



Ohio Network for Innovation

Style Definition: TOC 2

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# [POLICY MANUAL]

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## 100 INTRODUCTION

### 101 INTRODUCTION

Policies are defined as the basic rules, which guide administrative action for accomplishing an organization’s objectives. Comprehensive and clearly defined policies, consistently and fairly administered, are essential to the success of any organization.

The policies set forth and adopted within this Policy Manual supersede all previous written and unwritten personnel policies of the Ohio Network for Innovation except as specifically delineated by the Board of Directors.

This Policy Manual is a guide to be utilized by management and supervisory personnel to ensure uniformity and nondiscriminatory application of the conditions of employment. In the event there is a conflict between the contents of this Policy Manual or any applicable laws, those applicable laws shall prevail.

This Policy Manual is designed as a tool for staff to enable them to know and to understand what to expect from the environment and the organization and to keep staff informed. Questions regarding the interpretation and application of these policies should be directed to your supervisor who will seek clarification through the chain of command. Every effort will be made to ensure that such decisions are made objectively, with the general intent of the policy in mind.

**This Policy Manual is not a contract, either expressed or implied. The Ohio Network for Innovation reserves the right to change any provision without consultation.** The management does want to develop and maintain a good relationship with employees. Your input about matters addressed in this Policy Manual is welcome and will always be considered.

As conditions shift within the organization, it may be necessary to add, delete or revise specific policies affected by such change. Updated policies will be communicated, and employees may be asked to sign a Receipt of Policy Manual form 101 in the Appendix. Upon hire employees will be asked to sign the Receipt of Policy Manual form as documentation that they have read the Policy Manual.

## **102 OBJECTIVES**

The Ohio Network for Innovation recognizes that a personnel system that recruits and retains competent, dependable personnel is indispensable for the effective delivery of services.

The policies and procedures set forth in this Policy Manual are designed:

1. To set forth the standards currently established by the Ohio Network for Innovation for the work carried out by the employees.
2. To promote high morale and foster good working relationships among employees by providing uniform personnel policies and consideration of employee needs.
3. To enhance the attractiveness of employment with the Ohio Network for Innovation and encourage each employee to give his/her best effort to the Agency and the public.
4. To establish a standard of courteous and dependable service to the customers served by the Ohio Network for Innovation.
5. To provide fair and equal opportunity for qualified persons to enter and progress in their employment and are developed to achieve high performance, as determined through objective and practical personnel management methods.
6. To ensure that all operations and programs are conducted in an ethical and legal manner to promote Ohio Network for Innovation's reputation as an efficient, progressive organization with its customers.
7. To ensure the organization engages, manages, and develops the workforce to utilize its full potential in alignment with the organization's overall mission, vision, values, strategy, and action plans.

## **103 DISCLAIMER**

This Policy Manual is not an employment contract. It is presented as a matter of information only. The Ohio Network for Innovation reserves the right to modify, revoke, suspend, terminate, or change these policies and procedures with or without prior notice. Any statements in conflict with these policies made by anyone else are unauthorized, expressly disallowed, and should not be relied upon by anyone.

Employees of Ohio Network for Innovation shall be notified of policy additions, amendments, and rescissions in a timely manner. It is the responsibility of the employee to read posted or distributed notices. Questions regarding this manual or any policy of Ohio Network for Innovation are encouraged and should be directed to the management staff.

# **200 EMPLOYMENT**

## **201 EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION**

Ohio Network for Innovation is an Equal Opportunity Employer. The purpose of the Affirmative Action plan is to provide an acceptable program which addresses employment and the effective utilization of economically disadvantaged persons. This program is not to impose numerical minimums or standards, however, adopting this program demonstrates a good faith effort to improve the equality of all citizens of the State of Ohio.

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Ohio Network for Innovation and its employees, including, Recruitment, Employment, Promotion, Transfer, Training, Working conditions, Wages and salary administration, Employee benefits and application of policies: The policies and principles of EEO also apply to the selection

and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Ohio Network for Innovation. Directors, managers, and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

**Recruitment Strategies:** Ohio Network for Innovation will make a good faith effort to recruit a diverse group of employees and provide equal opportunity for minorities, women, and disabled persons to become competitive in state contracting opportunities. Ohio Network for Innovation will advertise positions in media outlets that will provide information and access to the underserved populations.

**Selection Strategies:** Ohio Network for Innovation will utilize procedures, processes and techniques that are fair and do not have an adverse impact on minorities, women, or disabled persons. Prospective employees will not be excluded from the hiring process due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, and veteran status.

**Placement/Orientation:** Ohio Network for Innovation will provide newly hired employees with basic employment information during the first couple weeks on the job. New employee position descriptions, fringe benefits information, policies, procedures and EEO are a few of the topics which should be covered. Employees will not be denied fringe benefits and/or opportunities for promotion based on race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.

**Performance Evaluation:** Ohio Network for Innovation will evaluate the performance of their employees on at least annually through the employee development planning process. It should provide the necessary supervisory feedback to identify areas to be improved as well as to reinforce those activities that meet or exceed standards. Performance appraisal will be evaluated without regard to race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.

**Training Strategies:** Ohio Network for Innovation will attempt to diversify workforce by utilizing training and apprenticeship programs with diverse participants. Training and apprenticeship programs can increase the number of qualified minorities, women, disabled persons and veterans available for job placement.

**Discipline Strategies:** Ohio Network for Innovation will set clear disciplinary standards and warn of consequences for non-compliance. Discipline will be designed to rehabilitate employees who choose to correct their behavior as well as justify the termination of those who do not. The employer will not mistreat or unfairly discipline an employee based on race, color, religion, sex, national origin, disability, age (40 years old or more), military status and veteran status.

**Separation Strategies/Exit Interviews:** Ohio Network for Innovation will conduct exit interviews as a problem-solving tool to reveal employee turnover. Exit interviews can provide the organization with information about how to correct the causes of discontent and reduce the costly problem of employee turnover.

**EEO Monitoring Strategies:** Ohio Network for Innovation will ensure Human Resources managers and supervisors understand this plan and hold managers and supervisors accountable for the effective of this plan.

**Minority Business Enterprise Solicitation Strategies:** Ohio Network for Innovation will make a good faith effort to solicit business from certified minority owned businesses (MBE). Ohio Network for Innovation

will utilize the State of Ohio, Equal Opportunity Division's webpage to access certified MBEs. <http://das.ohio.gov/Eod/MBESearch/index.asp>.

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Any employee or applicant who feels that he/she has been the victim of discrimination may file a complaint to the Human Resource Department on form 202 EEOC Complaint located in the Resources Section in the appendix. Ohio Network for Innovation will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

## 202 OUTSIDE EMPLOYMENT

Ohio Network for Innovation recognizes that some employees may need or want to hold additional jobs. Employees are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

Work-related activities and conduct away from Ohio Network for Innovation must not compete with, conflict with or compromise Ohio Network for Innovation's interests or adversely affect job performance and the ability to fulfill all responsibilities of Ohio Network for Innovation. In addition, employees may not solicit or conduct any outside business during work time for Ohio Network for Innovation. **This prohibition extends to the unauthorized use of any ONI tools or equipment and the unauthorized use or application of any ONI confidential information.**

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at Ohio Network for Innovation, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).

Before beginning employment outside Ohio Network for Innovation, employees are required to report it to their immediate supervisor on [form 203 Outside Employment](#) located in the appendix. After reviewing the information, the Ohio Network for Innovation may approve an employee's outside employment request, depending on whether the information appears to be consistent with the above requirements.

Approval for outside employment may be withdrawn at any time, if the Ohio Network for Innovation determines that such employment no longer meets the above requirements, or it is in the best business interests of the company to do so. An employee's refusal to comply with the request to discontinue outside employment may result in termination.

Ohio Network for Innovation encourages outside involvement in community, industry, and charitable activities, if the involvement does not cause a conflict of interest or diminish an employee's ability to satisfactorily perform the demands of his or her position with Ohio Network for Innovation.

## 203 IMMIGRATION LAW COMPLIANCE

Ohio Network for Innovation does not unlawfully discriminate based on citizenship or national origin but at the same time is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986 and any/all revisions, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility as defined on the current I-9 forms. Former employees who are rehired must also complete the Form if they have not completed an I-9 with Ohio Network for Innovation within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resource Department at MEORC (per the management contract). Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **204 DISABILITY ACCOMMODATION**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Ohio Network for Innovation to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

Ohio Network for Innovation will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Ohio Network for Innovation. Contact your Supervisor or the Human Resource Department at MEORC (per the management contract) with any questions or requests for accommodation.

All employees are required to comply with Ohio Network for Innovation safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made regarding the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

## **205 SEPARATION**

It is the policy of Ohio Network for Innovation to ensure that employee separations, including voluntary and involuntary, are handled in a professional manner with minimal disruption to the workplace.

Employees voluntarily resigning are requested to provide a notice of their intention to separate to allow a reasonable amount of time to transfer ongoing workloads. Non-management positions are requested to provide a minimum of two-weeks' notice and Management are asked to provide a minimum of thirty (30) days' notice. The employee should provide the written resignation notification to his or her immediate supervisor. Failure to provide proper notice of resignation will become part of the employee's personnel file and may make them not eligible for rehire.

Upon receipt of an employee's resignation, the supervisor will send a copy of the resignation letter to the Human Resource Department at MEORC (per the management contract).

## **206 EMPLOYMENT OF RELATIVES**

It is the policy of Ohio Network for Innovation to make employment decision based on qualifications and merits and does not discriminate in favor of or in opposition to the employment of relatives.

Due to potential for perceived or actual conflicts, Ohio Network for Innovation wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, retention, transfer, promotion, wages and leave requests.

"Family member" is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples or significant others.

Individuals will not be hired or promoted into a position that would create a conflict in Ohio Network for Innovation's policy. If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform a Supervisor or the Human Resource Department at MEORC (per the management contract) of the relationship. Ohio Network for Innovation reserves the right to resolve the situation at its discretion and will work with the employees to determine the action to be taken. The action may include, but is not limited to, the following: resignation of employment of one of the employees, transfer of one of the employees to an available position for which they are qualified, separation of the employees by reassignment, or termination of employment if necessary.

Ohio Network for Innovation reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved.

## **207 EMPLOYEE BACKGROUND RECORD CHECKS**

The following applies only to employees who work in a direct services position. Offers of employment are contingent upon clear results of a thorough background checks pursuant to Ohio Administrative Code Section 5123: 2-2-02. Applicants shall be notified during the initial interview that a background check shall



be conducted upon hire. When a candidate is under final consideration for an offer of employment, Human Resource Department at MEORC (per the management contract) shall follow these procedures for the background check:

1. Require the candidate to submit a Conviction Statement that he/she has not been convicted of or pled guilty to any of the offenses described in O.R.C. Section 5123.081 and will also notify Ohio Network for Innovation if ever formally charged, convicted, or pleads guilty to any violation of the criminal laws within 14 days of the event. Failure to report and/or timely report such charge/conviction/plea may result in termination. A candidate's refusal to sign the Conviction Statement shall result in no further consideration of his/her application.

2. Arrange for a BCI/FBI background check. Previously completed background checks will be accepted if they were completed within one year of the date provided to Ohio Network for Innovation. A candidate's refusal to be fingerprinted shall result in no further consideration of his/her application.

3. Contact the candidate's present and/or previous employer(s) in order to obtain a thorough and complete employment verification and references.

4. Conduct the appropriate database and registry checks as outlined in DODD rules.

5. Conduct a Motor Vehicle Records report which provides a report on an individual's driving history in the state requested.

6. Ohio Network for Innovation may secure a copy of any license or credential required for the position.

7. Review the findings of the background check(s) and consider them along with other factors in the decision to employ or retain an individual. Ohio Network for Innovation may employ an applicant pending receipt of the criminal background or FBI check if the applicant has signed a statement saying that he or she has not been convicted of or pleaded guilty to any of the offenses listed. Ohio Network for Innovation shall terminate the employment of an individual not disclosing relevant violations.

## **300 BENEFITS**

### **301 INSURANCE**

Ohio Network for Innovation provides health, vision, dental and life insurance for employees, who are regularly scheduled to work thirty hours (30) hours per week or 130 hours per month, and their families, subject to appropriate deductibles and employee contributions. Employees are responsible for keeping the Human Resource Department at MEORC (per the management contract) informed of any changes in their personal life, which may affect their health coverage.

### **302 UNEMPLOYMENT COMPENSATION**

Employees may be eligible for Unemployment Compensation benefits should they become unemployed. To be eligible for benefits, the employee must meet the requirements set by the Ohio Department of Job and Family Services (ODJFS).

Ohio Network for Innovation maintains accurate employment records of all employees; including the hours worked and wages paid. Such records will be furnished to the ODJFS upon request.

### **303 WORKERS' COMPENSATION**

Employees of Ohio Network for Innovation are covered by the Ohio Workers' Compensation Plan. An employee who suffers a job-related injury or illness while employed, may qualify for benefits through Workers' Compensation. Benefits include payment of reasonable medical, surgical and hospital service expenses, payment for medication and equipment required for treatment. If the accident or illness causes an employee to miss more than seven consecutive working days, the employee may also be eligible for temporary or total compensation due to loss of wages.

Employees injured during the performance of their work-related responsibilities must file an Employee Accident/Injury Report with their immediate supervisor within 24 hours which the accident occurred, or as soon as the employee is physically able to file a report. In the event of a delay in filing the report due to the incapacity of the employee, Human Resource Department at MEORC (per the management contract) should investigate and document the details of the accident. An employee cannot receive Workers' Compensation benefits and Paid Time Off (PTO) benefits at the same time. Employees are required to reimburse Ohio Network for Innovation for leave time used when, and if, Workers' Compensation benefits become available in a retroactive manner. Ohio Network for Innovation will place an employee on FMLA who is off work for more than three (3) consecutive days because of a workplace injury.

To be eligible for Workers' Compensation benefits, employees must follow all regulations established by the Bureau of Workers' Compensation regarding managed care treatment for work related illness or injury.

Ohio Network for Innovation reserves the right to object to any claim pursuant to Chapter 4123 of the Ohio Revised Code.

### **304 TRANSITIONAL WORK PROGRAM**

It is the intent of this policy to provide a rehabilitative process in the case of extended injury or illness. The Transitional Work Program (TWP) is for the temporary placement of employees who are temporarily unable to perform the essential job functions of their regular position due to an injury or illness. It is not an occupational goal, but an interim step in the physical recovery and conditioning of injured or ill employees.

When an extended illness or injury is evident, the Human Resource Department at MEORC (per the management contract) will supply the attending physician with a detailed description of the employee's regular job duties, physical requirements, and a signed release from the employee. Based upon this information, the physician will be asked to indicate any work restrictions and to supply a prognosis, which includes an estimated time for full recovery.

The Human Resource Department at MEORC (per the management contract) will review the attending physician's evaluation and determine if the employee is suited to a transitional duty position.

A productive transitional duty position description will then be sent to the physician with a request to release the employee for such duty.

If the physician releases the employee for transitional duty and the physician feels the employee will be able to return to regular duty within eight (8) weeks, the employee may be assigned transitional duty.

The Human Resource Department at MEORC (per the management contract) will contact the employee via certified mail indicating a “start date” for the transitional duty. Usually such “start dates” will be within 72 hours of the physician’s release.

If the employee refuses to report to the transitional position, the employee will be considered to have voluntarily resigned his/her employment from Ohio Network for Innovation and will be terminated.

The maximum length of time an employee can remain in the Transitional Work Program is eight (8) weeks.

While in the Transitional Work Program, employees have the right to apply for vacancies within the organization, provided they can perform all the essential job functions of the position at the time the position is to be filled.

Payment for Transitional Duty will be at the employee’s full hourly rate for all hours worked.

At the end of eight (8) weeks, if the physician of record will not release the employee to regular duty, the employee may be placed on the appropriate leave (i.e., Paid Time Off, FMLA, Workers’ Compensation, etc.).

If the employee is released for regular duty and refuses to report, the employee will be terminated.

Employees participating in the Transitional Work Program are subject to the same standards of conduct and policies that apply to all employees.

ONI may review the status of an employee’s rehabilitation and reserves the right to discontinue Transitional Duty if the employee is unable to do the transitional duties or will be unable to resume their regular job duties within the eight (8) week time.

## 400 LEAVES

### 401 PAID TIME OFF (PTO)

Ohio Network for Innovation provides paid leave hours or “Paid Time Off” (PTO) to employees per the table below. PTO may be utilized for sick leave, vacation, personal leave, or any other reason the employee needs to be off work. The accrual rate is the decimal amount in the table below multiplied by the hours worked in pay period. This policy is not applicable to seasonal or temporary workers. Directors will be awarded PTO on the anniversary date of employment per the table below.

Staff Level	Front Line		Manager		Director
	Accrual Rate	Max hours accrued/year	Accrual Rate	Max hours accrued/year	
upon hire	.0288	60	.0576	120	160
1 year	.0336	70	.0625	130	170
2 years	.0384	80	.0673	140	180
3 years	.0432	90	.0721	150	190
4 years	.0480	100	.0769	160	200
5 years	.0528	110	.0817	170	210
6 Years	.0576	120	.0865	180	220
7-10 Years	.0673	140	.0961	200	240

A maximum of 40 hours of unused PTO may be carried over from one year to the next. Employees will not be able to “sell” unused PTO back to the company.

Immediate supervisors must approve PTO. Twenty-four (24) to forty (40) consecutive hours of usage requires a minimum of one (1) week notice and approval unless it is an emergency. PTO usage for more than forty (40) consecutive hours requires notice and approval a minimum of one (1) month in advance of the planned usage unless it is an emergency.

#### **402 FAMILY MEDICAL LEAVE ACT (FMLA)**

Ohio Network for Innovation complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave). The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns, or disputes with this policy, please contact Human Resources.

##### **Eligibility**

To be eligible for leave under this policy, employees must meet all the following requirements:

- Have worked at least twelve (12) months for Ohio Network for Innovation.
- Have worked at least 1,250 hours for OHIO NETWORK FOR INNOVATION over the twelve (12) months preceding the date the leave would commence.
- Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.

The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

##### **Reasons for Leave**

To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active-duty status.
- To care for a covered service member with a serious injury or illness.

##### **Amount of Leave**

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. Ohio Network for Innovation will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, Ohio Network for Innovation will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, Ohio Network for Innovation will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for Ohio Network for Innovation may only take a combined total of 12 weeks of leave for the birth of a child, adoption, or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

#### **Intermittent Leave or a Reduced Work Schedule**

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, Ohio Network for Innovation and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt OHIO NETWORK FOR INNOVATION's operations.

#### **Employee Notice Requirement**

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to the immediate supervisor who will then forward to Human Resources.

When the need for the leave is foreseeable, the employee must provide Ohio Network for Innovation with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with Ohio Network for Innovation's usual and customary notice requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, Human Resources will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation, as necessary.

#### **Designation of FMLA Leave**

Within five business days after the employee has submitted the required certification or other documentation, Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

### **Employee Status and Benefits During Leave**

Ohio Network for Innovation will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee were continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the accounting department by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

Ohio Network for Innovation will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, Ohio Network for Innovation will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

If the employee contributes to a life insurance or disability plan, Ohio Network for Innovation will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or Ohio Network for Innovation may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, Ohio Network for Innovation will discontinue coverage during the leave. If Ohio Network for Innovation maintains coverage, Ohio Network for Innovation may recover the costs incurred for paying the employee's share of any premiums, whether the employee returns to work.

### **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in Ohio Network for Innovation's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. Ohio Network for Innovation may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

### **Use of Paid and Unpaid Leave**

An employee who is taking FMLA leave because of the employee's own serious health condition, or the serious health condition of a family member must use all APL and LTI prior to being eligible for unpaid leave. LTI will run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid leave (if the reason for the absence is covered by policy) prior to being eligible for unpaid leave.

### **Intent to Return to Work from FMLA Leave**

On a basis that does not discriminate against employees on FMLA leave, OHIO NETWORK FOR INNOVATION may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

#### **Definitions**

**Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term, or permanent periods of incapacity.

**Spouse** means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.

**Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.

**Parent** means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."

**Qualifying exigency** includes short-notice deployment, military events and activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

**Covered active duty** for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

**The next of kin of a covered service member** is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

**Covered service member** is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation, or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

**Serious injury or illness** is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

### **403 HOLIDAYS**

Ohio Network for Innovation observes the following holidays.

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New Year's Day	January 1
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	December 25

If a Direct Support Professional Team Member or other part time employee works on one of the recognized holidays, they will be paid time and a half for the hours worked. Full time administrative staff receive the day off with pay. If the holiday falls on a Saturday it is observed on Friday, if it falls on Sunday is it observed on Monday (applies to administrative staff only).

#### **405 MILITARY LEAVE WITH PAY**

It is Ohio Network for Innovation's policy to fully comply with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and as amended thereafter and Ohio law concerning military service. Specific information about Military Leave is available at <http://www.dol.gov/vets/programs/userra/>.

#### **406 JURY AND WITNESS DUTY**

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his or her supervisor. The employee is required to provide copies of the subpoena or jury summons to his or her supervisor and to Human Resource Department at MEORC (per the management contract).

Employees will document time as "Jury duty" on their timesheet and the time spent serving on Jury Duty is unpaid. It is understood that an employee released from jury duty prior to the end of the employee's scheduled workday shall report to work for the remaining hours.

#### **407 ADMINISTRATIVE LEAVE WITH PAY**

The Ohio Network for Innovation may place an employee on administrative leave with pay. Such leave is to be used only in circumstances where the health or safety of an employee or of any person or property entrusted to the employee's care could be adversely affected, or if the Employer is investigating that may result in disciplinary action. Compensation for administrative leave is solely at the discretion of the Ohio Network for Innovation, except that the length of the leave shall not exceed the length of the situation for which the leave was granted.

#### **408 LEAVE WITHOUT PAY**

The Ohio Network for Innovation may grant a leave of absence without pay to any employee for a maximum duration of six (6) months for any personal reasons of the employee. Such a leave may not be renewed or extended beyond six (6) months.

The authorization of a leave of absence without pay is a matter of administrative discretion. MEORC, (per the management contract) will decide in each individual case if a leave of absence is to be granted.



Except for emergencies, employees will advise MEORC (per the management contract) thirty (30) days prior to commencement of the desired leave so that the various functions may proceed properly.

Upon completion of a leave of absence, the employee is to be returned to the position formerly occupied, or to a similar position if the employee's former position no longer exists. Upon the reinstatement of the employee from leave, any replacement in the position while an employee is on leave will be terminated subject to established layoff procedures, returned to his/her original position, or considered as a candidate for a vacant position, provided he/she is qualified for such position.

An employee may return to work before the scheduled expiration of leave if requested by the employee and approved by MEORC (per the management contract) with two (2) weeks prior notification. An employee who fails to return to work within three (3) working days of the completion or a valid cancellation of a leave of absence without pay without explanation to and approval from MEORC may be removed from his/her position.

Leave without pay cannot be utilized until such time that all PTO has been exhausted including FMLA and LTI leave, if applicable.

The leave of absence without pay provided by this policy may not be substituted for FMLA.

## 500 COMPENSATION

### 501 COMPENSATION

Direct deposit of payroll checks, and expense reimbursements is mandatory for all employees of Ohio Network for Innovation. Questions regarding an employee's pay should be directed to the employee's supervisor.

### 502 PAY PERIODS

There are normally twenty-six (26) pay periods per year. Paydays are on alternate Fridays under a delayed system and cover a two (2) week period. Pay advances of any kind are not permitted.

### 503 PAYROLL DEDUCTIONS

Deductions are made from an employee's paycheck as required by law, in accordance with employee benefit plans, or as requested by the employee. These deductions are itemized on the employee's pay statement. Deductions include:

1. **Social Security:** State/Federal law requires each employee to contribute a part of his/her income for retirement benefits.
2. **Income Taxes:** Federal, State, and local governments, including school district regional taxing authorities, require that taxes be withheld from each salary payment. The amount of tax to be withheld is determined by tables furnished to Ohio Network for Innovation by the Treasury Department and varies according to the amount of salary and number of dependency exemptions. Employees are required to complete withholding tax certificates upon initial employment and to inform the Human Resource Department at MEORC (per the management contract) of any dependency/change as such change occurs.
3. **Medicare:** All employees hired after April 1, 1986, are required to have one point four five percent (1.45%) of their gross pay withheld each pay period for Medicare health insurance.

4. **Miscellaneous:** Examples include hospitalization, other insurance, United Way, child support, spousal support, garnishments, etc. Miscellaneous deductions must be in accordance with Ohio Network for Innovation guidelines.

Ohio Network for Innovation may refuse to make deductions not required by law, which are below certain prescribed minimum amounts, or at irregular intervals, or for other cause, which the employer deems, not in the best interest of Ohio Network for Innovation. All such requests for payroll deductions must be presented by the employee, in writing, to the Human Resource Department at MEORC (per the management contract).

Whenever a request for payroll deductions is not personally made by the employee, the Human Resource Department at MEORC (per the management contract) may verify the request with the employee.

## 504 REIMBURSEMENT

### ***Mileage***

Employees using personal vehicles (with authorization to do so) shall be reimbursed for actual miles while on official Ohio Network for Innovation business and at the IRS mileage rate unless otherwise specified. Such payment is considered total reimbursement for all vehicle-related expenses. Mileage reimbursement is payable to only one employee if two or more employees travel on the same trip and use the same vehicle. Employees are eligible for travel reimbursement only when such expense has the prior approval of the employee's immediate supervisor. Reimbursement shall be made through direct deposit into the same account that the employee has identified for payroll purposes. No travel reimbursement is paid for travel between the employee's home and the assigned work location.

### ***Parking and Tolls***

Charges incurred for parking and tolls are reimbursable at the actual amount. Receipts for parking costs and tolls are required. Reimbursement shall be made through direct deposit into the same account that the employee has identified for payroll purposes.

### ***Phone Stipend***

Employees using personal devices (with authorization to do so) shall receive a monthly stipend of \$5.00.

## 505 EMPLOYMENT CLASSIFICATION

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, ONI classifies its employees as shown below. ONI may review or change employee classifications at any time.

**Exempt.** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

**Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, full time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, part time.** Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, part time.** Employees who are hired to assist in the completion of a specific project or job and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. These employees are not eligible for benefits.

**Administrative staff.** Employees who typically work a regular schedule of Monday through Friday, 8-5. This includes all staff except Direct Support Professional team members.

**Direct Support Professional Team Member.** Employees who provide homemaker/personal care to others under the waiver.

## 600 WORK PRACTICES

### 601 HOURS OF WORK/OVERTIME

The purpose of this policy is to provide time reporting requirements for all employees of Ohio Network for Innovation. The “workweek” covers seven consecutive days beginning on Sunday at 12:01 AM and ending on Saturday at 11:59 PM. A “work hour” is any hour of the day that is worked and should be recorded to the nearest quarter of an hour.

“Overtime” is defined as working more than 40 hours by a nonexempt employee in a workweek. Overtime must be approved in advance by the employee’s manager; if not, an employee is not authorized to work the overtime.

All employees will be assigned a work location. Time spent traveling from home to their assigned work location and return home is not counted as work time.

All employees are expected to record all hours worked to the nearest quarter of an hour on their timesheet. Employees will submit their timesheets weekly for hourly staff and biweekly for salaried staff. Time records must show all hours worked including PTO, Holiday, FMLA, etc. that were incurred for the week.

### 602 ABSENCE/TARDINESS

If you will be absent from work for any reason, notify your supervisor as far in advance as possible. Workers are expected to contact co-workers to find coverage and confirm with your supervisor. Workers are expected to be punctual in reporting to work. Notify your supervisor if you expect to be late. If advance notification is impossible, discuss the matter with your supervisor as soon as possible. Failure to report to work or contact your supervisor in a timely manner will be considered voluntary job abandonment without notice. Your termination date will be considered your last day worked. Absenteeism or tardiness can lead to disciplinary action up to and including termination.

### 603 REDUCTION IN FORCE/LAYOFF

It may become necessary to reduce staffing levels by either abolishment or layoff due to lack of work, lack of funds or programmatic changes as determined by the Ohio Network for Innovation Board.

Employees shall be sent a written notice of their layoff prior to the layoff. The written notice shall include the effective date of layoff.

#### **604 SOLICITATION AND DISTRIBUTION**

Ohio Network for Innovation prohibits the solicitation, distribution and posting of materials by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Ohio Network for Innovation management and Ohio Network for Innovation sponsored programs related to Ohio Network for Innovation products and services.

Employees may not distribute literature of any kind or solicit other employees during work times, except regarding an Ohio Network for Innovation approved or sponsored event.

Violation of this policy should be reported to Human Resource Department at MEORC (per the management contract).

#### **605 PROPER ATTIRE/APPEARANCE**

Ohio Network for Innovation strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, Ohio Network for Innovation managers may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

All Ohio Network for Innovation staff members are expected to present a professional, businesslike image to clients, visitors, customers, and the public.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

#### **606 PERSONNEL FILES**

Employee personnel records are maintained in our Human Resource Department at MEORC (per the management contract). As required by law, some records pertaining to employees are maintained in separate files relating to medical issues and internal investigations. Employees, or their representative, may request access to their basic personnel file. Depending upon the circumstances, employees may be provided access to records pertaining to internal investigations, with appropriate redactions to protect the rights of others.

All requests for access to your personnel file must be provided in writing to Human Resource Department at MEORC (per the management contract). Upon receipt of your written request, Human Resource Department at MEORC (per the management contract) will schedule an appointment for you to view your file during normal office hours. For purposes of this policy, your personnel file includes records related to performance and training as well as other records used for hiring, promotion and disciplinary decisions. It will not include any medical records. Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

Employees may request copies of documents in their personnel file. Requests for copies must also be made in writing to Human Resource Department at MEORC (per the management contract).

## 700 CONDUCT

### 701 ANTI-HARASSMENT

Ohio Network for Innovation is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Ohio Network for Innovation expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

Ohio Network for Innovation has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation. Ohio Network for Innovation will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with their immediate supervisor or Human Resource Department at MEORC (per the management contract).

These policies should not, and may not, be used as a basis for excluding or separating individuals of a gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Ohio Network for Innovation prohibit disparate treatment based on sex or any other protected characteristic, about terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

#### **Equal employment opportunity**

It is the policy of Ohio Network for Innovation to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Ohio Network for Innovation prohibits any such discrimination or harassment.

#### **Retaliation**

Ohio Network for Innovation encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Ohio Network for Innovation to investigate such reports promptly and thoroughly. Ohio Network for Innovation prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

#### **Sexual harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of

such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

### **Harassment**

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Ohio Network for Innovation (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **Reporting an Incident of Harassment, Discrimination or Retaliation**

Ohio Network for Innovation encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor or Human Resource Department at MEORC (per the management contract). See the complaint procedure described below.

In addition, Ohio Network for Innovation encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Ohio Network for Innovation recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

## **Complaint Procedure**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such complete form 701 Harassment Complaint located in the appendix.

Ohio Network for Innovation encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge.

Ohio Network for Innovation will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as Ohio Network for Innovation believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to MEORC (per management contract).

False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

## **702 CONFIDENTIALITY**

Confidentiality of individual information is taken very seriously at Ohio Network for Innovation. Staff are prohibited from improperly using or disclosing confidential information. Ohio Network for Innovation will comply with the laws and regulations of the American Health Insurance Portability and Accountability Act of 1996, (HIPAA), and as it may be amended from time to time thereafter.

Employees will use, maintain, and disclose individual information in accordance with HIPAA laws. Improper uses include but are not limited to curiosity, malicious purpose, or financial gain. In addition, staff are expected to comply with this Policy and related Procedures involving HIPAA mandated computer security. Staff who violate this Policy and/or related procedures will be subject to disciplinary action.

Employees must always be aware that they may have personal information about consumers that sometimes even the closest friends and family do not know. Under no circumstances should this material be talked about except within the context of the job. It must never be the subject of idle conversation with friends or other persons outside the program in any way that might result in revealing the identity of the person or family involved.

The consumers' confidentiality rights are protected by law and any inappropriate release of information is subject to disciplinary action as well as civil penalties. Employees must treat any confidential information they may know about the consumers with the same respect they would expect for themselves.

Employees are prohibited from accessing consumer information not pertinent to their job assignment.

### **703 DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE**

In compliance with the Drug-Free Workplace Act of 1988, Ohio Network for Innovation has a longstanding commitment to provide a safe, quality-oriented, and productive work environment consistent with the standards of the community in which the company operates. Alcohol and drug abuse poses a threat to the health and safety of Ohio Network for Innovation employees and to the security of the company's equipment and facilities. For these reasons, Ohio Network for Innovation is committed to the elimination of drug and alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and drug use in the workplace.

This policy applies to all employees and all applicants for employment of Ohio Network for Innovation.

Ohio Network for Innovation will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other policies. Such employees will be allowed to use PTO, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and possible discipline, up to and including discharge, will be enforced.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose to Ohio Network for Innovation underlying medical conditions unless directed to do so.

1. Whenever employees are working, are operating any vehicle, or are conducting company-related work offsite, they are prohibited from:
  - a. Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
  - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
  - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. Ohio Network for Innovation will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their



job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

### **Required Testing**

All direct care applicants must pass a drug test prior to providing any direct service. Refusal to submit to testing will result in disqualification of further employment consideration.

ONI reserves the right to randomly drug test.

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

### **Consequences**

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

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

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

### **Confidentiality**

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

### **Inspections**

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

### **Crimes Involving Drugs**

Ohio Network for Innovation prohibits all employees, including contract employees, from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on company premises or

while conducting company business. Ohio Network for Innovation employees are also prohibited from misusing legally prescribed or over the counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

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

#### **704 CODE OF ETHICS AND CONFLICT OF INTEREST**

Ohio Network for Innovation is a non-profit 501c3 and as such is responsible to the community and the individuals it serves. All board members, employees and contractors are expected to maintain the highest possible ethical and moral standards and to perform their duties within the guidelines established by appropriate statutes, certification and licenses standards, and other rules and regulations as may be set forth by Ohio Network for Innovation.

An employee's responsibility for protecting and preserving individual citizen's rights involves both a moral and legal obligation. Conduct that interferes with normal operations, brings discredit to Ohio Network for Innovation, is illegal, or is offensive to the public, individuals served, or fellow board members cannot be tolerated. Such conduct shall include, but shall not be limited to:

- Engagement in any transaction, business, or any other interest, which conflicts with the proper discharge of official duties.
- Engaging in any matter, which represents a conflict of interest with Ohio Network for Innovation or participating customer or undermines the integrity of Ohio Network for Innovation or participating customer.

#### **706 SMOKE-FREE WORKPLACE**

Ohio Network for Innovation provides a safe, healthy, and productive work environment for our employees. Employees should only smoke or vape in designated areas. This policy applies to all employees and contractors. When employees provide transportation in private vehicles, the vehicles must be a smoke-free atmosphere. Employees who violate this policy will be subject to disciplinary action.

#### **707 DISCIPLINE/CORRECTIVE ACTION**

All employees are subject to this policy. Ohio Network for Innovation normally follows a progressive discipline for correcting job-related behavior. Progressive discipline steps are as follows:

1. Verbal warning/counseling.
2. Written warning.
3. Suspension with/without pay/reduction in pay or position.
4. Termination.

Ohio Network for Innovation, in its sole discretion, specifically reserves the right to not follow progressive discipline when it deems necessary and appropriate.

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

The employee will be provided copies of all progressive discipline documentation, including all improvement plans. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. Discipline records are a permanent part of the employee personnel file.

## **708 VEHICLE OPERATION**

The purpose of this policy is to ensure the safety of those individuals who drive their own personal vehicles for Ohio Network for Innovation business. Vehicle accidents are costly but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, Ohio Network for Innovation endorses all applicable state motor vehicle regulations relating to driver responsibility. The employer expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

### **Driver Guidelines and Reporting Requirements**

- Any employee who has a driver's license revoked or suspended shall immediately notify their supervisor within one business day. Failure to do so may result in disciplinary action, including termination of employment.
- All accidents, regardless of severity, must be reported to the police and to their supervisor. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents involving the employee's personal injury must be reported to Human Resource Department at MEORC (per the management contract) for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
- Drivers must report all ticket violations received while driving a personal vehicle on company business, within 72 hours to their supervisor.
- Motor Vehicle Records will be obtained on all drivers prior to employment and at least one time each year. A driving record that fails to meet the criteria stated in this policy or is in violation of the intent of this policy, will result in no longer driving for Ohio Network for Innovation business.
- Employees who drive for ONI purposes will be asked to show proof of auto insurance upon hire and annually thereafter.

### **Driver Criteria & Administration**

Employees must have a valid and current Driver's license and current auto insurance while driving to conduct Ohio Network for Innovation business.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. The Human Resource Department at MEORC (per the management contract) is responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee's driving

record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation to Directors for suspension or revocation of driving privileges.

Criteria that may indicate an unacceptable record includes but is not limited to six (6) or more points under Ohio law.

#### **Driver Safety Rules**

- Driving on company business while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
- Cell phone use while driving should be kept to a minimum. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, Drivers should complete calls while the vehicle is parked and/or use the phone in a “hands free” mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
- No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in a company vehicle **must** wear seat belts, even if air bags are available.
- All State and Local laws must be obeyed.

#### **Accident Procedures**

1. To minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
  - Call for medical aid if necessary.
  - Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
  - Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
2. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.
3. Provide the other party with your name, address, driver's license number, and insurance information.
4. Immediately report a written description the accident to the supervisor. Ohio Network for Innovation reserves the right to request an accident report.

#### **709 MOBILE DEVICE**

The purpose of this policy is to define accepted practices, responsibilities and procedures for the use of all mobile devices (i.e., smartphones, tablets, computers, etc.) either Ohio Network for Innovation owned and personally owned. This policy defines obligations, responsibilities, and provides guidance for secure use of the above mentioned mobile devices.

Requirements for ONI owned devices:

- Acceptance that a device may be remotely wiped (i.e., erasing all data and applications) if it is deemed to pose a security risk. Knowing this, personal data of any kind should not be kept on the device.
- Devices lost, stolen or damaged due to negligence by the employee will be paid for at replacement cost by the employee.
- Ohio Network for Innovation reserves the right to install Mobile Device Management software on any device being used for business.
- Reimbursement of expenses incurred by authorized users will follow Ohio Network for Innovation purchasing guidelines. Applications will be approved for reimbursement based on business need.
- Users shall not use the device or Network for any commercial activities, such as buying, advertising or selling goods or services (whether to one recipient or many), unless it is for legitimate Ohio Network for Innovation business. Users shall not conduct any work or communication relative to their privately-owned or third-party business using Ohio Network for Innovation networks.
- In case of legal action, devices used for Ohio Network for Innovation communications are subject to e-discovery.
- Keep mobile devices with you at all times or store them in a secured location when not in use. Do not leave devices unattended in public locations (coffee shops, libraries, restaurants, conferences, unattended vehicles).
- Mobile devices must be password protected. The password should block all access to the device until a valid password is entered. A complex, drawn fingerprint pattern is also an acceptable password.
- Passwords must never be shared or revealed to others.
- Data contained on the device will be wiped or securely deleted upon the disposal of the device.
- Lost, stolen, or misplaced mobile devices should be reported to your supervisor immediately.

Devices are subject to random audits to ensure compliance with this policy.

Access can be terminated and all agency data wiped from a device upon written request from an employee's supervisor submitted to the Human Resource Department at MEORC (per the management contract). Upon termination of employment, the employee must surrender the Ohio Network for Innovation-owned device to his/her supervisor or the Human Resource Department at MEORC (per the management contract). Employees placed on Administrative Leave will have their network access disabled until such time they may return to an active status. A user may have mobile device access terminated for any violations of this policy, committed by someone else who, with the user's expressed or implied permission or by the user's negligence, access the Network or other Ohio Network for Innovation resources with the user's password. By accepting the Ohio Network for Innovation access privileges, users waive any and all rights of privacy in connection with their usage including, but not limited to, protections provided by the Federal Wiretaps Act of 1968 and the Electronic Communications Privacy Act of 1986, 18 U.S.C. § 2510-2520. All such information, content, and files shall be and remain the property of Ohio Network for Innovation, and users should not have any expectation of privacy regarding those materials.

### **Personally owned devices**

- In case of legal action or investigation, devices used for Ohio Network for Innovation communications are subject to e-discovery.
- Confidential information should only be stored temporarily to send the data to approved parties (such as family members, guardians, and support team) and then immediately deleted.

## 710 SOCIAL MEDIA

Carefully read these guidelines, the Code of Conduct and Ethics Policy, and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Do not use Ohio Network for Innovation email addresses to register on social networks, blogs or other online tools utilized for personal use.

## 711 WHISTLEBLOWER POLICY

Ohio Network for Innovation requires supervisors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Ohio Network for Innovation, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Ohio Network for Innovation can address and correct inappropriate conduct and actions. It is the responsibility of all directors and employees to report concerns about violations of Ohio Network for Innovation's code of ethics or suspected violations of law or regulations that Ohio Network for Innovation's operations.

### **No Retaliation**

It is contrary to the values of Ohio Network for Innovation for anyone to retaliate against any employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Ohio Network for Innovation. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### **Reporting Procedure**

Ohio Network for Innovation has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Human Resource Department at MEORC (per the management contract). Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to Human Resource Department at MEORC (per the management contract), who has the responsibility to investigate all reported complaints. Employees with concerns or complaints should submit their concerns on [form 715 Whistleblower](#) located in the appendix. MEORC, (per management contract) is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved.

### **Acting in Good Faith**

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

### **Confidentiality**

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

### **Handling of Reported Violations**

MEORC (per management contract) will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

## **712 WORKPLACE VIOLENCE PREVENTION POLICY**

Ohio Network for Innovation provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

Ohio Network for Innovation does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on company property or while on company business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be immediately reported to a supervisor or Human Resource Department at MEORC (per the management contract) on form [716 Workplace Violence Report](#) located in the appendix. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis.

Ohio Network for Innovation takes reasonable measures to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

## **713 SAFETY**

It is the responsibility of each employee to conduct work in a safe and efficient manner by complying with all local, state, and federal safety and health regulations and special safety concerns identified by Ohio Network for Innovation. Although most safety regulations are consistent throughout each

department it is the responsibility of employees to identify and familiarize themselves with the emergency plan for their working areas.

Each department should have an emergency plan detailing procedures in dealing with emergencies such as:

- Fire
- Weather emergencies
- Medical emergencies
- Workplace violence
- Bloodborne pathogens

It is the responsibility of employees to complete an Accident and Incident Report for each safety and health infraction that occurs by employees or that employees' witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Failure to follow Ohio Network for Innovation's safety and health procedures or conduct that places the employee, volunteer, person with a disability, or agency property at risk may lead to employee disciplinary action or termination.

## **800 PERFORMANCE STANDARDS**

### **801 Employee Development**

Employee Development provides employees and supervisors with a mechanism to openly communicate strengths, opportunities for improvement and professional development goals.

Documented employee development serves as a basis for training needs, job assignments, wage increases, promotion, and retention of employees.

Employees are responsible for creating and implementing their own development plans. Leaders play a critical, supportive role in the process. Development plans are multi-faceted and take into consideration various elements. Employee career interests and the needs of the business should be taken into consideration, along with building the skills needed for the current job.

Employee Development is ongoing. All employees should meet with their supervisor at least once a year. Employee Development documents should be saved in a location accessible to both the employee and supervisor.

## **900 APPENDICES**



**Form 101: EMPLOYEE RECEIPT OF POLICY MANUAL**

I acknowledge that I have received a copy of the Policy Manual. Our Policy Manual is an important document that is intended to give you a general overview of the Ohio Network for Innovation policies.

Because basic trends, legislation and economic conditions are always changing, the contents of the Policy Manual may be changed at any time at the Ohio Network for Innovation’s discretion. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have employees and Ohio Network for Innovation.

Please read the following statement and sign below to indicate your acknowledgement of the electronic version of the Policy Manual.

- I received the Ohio Network for Innovation Policy Manual.
- I understand that I am responsible for reading the information in the policy manual.
- I understand that I should consult my supervisor or the Human Resource Department at MEORC (per the management contract) if I have any questions regarding the Policy Manual.
- I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of Ohio Network for Innovation at any time.
- I understand that this Policy Manual replaces (supersedes) all other previous Policy Manuals for Ohio Network for Innovation.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth in a contract and signed by myself and Ohio Network for Innovation.
- I understand that my signature below indicates that I have read and understand the above statements and received a copy of the Ohio Network for Innovation Policy Manual.

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(Signature of Employee)

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(Date)

### Form 201: Equal Employment Opportunity (EEOC) Complaint

Ohio Network for Innovation is an equal opportunity employer and prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Any employee or applicant who feels that he/she has been the victim of discrimination may contact the Human Resource Department at MEORC to obtain information concerning complaint procedures or complete and submit this form.

Name of Person(s) Alleging Violation: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Alleged Incident(s) of Discriminatory Practice(s) \_\_\_\_\_

Description of Alleged Incident(s): \_\_\_\_\_

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My signature below attests that I understand employees can raise concerns and make reports without fear of reprisal and that anyone found to be engaging in any type of unlawful discrimination or falsifying an EEOC Complaint will be subject to disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Signature of Person(s) Alleging Violation

\_\_\_\_\_  
Name of Person Receiving Complaint                      Position                      Date

\_\_\_\_\_  
Name of Immediate Supervisor

**Form 202: OUTSIDE EMPLOYMENT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

I hereby request approval to engage in outside employment as described below:

Nature of employment: \_\_\_\_\_

\_\_\_\_\_

Time required for employment: \_\_\_\_\_

I understand that Ohio Network for Innovation policy #202 forbids me from engaging in any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job especially while on company time. Additionally, I understand that using company equipment or materials for outside employment is strictly prohibited. I understand that to engage in outside employment, I must receive approval from my supervisor and MEORC (per management contract) in advance of performing such outside employment, and that the approval may be withdrawn at any time. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**SUPERVISOR ACTION**

Request Approved

Request Denied

Comments or Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

*Forward completed form to the Human Resource Department at MEORC.*

**Form 504: PHONE STIPEND**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

I acknowledge that I have been presented information and offered the opportunity to receive a monthly phone stipend for use of my mobile phone during my work at Ohio Network for Innovation.

I accept the stipend.

I decline the stipend.

Signature: \_\_\_\_\_

**Form 701: HARASSMENT COMPLAINT**

Name of the Complainant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of the Accused: \_\_\_\_\_

Relationship of the Accused to the Complainant (manager, co-worker, client, etc.): \_\_\_\_\_

**Date of Incident:** *(If more than one event, please report each event on a separate form.)*

\_\_\_\_\_

**Where did the specific event occur?** \_\_\_\_\_

\_\_\_\_\_

**Please explain the events that occurred.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe the harm you have suffered because of the event.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Were there any witnesses to this specific event? (If yes, please provide their names.)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Is there any physical evidence that supports your complaint? If so, please describe or attach copy of evidence.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What is your desired outcome of the investigation?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence Ohio Network for Innovation deems relevant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

*Please return this form to Human Resources at MEORC.*

**Form 711: WHISTELBLOWER**

This policy is formulated to provide opportunity for employees to report if they observe unethical and improper practices or any other alleged wrongful conduct in the workplace and to prohibit management from taking any adverse personnel action against an employee for making a report under this policy. No adverse personnel action shall be taken or recommended against an employee in retaliation for his/her disclosure in good faith of any unethical and improper practices, alleged wrongful conduct, and violation of federal, state local law or misuse of public resources.

Date(s) of Alleged Incident(s) of Unethical/Improper Practice(s) and/or Wrongdoing(s): \_\_\_\_\_  
Description of Alleged Incident(s): \_\_\_\_\_

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Name of Person(s) Alleging Violation	Position	Date
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My signature below attests that I understand employees can raise concerns and make reports without fear of reprisal and that anyone found to be engaging in any type of unlawful discrimination or falsifying a Complaint will be subject to disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Signature of Person(s) Alleging Violation

Name of Person Receiving Complaint	Position	Date
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\_\_\_\_\_  
Name of Immediate Supervisor

### Form 712: Workplace Violence Report Form

Ohio Network for Innovation is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Ohio Network for Innovation has adopted guidelines to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on its premises.

Any employee or applicant who feels that he/she has been the victim of violence (or threatened violence) may contact the Human Resource Department at MEORC to obtain information concerning complaint procedures.

Date(s) of Alleged Incident(s) of Workplace Violence(s): \_\_\_\_\_

Description of Alleged Incident(s): \_\_\_\_\_

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Name of Person(s) Alleging Violation	Position	Date
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My signature below attests that I understand employees can raise concerns and make reports without fear of reprisal and that anyone found to be engaging in any type of unlawful discrimination or falsifying an EEOC Complaint will be subject to disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Signature of Person(s) Alleging Violation

Name of Person Receiving Complaint	Position	Date
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\_\_\_\_\_  
Name of Immediate Supervisor