



Ohio Network for Innovation

[POLICY MANUAL]

ADOPTED: July 2018, Revised: September 2021, July 2022, September 2022, June 2023. January 2024

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100 INTRODUCTION

101 INTRODUCTION

Policies are the basic rules that guide decisions to achieve the objectives of the Ohio Network for Innovation (ONI). Clearly defined and consistently applied policies are crucial for ONI's success. The policies in this manual override all previous personnel policies, unless specified by the Board of Directors or Director of Operations. This manual serves as a guide for management to ensure fair employment conditions. In case of conflicts with laws, the applicable laws take precedence. It's a tool for staff to understand expectations and stay informed, with questions directed to supervisors for clarification through the chain of command. Decisions will be made objectively, aligning with the policy's general intent.

102 OBJECTIVES

Ohio Network for Innovation (ONI) understands that having a system that attracts and keeps skilled, reliable staff is crucial for effective service delivery. The policies in this manual aim to:

1. Outline the standards established by ONI for employee work.
2. Foster positive working relationships and high morale among employees by offering consistent personnel policies and addressing their needs.
3. Make employment with ONI appealing, encouraging each employee to give their best effort for both the agency and the public.
4. Set a standard for courteous and reliable service to ONI's customers.

5. Ensure fair opportunities for qualified individuals to enter and advance in their employment, promoting high performance through objective personnel management methods.
6. Conduct all operations and programs ethically and legally to uphold ONI's reputation as an efficient and progressive organization.
7. Ensure ONI engages, manages, and develops its workforce to realize its full potential in line with the organization's mission, vision, values, strategy, and action plans.

103 DISCLAIMER

This Policy Manual is not a contract, and ONI can change any policy without notice. If conditions at ONI change, specific policies may be added, deleted, or revised. Updated policies will be communicated, and employees may need to sign a Receipt of Policy Manual form. When hired, employees must sign this form as proof of reading the Policy Manual. Your input on matters in this manual is welcome and will be considered.

200 EMPLOYMENT

201 EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION

Ohio Network for Innovation (ONI) 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 ONI 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 ONI. 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: ONI 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. ONI will advertise positions in media outlets that will provide information and access to the underserved populations.

Selection Strategies: ONI 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: ONI will provide newly hired employees with basic employment information during the first couple of 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: ONI will evaluate the performance of their employees 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: ONI will attempt to diversify the 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: ONI 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: ONI 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: ONI will ensure Human Resources managers and supervisors understand this plan and hold managers and supervisors accountable for the effectiveness of this plan.

Minority Business Enterprise Solicitation Strategies: ONI will make a good faith effort to solicit business from certified minority owned businesses (MBE). ONI 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 they have been the victim of discrimination should report it to the Human Resource Department. They 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 (ONI) encourages outside involvement in community, industry, and charitable activities, or volunteer positions outside of ONI. Employees are not to use ONI equipment or confidential information when performing outside employment or volunteering. Outside employment or volunteering is not an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. Before beginning employment outside Ohio Network for Innovation, employees should talk to their immediate supervisor about the opportunity.

203 IMMIGRATION LAW COMPLIANCE

Ohio Network for Innovation (ONI) 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 (ONI) 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, they 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.

ONI will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless (1) doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or (2) if the accommodation creates an undue hardship to ONI. 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 ONI 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.

ONI Leadership is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat, and undue hardship issues.

205 OPEN DOOR

Ohio Network for Innovation expects employees to openly communicate, provide feedback, and discuss any matter of importance. Our open-door policy means that employees are free to talk with any manager at any time about any topic.

ONI acknowledges that employees may have ideas to improve the workplace or concerns about ONI. The best way to resolve work-related issues is typically through a timely discussion with a supervisor. Employees are encouraged to share suggestions and complaints with their supervisor. If employees are not comfortable doing so or are unsatisfied with the response, they should contact Human Resources. The open-door policy ensures that employees won't face retaliation or interference from their immediate manager when talking to any director, supervisor, or manager.

205 SEPARATION

It is the policy of Ohio Network for Innovation (ONI) to ensure that employee separations, including voluntary and involuntary, are handled in a professional manner with minimal disruption to operations. This policy applies to those working under the direction of ONI Directors and Supervisors

Employees who choose to resign voluntarily are asked to give notice of their intention to leave, providing sufficient time to transfer ongoing workloads. Non-management roles should give at least a two-week notice, while Management Directors and Supervisors are requested to give at least thirty (30) days' notice. The employee should submit the written resignation to their immediate supervisor. Not providing proper resignation notice will be documented in the employee's file and may affect eligibility 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).

The Director of Operations or designee will issue a letter acknowledging the resignation. The employee will work with the immediate supervisor to develop a communication plan and ensure a smooth transition of services. Human Resources will coordinate the employees' out-processing. This process will include the employee's returning all company property, a review of post-termination benefits, and the completion of an exit interview.

206 EMPLOYMENT OF RELATIVES

Ohio Network for Innovation (ONI) makes employment decisions based on qualifications and merits, without favoritism or discrimination for or against the employment of relatives. To avoid potential conflicts of interest or favoritism, ONI ensures that business practices, including employee hiring, retention, transfer, promotion, wages, and leave requests, do not create situations related to the employment of relatives. For purposes of this policy, a relative includes the following: Spouse, Children/Stepchildren (whether dependent or not), Siblings, Parents/Stepparents, Grandparents, and Grandchildren. Also, any other person related by blood or marriage if the person resides in the same household as the employee.

ONI 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

Ohio Network for Innovation (ONI) makes hiring decisions based on clear results of thorough background checks. 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 they have 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 (ONI) 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 are completed within one year of the date provided to ONI. A candidate's refusal to be fingerprinted shall result in no further consideration of his/her application.
3. Contact the candidate's references to verify information, work performance, professionalism, reliability, and cultural fit.
4. Obtain a report from the following entities using the Automated Registry Check System (ARCS) including but not limited to:
 - a. DoDD Abuser Registry.
 - b. Ohio Department of Health Nurse Aide Registry.
 - c. The list of excluded persons and entities maintained by the Office of Inspector General in the United States department of health and human services.
 - d. Sex offender and child-victim offender database.
 - e. United States general services administration system for award management database.
 - f. The database of incarcerated and supervised offenders. and The Ohio Department of Medicaid provider exclusion and suspension list.
5. Enter information in Rapback.
6. Conduct a Motor Vehicle Records report which provides a report on an individual's driving history in the state requested.

ONI will review the findings of the background check(s) and consider them along with other factors in the decision to employ or retain an individual. ONI 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. ONI may secure a copy of any license or credential required for the position. ONI shall terminate the employment of an individual who did not disclose relevant violations.

300 BENEFITS

301 INSURANCE

Ohio Network for Innovation (ONI) 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 (ONI) 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 (ONI) 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 ONI for leave time used when, and if, Workers' Compensation benefits become available in a retroactive manner. ONI will place an employee on FMLA who off work for more than three (3) consecutive days because of a workplace injury is.

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.

ONI 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 (ONI) 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 (ONI) provides paid leave hours or "Paid Time Off" (PTO) to employees. PTO may be utilized for sick leave, vacation, personal leave, or any other reason the employee needs to be off work.

Full-time employees will receive 40 hours upon hire and an additional 40 hours after working for 6 months. At the one-year anniversary, full-time employees will receive 80 hours.

ONI recognizes the importance of mental health and understands that employees may need time off to prioritize their mental well-being. This policy aims to provide guidelines for taking mental health days to support a healthy work-life balance. As a result, employees also receive 16 mental health hours each year.

Part time employees will accrue time off per the schedule below. The accrual rate is the decimal amount in the table below multiplied by the hours worked in pay period. This policy applies to those working under the direction of ONI Directors and Supervisors.

	Part Time Accrual Rate	Full Time
upon hire	.0288	40 hours
6 months	.0288	40 hours
1 year	.0336	80 hours
2 years	.0384	80 hours
3 years	.0432	140 hours
4 years	.0480	150 hours
5 years	.0528	160 hours
6 Years	.0576	180 hours
7-10 Years	.0673	200 hours

Upon separation, employees will receive a PTO payout based on the following tiered schedule: up to 40 hours for 1-3 years of service, up to 70 hours for 4-6 years of service, and 100 hours for 7 or more years of service.

Whenever possible, PTO must be requested in advance using the Human Resource Information System (HRIS). PTO is subject to supervisor approval, department staffing needs and established departmental procedures.

402 FAMILY MEDICAL LEAVE ACT (FMLA)

Ohio Network for Innovation (ONI) 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:

1. Have worked at least twelve (12) months for ONI and
2. Have worked at least 1,250 hours for ONI over the twelve (12) months preceding the date the leave would commence.

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. ONI 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, ONI 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 FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, ONI 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 ONI 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, ONI 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 ONI'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 it to Human Resources.

When the need for the leave is foreseeable, the employee must provide ONI 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 ONI'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

ONI 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.

ONI 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, ONI 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, ONI 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 ONI 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, ONI will discontinue coverage during the leave. If ONI maintains coverage, ONI 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 ONI'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. ONI 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, ONI 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 (ONI) observes the following holidays. This policy applies to those working under the direction of ONI Directors and Supervisors.

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 th Thursday in November
Day after thanksgiving	The day after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

If a part time employee works on one of the recognized holidays, they will be paid time and a half for the hours worked. Full time 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.

404 RELIGIOUS HOLIDAYS

To promote diversity and comply with applicable law, ONI permits employees to participate in religious observances. In addition to recognized holidays, an employee may take time off to observe a special or religious holiday, if work schedules can be accommodated without undue hardship to ONI operations. Employees may request this time as either PTO, time off without pay or have the option to make up equivalent time

These absences must be arranged with the employee’s supervisor, who is encouraged to accommodate the employee’s request to the extent that it is practicable in the department. Employees are responsible for giving supervisors at least two weeks’ notice of the proposed absence.

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

Ohio Network for Innovation (ONI) 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 ONI, 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

Ohio Network for Innovation (ONI) 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 they 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 a 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

ONI believes that it is in the best interests of both the organization and its employees to fairly compensate its workforce. Based on market data, the ONI Director of Operations will approve a pay range for each position. The ranges are re-evaluated at least every other year or at the discretion of the Director of Operations.

Upon employment or promotion, an employee is assigned a pay range and a rate within the range. The Director of Operations will make the final decision on all salary placements. Typically, on or about January first (1st) of each calendar year, employees may receive increases in pay.

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.

Direct deposit of payroll checks, and mileage reimbursements is mandatory for all employees of ONI. Questions regarding an employee's pay should be directed to the employee's supervisor. This policy applies to those working under the direction of ONI Directors and Supervisors.

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:

- **Social Security:** State/Federal law requires each employee to contribute a part of his/her income for retirement benefits.
- **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.
- **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.
- **Miscellaneous:** Examples include hospitalization, other insurance, 401k, child support, spousal support, garnishments, etc. Miscellaneous deductions must be in accordance with ONI guidelines.

ONI 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 ONI. 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 ONI 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. No travel reimbursement is paid for travel between the employee's home and the assigned work location. Employees should suggest virtual meetings before traveling to a meeting.

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 paid via paper check.

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 work a minimum of 40 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. These employees are not eligible for benefits and include employer of record employees.

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 (ONI). 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 on the timesheet to the nearest quarter of an hour. All employees are expected to record the actual start and end times worked on the timesheet. Employees should clock out for any breaks longer than 20 minutes. Time records must include PTO, Holiday, FMLA, etc. that were incurred for the week.

"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 overtime.

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

602 FLEX TIME

Flexible work options are available to all employees in some form. It is the intent of ONI to remain available and responsive to customers while having the freedom to create a schedule that works well for employees and their families.

Flex time may be used to accommodate the operational needs of ONI or the temporary needs of an employee. The operating days and hours of ONI are Monday through Friday, 8:00 a.m. to 4:00 p.m. All employees are expected to work during these hours unless approval is granted by the supervisor. Flex time does not increase or decrease the number of hours an employee may work. Flex time is a temporary shift in working hours and is not accumulative. Significant changes to a schedule must be discussed with the supervisor prior to making a change.

Flex Time must be utilized within the week that it is accumulated for hourly employees.

603 ABSENCE/TARDINESS

Employees are expected to be punctual in reporting to work and meetings. 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 can lead to disciplinary action up to and including termination. Employees need to notify their supervisor if they cannot attend a scheduled meeting.

604 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 ONI 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.

605 PROPER ATTIRE/APPEARANCE

ONI requires employees to maintain a neat and clean appearance that is appropriate for the setting and the work being performed.

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 representatives, 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 (ONI) 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, ONI expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

ONI has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation. ONI 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 ONI 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 ONI 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. ONI prohibits any such discrimination or harassment.

Retaliation

ONI encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of ONI to investigate such reports promptly and thoroughly. ONI 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 ONI (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

ONI 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, ONI 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. ONI 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 should report it to Human Resources.

ONI 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.

ONI 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 ONI 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

Ohio Network for Innovation (ONI) and employees will comply with the laws and regulations of the American Health Insurance Portability and Accountability Act of 1996, (HIPAA) and any related policies and procedures.

Staff who violate this policy and/or related procedures will be subject to disciplinary action.

703 DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE

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

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 ONI underlying medical conditions unless directed to do so. Whenever employees are working, they are prohibited from: Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia). Being under the influence of alcohol or an illegal drug as defined in this policy.

Reasonable Suspicion

Employees are subject to testing based on (but not limited to) observations by the supervision of apparent workplace use, possession, or impairment. The Director of Operations or designee should be consulted before sending an employee for testing. All levels of supervision making this decision must use the Reasonable Suspicion Checklist to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs or alcohol. If the results of the Observation Checklist indicate further action is justified, the manager or supervisor should confront the employee with the documentation or with another director or supervisor. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A director/supervisor must escort the employee and the director/supervisor will arrange for the employee to be transported home.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to ONI 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.

Crimes Involving Drugs

ONI 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. ONI 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.

ONI 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, ONI 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 ONI.

Consequences

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, ONI 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 ONI 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. 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 MEORC believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

704 EMPLOYEE RESPONSIBILITY

All employees are expected to enter the employment relationship in good faith and to cooperate with fellow workers in furthering the mission, vision, values, and goals of ONI. It is the obligation of every employee to make the fullest use of their job assignments and to contribute to the general advancement of ONI services. It is vitally important that each staff member do their part to promote a spirit of cooperation and easy working relationships with other staff members. Each employee must understand that their conduct, both on and off the job, must not be such as to reflect unfavorably upon ONI or any of its members or participating customers or interfere with their ability or qualifications. This includes social media and online activities.

705 CODE OF ETHICS AND CONFLICT OF INTEREST

Ohio Network for Innovation (ONI) has a responsibility to the community and the individuals it serves. All employees and board members of ONI must comply with applicable laws and regulations. ONI is committed to conducting activities with honesty and integrity. This includes accurate representation of programs and finances. We strive to maintain open and transparent communication with our stakeholders, providing clear and accurate information about our activities, impact, and financial status.

A conflict of interest occurs when the personal or financial interests of an individual may compromise someone's ability to make impartial decisions in the best interest of ONI. All board members, employees, and volunteers are required to disclose any potential conflicts of interest in writing to the Director of Operations.

706 DISCIPLINE/CORRECTIVE ACTION

All employees are subject to this policy. Ohio Network for Innovation (ONI) 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.

ONI, in its sole discretion, specifically reserves the right to not follow progressive discipline when it is deemed 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 with 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.

707 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 (ONI) business. 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, ONI endorses all applicable state motor vehicle regulations relating to driver responsibility.

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 and tickets, 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 ONI business, within 72 hours to their supervisor.

Motor Vehicle Records will be obtained on all drivers prior to employment 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 ONI 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 ONI 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 should complete calls while the vehicle is parked and/or use the phone in a "hands free" mode. 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.

When employees provide transportation in private vehicles or two or more employees are in the vehicle, the vehicles must be smoke-free.

All State and Local laws must be obeyed.

708 REMOTE WORK

The purpose of this policy is to outline remote work expectations. ONI believes that operational needs, effectiveness, and efficiency may be better supported by a remote workforce. Remote work allows employees to work at home, on the road or any location for all or part of their workweek. Remote work does not change the terms and conditions of employment with ONI.

Availability

Availability is a key component to the success of remote work. It is critical that employees are available to answer questions and provide services to both internal and external customers. It is up to Supervisors to ensure that adequate coverage is available. Employees must work together and communicate schedules to ensure that someone is available to ensure all customer needs are met.

Equipment

ONI operational needs will determine, provide, and maintain responsibility for the appropriate equipment (including hardware, software, and other office equipment) for each employee. ONI accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by ONI must be used for business purposes only. All equipment assigned to the employee is tracked in the HRIS. The employee agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment, all ONI property will be returned, unless other arrangements have been made. ONI will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The employee will establish an appropriate work environment within his or her home for work purposes. The work environment will be set up so they can accomplish work in an efficient manner. ONI will not be responsible for costs associated with the setup or operational costs of the employee's home office, such as remodeling, repairs, furniture, lighting, internet, home maintenance, and utilities.

Internet

When working remotely, employees must ensure the network is secured with a WPA/WPA3 (Wi-Fi Protected Access) security protocol. The use of equipment, software, and supplies, if provided by ONI, is limited to use by the employee only. Personal health information and individuals' records should only be accessed by a secured connection on ONI equipment.

Employees who work remotely are responsible for the security and confidentiality of all ONI-related information. Employees must follow all applicable data security procedures and safety requirements while working, including the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Working remotely is covered under ONI's worker's compensation policy for injuries occurring during and arising from the performance of MEORC duties. Should an accident or injury occur while working, the employee shall report the incident immediately to their supervisor.

Childcare

Remote work is not designed to be a replacement for appropriate child, adult, or pet care. Employees should not engage in dependent care activities when performing ONI duties. Employees must be careful to keep interruptions to a minimum to avoid disruptions in work accomplishment. The focus of remote work must be on job performance and meeting the operational needs of ONI. Remote workers are encouraged to discuss expectations of remote work with family members.

Calendar

All employees are expected to maintain and update their Outlook calendars based upon department protocols. This will allow employees and leadership the ability to determine availability and capacity. When indicating a personal appointment, mark the appointment as private. This will ensure the appointment information is not available to others. Ensure out of office messages are updated with whom to contact in your absence when taking time off for more than 24 hours.

Other

Employees working from home are not permitted to schedule in-person meetings in their home. Virtual meetings should be offered first, if declined, then meet in person either at a community or customer location.

Remote work or assigned work location can be changed at any time based on the ability to meet operational needs.

709 USE OF EQUIPMENT

The purpose of this policy is to ensure that all property maintained by ONI is kept in the best possible working condition and to ensure proper use of such property and ONI networks. "Property" is defined as any piece of equipment, furnishing, building or supply leased, owned, donated or otherwise in the custodial care of ONI or any person acting on their behalf. No ONI employee should expect any privacy on ONI premises or when using ONI property or networks, except that which is required by law. All ONI employees must maintain his or her work environment in an orderly fashion and follow all rules to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused ONI property will be subject to disciplinary action up to and including termination. If an employee's misuse of ONI property damages the property, ONI reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of ONI property is grounds for immediate termination and possible criminal action.

No employee may use ONI property (including computers, telephones, cellphones, copiers, faxes, Internet services and printers) for personal use unless specific permission has been granted by the employee's supervisor.

Monitoring of Network Communications

ONI reserves the right to monitor at any time any communications that use ONI networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use. ONI will review network communications activity and will analyze use patterns. No employee may knowingly disable any network software or system identified as a monitoring tool.

Mobile Devices

The employee must follow the requirements listed below for use of all ONI mobile devices (i.e., smartphones, tablets, computers, etc.) purchased and authorized to connect to the ONI network.

- Acceptance that a device may be remotely wiped (i.e., erasing all data and applications) by ONI if it is deemed to pose a security risk. Knowing this, personal data of any kind should not be kept on the device.
- Data contained on the device will be wiped or securely deleted upon the disposal of the device.
- ONI reserves the right to install Mobile Device Management software on any device being used for business.
- Always keep equipment with you or store it in a secure 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.
- Lost, stolen, or misplaced mobile devices should be reported to your supervisor immediately.

710 WHISTLEBLOWER POLICY

Ohio Network for Innovation (ONI) 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 ONI, 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 ONI can address and correct inappropriate conduct and actions. It is the responsibility of all directors and employees to report concerns about violations of ONI's code of ethics or suspected violations of law or regulations that ONI's operations.

No Retaliation

ONI will not 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 ONI. 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

ONI 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.

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.

711 WORKPLACE VIOLENCE PREVENTION POLICY

Ohio Network for Innovation (ONI) provides a safe workplace for all employees. ONI 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) 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.

712 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 applicable ONI policies. a

713 CREDIT AND PROCUREMENT CARDS

ONI recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The following requirements are established:

1. All procurement and purchasing cards (“cards”) are issued in the name of ONI & MEORC and are supervised by the Associate Director of Business (monitors usage) and the Executive Director (distribution).
2. Cards may be used only in connection with necessary and actual ONI approved expenses or operations related activities in accordance with established departmental budget limitations.
3. Subject to the discretion and approval of the supervisor, cards may be used for necessary and actual goods and services including:

- Lodging accommodations when attending conferences, seminars, and/or training out of town.
- Purchase of items for ONI operations (such as on-line supply or training material orders).
- Meals for overnight work requirements. Meals are reimbursed up to \$30/day, including tips (up to 20%) with a single meal limit is \$18. Alcoholic beverages are non-reimbursable, and receipts must be submitted. A lack of receipt could result in non-reimbursement or require an employee to return funds to ONI. Other necessary purchases approved by the Director of Operations on a case-by-case basis.
- Cards shall not be used for personal purchases or expenditures prohibited under these guidelines. Credit cards shall not be used for any expenses that are not for the benefit of ONI. Unauthorized use of credit cards may result in the revocation of credit card privileges, disciplinary action and/or, where appropriate, may require the user to pay all inappropriate charges, including finance charges and interest assessed in connection with the purchase. Information regarding fraudulent use of credit cards may be turned over to appropriate authorities for processing. E. ONI is a qualified tax-exempt entity. Tax exempt forms shall be utilized.

Upon receipt of an ONI card, the employee shall:

- When applicable, inform merchants that the purchase is for ONI business and is not subject to State and local sales tax. However, if the merchant fails to waive the tax, the employee shall pay it with the ONI credit card. For purchases more than \$150.00, where the merchant refuses to waive the tax, the employee shall present a tax exemption form.
- Maintain credit cards in a secure fashion and prevent unauthorized charges to the account.
- Maintain sufficient documentation of all purchases including, but not limited to, charge receipts, original cash register receipts or other detailed receipts and invoices.
- Provide documentation of all purchases to the Business Office in a timely manner to ensure prompt payment.
- Immediately notify his or her immediate supervisor if the card is lost or stolen; and
- Refrain from allowing anyone else to use the credit card account number.

When using the card for over-the-counter purchases, in addition to the general procedures identified above, the employee shall:

- Identify the purchase needed and determine funds availability; and
- Obtain the proper pre-approval for the expenditure.
- When using the card for telephone orders, in addition to the general procedures above, the employee shall:
 - Identify the purchase needed and determine funds availability.
 - Obtain the proper pre-approval for the expenditure.
 - Contact the merchant and place the order.
 - Provide merchant with card number, expiration date and any necessary pertinent information, including the name of the cardholder, ONI shipping address, etc.; and

Upon arrival of the merchandise, employees shall inspect and verify the order for accuracy, quality and price and retain shipping documents and receipts received with the merchandise.

When using the card for internet orders, in addition to the general procedures identified above, the employee shall:

- Identify the purchase needed and determine funds availability.
- Obtain the proper pre-approval for the expenditure.
- Locate the merchant's website and place the order.
- In ordering the goods and/or services, employees shall enter card number and expiration date.
- The employee shall indicate that the purchase is tax exempt if the website does not automatically recognize that the purchase is tax exempt. Note: The employee shall verify whether the website s/he is accessing is secure before entering his/her credit card account number.
- Provide merchant with card number, expiration date and any necessary pertinent information, including the name of the cardholder, ONI shipping address, etc. Note: If downloading a purchased product from the internet, the employee shall print out the electronic confirmation and include it with the transaction documentation; and
- Upon arrival of the merchandise, employees shall inspect and verify the order for accuracy, quality and price and retain shipping documents and receipts received with the merchandise.

Upon receipt of an ONI card the employee must sign the PNC Card Agreement and agree to follow the rules of the card. Upon timely receipt of the appropriate documentation, expenditures will be paid by ONI. Invoices are matched monthly to receipts for accuracy and supporting documentation of authorized expenditures by the Business office.

800 PERFORMANCE STANDARDS

801 EMPLOYEE DEVELOPMENT

Employee Development facilitates open communication between employees and supervisors about strengths, areas for improvement, and professional goals. Documented employee development guides training needs, job assignments, promotions, and employee retention. Employees are responsible for creating and implementing their development plans, with leaders playing a supportive role. Development plans consider various factors, including employee career interests, business needs, and current job skills. Employee Development documents should be stored in a location accessible to both the employee and supervisor.

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.

(Signature of Employee)

(Date)