employees to serve on jury or witness duty when called. You must notify the Executive Director of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received. Employees will receive pay at regular salary for actual time served for absence due to jury or witness duty. Any additional time off will be without pay. Verification from the court clerk of having served may be required and you will be expected to report or return to work for the remainder of your work schedule on any day you are dismissed from jury or witness duty.

I.47.H Voting Time Off

If you cannot vote in a statewide and/or local public election before or after working hours, then you will be allowed sufficient time off to go to the polls. Dwight Mission will pay you for up to two hours of absence from regularly scheduled work that is necessary to vote in a statewide public election. Any additional time off will be without pay. You must give reasonable notice to the Operations Director of the need to have time off to vote.

I.48 SEPARATION PRACTICES

I.48.A VOLUNTARY TERMINATIONS

If you decide to leave your employment with Dwight Mission, we request that you give us at least two weeks written notice. This will give us the opportunity to make the necessary adjustments in our operation. All property owned by Dwight Mission (e.g., vehicles, computers, keys, identification badges, credit cards) must be returned during your exit interview..

I.48.B INVOLUNTARY TERMINATIONS

While the decision to commence employment is consensual, the same is not always true when the time comes to terminate the employment relationship. As an at-will employer, Dwight Mission reserves the right to end the employment relationship at any time, with or without cause or notice. In the event your employment is terminated, all property owned by Dwight Mission (e.g., vehicles, computers, keys, identification badges, credit cards) must be returned during your exit interview..

I.48.C REDUCTIONS IN FORCE

While Dwight Mission hopes to continue growing and providing employment opportunities, economic conditions, customer demand, and other factors are unpredictable. Changes or downturns in any of these or other areas could create a need to restructure or reduce the number of people employed. In light of these uncertainties, please be advised that it may become necessary to conduct layoffs at some point in the future.

In the event that Dwight Mission determines to lay off any Employee or a number of Employees, Dwight Mission retains full discretion to select which Employee(s) will be laid off. While Dwight Mission retains full discretion, some of the relevant factors might include Dwight Mission's operational requirements and the skill, productivity, ability, and past performance of those involved.

In the event you are laid off, all property owned by Dwight Mission (e.g., vehicles, computers, keys, identification badges, credit cards) must be returned during your exit interview..

This page is intentionally blank

.B

I.49.A ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received a copy of the Dwight Mission ("Dwight Mission") Employee Guide and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment with Dwight Mission. I understand and agree that it is my responsibility to read the Employee Guide and to abide by the rules, policies, and standards set forth in the Employee Guide.

I also acknowledge that my employment with Dwight Mission is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by Dwight Mission. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no Supervisor or Employee has the authority to enter into an employment agreement--express or implied--providing for employment other than at will.

I also acknowledge that, except for the policy of at-will employment, Dwight Mission reserves the right to revise, delete, and add to the provisions of this Employee Guide. All such revisions, deletions, or additions must be in writing and must be signed by the Executive Director of Dwight Mission. No oral statements or representations can change the provisions of this Employee Guide. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with Dwight Mission may be modified at the sole discretion of Dwight Mission with or without cause or notice at any time. No implied contract concerning any employment-related decision, term of employment, or condition of employment can be established by any other statement, conduct, policy, or practice.

I understand that the foregoing agreement concerning my at-will employment status and Dwight Mission's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and Dwight Mission concerning the duration of my employment, the circumstances under which my employment may be terminated, and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings, and representations concerning my employment with Dwight Mission.

Date

Employee Signature

Employee Name [printed]

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE