



# EMPLOYEE MANUAL

Indiana State University Foundation

Human Resources  
Approved 10/6/12

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## **A LETTER FROM THE PRESIDENT**

Welcome to the Indiana State University Foundation,

As an employee of the Indiana State University Foundation (ISUF), the importance of your contribution cannot be overstated. Our goal is to provide the finest customer service to our alumni, students, partners, friends and donors and to do this in the most efficient and economical way possible without compromising quality. Satisfying our customers' needs will support our mission.

You, as part of our dynamic team, are the most important part of this process, for your work directly influences our organization's reputation and success.

This employee handbook explains our personnel policies and benefits, and the specific opportunities and responsibilities that exist for you within ISUF. In an effort to be responsive to the needs of an ever evolving organization, changes or additions to this handbook will be made when necessary with ISUF Board approval. We will keep you informed when these changes are made.

I am glad you have joined us, and I hope you will find your work to be both challenging and rewarding. Together as a team, we can do wonderful things for the benefit of Indiana State University and the broader community. We are partners in support of our University's success in alumni engagement and student achievement.

Again, on behalf of our Board of Directors and your fellow staff members, welcome. I hope your employment here is as you have hoped, where you can grow both professionally and personally.

Sincerely,



Ron D. Carpenter  
President

## **PURPOSE OF HANDBOOK**

This employee handbook is designed to be a summary of personnel policies and practices as they apply to all Foundation personnel. It provides a working guide for use in understanding and applying all policies and practices. It is meant to be helpful to all employees and their supervisors.

No attempt has been made to address every issue or situation that may arise and you are encouraged to contact your supervisor or the Human Resources office if you have any questions or concerns which are not addressed in this handbook.

Please understand that circumstances may arise requiring changes in the policies, practices and benefits described in this handbook. Accordingly, the Foundation reserves the right to amend the contents as it deems appropriate.

This employee handbook replaces and supersedes any and all other Foundation employee handbooks, or other Foundation policies, whether written or verbal.

This employee handbook does not constitute a contract of employment.

- It is your responsibility to know these policies.
- If you have any questions, contact your supervisor or the Human Resources office.

## **MISSION STATEMENT**

We inspire others to become involved in the life of Indiana State University and secure the resources to ensure the University's growth and success.

## **VALUES**

- Integrity - Transparency and Accountability
- Authentic - Sincerity, Honesty, and Genuineness
- Service - Acting in service to others by listening and emphasizing sensitivity to their needs
- Reflective - Ensuring professional and personal growth of all constituents through introspection and assessment

## **Employee Commitments**

- Developing leaders throughout the organization
- Excellence as our standard
- Collaboration
- Honesty
- Open communication
- Measuring important things

## **WHAT YOU CAN EXPECT FROM THE FOUNDATION**

The Foundation believes in creating a mutually beneficial working relationship among all employees. In pursuit of this goal, the Foundation has created the following employee relations objectives:

1. Provide an exciting, challenging and rewarding workplace and experience.
2. Provide fair wages, benefits and working conditions in these areas consistent with sound business practices.
3. Provide eligible employees with health and welfare benefits.
4. Assure employees the opportunities to discuss issues with the President's Executive Council ("Executive Council") in order to address any opportunities, ideas, concerns, or questions.
5. Take prompt action in response to complaints or suggestions brought to the attention of the Executive Council and communicate the issues and actions in an appropriate manner given the content.
6. Respect individual rights and treat all employees with dignity and respect.
7. Maintain mutual respect in our working relationships.
8. Provide a workplace that is comfortable, orderly and safe.
9. Promote employees on the basis of their performance, talents, and merit.
10. Keep employees informed of the progress of the Foundation as well as its overall goals and objectives.
11. Promote an atmosphere in keeping with the Foundation's vision, mission, commitments, and goals.

## **WHAT THE FOUNDATION EXPECTS FROM YOU**

The Foundation needs your help in making each working day as satisfying and rewarding as possible. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with departmental leadership and your fellow employees; that includes maintaining a good team attitude.

How you interact with fellow employees and those whom the Foundation serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by the Foundation. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

We expect all employees to be responsible for their own actions and to maintain standards of performance and behavior that reflect the Foundation's status in the industry. It is your

responsibility to make sure you understand the standard of performance and behavior expected and conduct yourself accordingly.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to the Executive Council. We are dedicated to making the Foundation an organization where you can approach leadership, or any member of the Executive Council, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of the Foundation.

### **ANNIVERSARY DATE**

The first day you report to work becomes your “official” anniversary date. In case you were hired on a temporary basis and converted to permanent status, your anniversary date will be the first day that you were paid by the Foundation as a regular, full-time employee. Your anniversary date is used to compute various conditions of employment and benefits described in this employee handbook.

### **ORIENTATION**

Your first few weeks on the job are very important and you will be partnered with a mentor that will guide you through the Foundation’s New Employee Orientation Program. You will meet many people and learn new procedures, some of which may be detailed and complicated. This will also help you learn the pace at which we go about our work in the Foundation.

To gain a thorough knowledge of the operations of the Foundation, it is essential that you ask questions. During busy times, make a note of questions you have, and discuss them later with your supervisor. Take the initiative to learn all you can, because those who are successful in this dynamic business never stop learning and adding to their store of knowledge.

The Foundation provides a brief orientation at the time you begin employment and fill out your paperwork; however, your department is primarily responsible for ensuring that you have what you need in order to appropriately perform your job.

### **EMPLOYEE RECORDS**

It is important that the following information be kept up-to-date:

- Legal name
- Home address
- Home telephone number
- Person to contact in case of emergency
- Change of beneficiary
- Social Security number



- Driving record or status of driver's license, if driving privileges are a part of your job responsibilities
- Exemptions on your W-4 tax form
- Training certificates or licenses maintained

Please be sure to notify the Human Resources office if there are any changes which may affect the above, so your records can be updated accordingly. It is your responsibility to communicate change in a timely manner.

## **BACKGROUND, REFERENCE and EDUCATION VERIFICATION**

Every employee of the Foundation, whether full-time or part-time can be subject to a background, reference, and education verification. All new hires to the University must be willing to submit to a background investigation and reference check.

Our background investigations are used to determine if an applicant may be unqualified for a position due to a record of criminal conviction, motor vehicle violations, or misrepresentation regarding education or work history.

Our reference checks generally involve contacting applicants' former employers, supervisors, co-workers and educators to verify previous employment and to obtain information about the individuals' knowledge, skills, abilities and character.

### **Verification of Education**

Certain official records are required to be permanently maintained on all employees. The Human Resources Office is responsible for collecting and authenticating educational records.

Applicants must submit official transcripts from accredited schools or universities demonstrating highest level of education completed prior to their start date. If your transcript does not specify that a degree was conferred, you must also provide an official degree certificate.

The Foundation will make a conditional offer of employment on the basis of hand-delivered transcripts received in an institutionally sealed envelope that carries an official stamp, seal and/or authorizing signature of the issuing institution. To clear the condition and begin official employment, we must receive an official transcript mailed directly from the issuing institution.

The Human Resources office will submit any suspect documents to the issuing institution for verification. Applicants who have submitted falsified documentation or who have failed to declare their complete academic history will be disqualified from further employment consideration. Transcripts, certificates and other formal academic credentials not in English must also be translated by a certified translator and included with the original document.

## **EMPLOYMENT CLASSIFICATION**

### **Full-Time Employees**

An employee who has successfully completed the training period of employment and who works at least 37.5 hours per week is considered a full-time employee. Full-time employees are eligible to receive the Foundation's benefits package unless an alternative contractual agreement is agreed upon. Please contact your supervisor or the Human Resources office for questions.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

### **Part-Time Employees**

An employee who works less than a regular 37.5 hour work week is considered a part-time employee. Part-time employees are not for eligible benefits.

### **“Non-Exempt” and “Exempt” Employees**

At the time you are hired, all employees are classified as either “exempt” or “non-exempt.” Employees in certain types of jobs are entitled to overtime compensation for hours worked in excess of thirty-seven point five (37.5) hours per work week, not including vacation, sick, or holiday hours. These employees are referred to as “non-exempt” in this employee handbook.

Exempt employees are supervisors, executives, managers, officers, directors, and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Non-exempt employees are executive and administrative coordinators and assistants. These positions have been classified and defined as support staff.

## **EMPLOYEE GROWTH AND DEVELOPMENT**

It is our policy to provide opportunities for promotion to our employees based upon your performance, talents, and merit, and available opportunity within the Foundation. All Foundation employees participate in an extensive annual assessment regarding their work and professionalism. The process consists of the following:

- Annual goal setting
- Employee Assessment- official annual performance review
- Mid-year assessment

During the assessment process, your supervisor is encouraged to cover the following areas:

- The quality and quantity of your work
- Strengths and areas for improvement
- Attitude and willingness to work
- Initiative and teamwork
- Attendance
- Customer service orientation
- Problem solving
- Ongoing professional growth and development

A performance appraisal gives you a chance to discuss your duties and responsibilities with your supervisor and learn how he/she feels about the quality of your work, your progress in attaining department goals and what will be expected of you during the next appraisal period. It gives you the opportunity to ask questions, learn about the objectives to be achieved, and explore directions for your career.

## **SEPARATION OF EMPLOYMENT**

### **Separation of Employment**

The Foundation operates under the principle of employment at-will. This means that most employees have not entered into a contract regarding the duration of employment. You are free to terminate your employment at any time, with or without reason. Likewise, the Foundation has the right to terminate your employment, or otherwise transfer, or change your position at any time, with or without reason, consistent with applicable state and federal law. Only the Foundation Board can approve any changes to this practice.

The Foundation would respect that non-exempt employees give at least two (2) weeks and exempt employees give at least thirty (30) days of notice in the event of your resignation. No vacation time will be paid out immediately at the time of termination of employment; you will be required to wait the normal pay cycle.

### **Exit Interviews**

The Executive Council may request an exit interview to discuss your reasons for leaving and any other impressions that you may have. Your insights would be helpful. Every attempt will be made to keep all information confidential.

### **Return of Foundation Property**

Any property issued to you, such as computer equipment, keys, Foundation credit cards or Foundation petty cash accounts is the property of the Foundation and must be returned at the time

of your termination of employment unless otherwise approved. You will be responsible for any lost or damaged items. There is a separation check list form located in the Foundation Human Resources office for use as a guideline to ensure all Foundation property is returned.

## **PROBLEM RESOLUTION**

Suggestions for improving the Foundation are always welcome. At some time, you may have a complaint, suggestion or question about your job, your working conditions, or the treatment you are receiving. Your good faith questions, suggestions and complaints also are of concern to the Foundation. If you have such concerns, you are strongly encouraged to use the following guidelines:

1. Bring the situation to the attention of your immediate supervisor, who will then investigate and provide you with a response.
2. Should you still feel there are points that need further clarification, you may present it to your department Vice President. Your department Vice President will investigate and provide you with a response.
3. If you are not satisfied with the response you receive in steps 1 and 2, you may present it to the Human Resources office, which will investigate and provide you with a response. It is recommended that you bring the matter to the Human Resources office as soon as possible after you believe that the matter is not resolved.
4. If your concern is still not resolved, you may present the concern in writing to the President who will attempt to reach a final resolution.

These steps are advisory and the Human Resources office and the President can always be consulted at any point in time. This provision of bypassing the encouraged steps is in no way intended to weaken the importance of your relationship with your supervisor and/or department Vice President.

These guidelines, which we believe are important for both you and the Foundation, cannot guarantee that every concern will be resolved to your satisfaction. The Foundation values your input and you should feel free to raise issues of concern, in good faith, without fear of retaliation.

The existence or use of these guidelines does not limit the Foundation's legal right to discipline employees or terminate the employment relationship at any time with or without cause or with or without notice.

## **PAY DAY AND YOUR CHECK**

Faculty, Executive/Administrative/Professional Staff, and a select group of salaried student employees are paid on the Monthly Payroll. Hourly non-student employees of Indiana State University are paid biweekly on the Support Staff Payroll. Hourly student employees and graduate assistants of Indiana State University are paid biweekly on the Student Payroll. For more details, please visit <http://www.indstate.edu/payroll/>.

Your pay is subject to all deductions required by law, federal tax, social security payment, and state and local income taxes, as applicable. The amount of the deductions will depend on your earnings

and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Human Resources office. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

Should there be an underpayment of any kind, we will make every effort to repay you as quickly as possible. In the event that there is an overpayment of any kind, it is your responsibility to bring this to the attention of the Foundation Human Resources office.

### **OVERTIME PAY**

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. **All overtime worked by non-exempt employees must be pre-approved by supervisors in writing.** When it is necessary to work overtime, you are expected to cooperate as a condition of your employment.

### **BREAKS**

Lunch periods for all non-exempt staff including Graduate Students and regular students vary based on operational needs. All non-exempt staff working more than eight (8) hours a day are required by the Foundation to take a one (1) hour lunch break. Reasonable rest periods are permitted during the working day. A break period may not be used to cover a late arrival to work or an early departure. Any non-exempt staff wanting to work through their lunch break must get approval from his/her department's supervisor.

To maintain efficiency, you are expected to be ready to start work at the established starting time and remain at work for the entire work period, excluding lunch breaks.

Should an unavoidable circumstance cause you to be late, notify leadership in your department of your anticipated arrival time. If it is necessary for you to leave work because of a personal emergency, you must inform your supervisor before leaving.

### **VACATION TIME**

Employees who work at the Foundation earn vacation time. These procedures are designed to clarify administration of vacation time.

#### **Accrual**

Vacation accrues ratably, based on Exempt and Non-Exempt job classification and years of service.

Full-time exempt staff earns vacation based on the following schedule:

- President/Vice President/ earns 20 days of vacation per year.

- Associate Vice President / Executive Director/ Professional staff below earns vacation based upon 15 days of vacation during years one (1) through four (4) and 20 days during years five (5) and above.

All full-time non-exempt staff earns vacation based on the following schedule:

Year 1 through 3	10 days
Year 4 through 6	12 days
Year 7 through 10	15 days
Year 11 and above	20 days

**Vesting of Accrued Vacation**

Accrued vacation does not vest until the ninety-first (91st) day of employment. Thereafter, vacation vests as soon as it accrues.

**Approval to Use Vacation**

Employees should arrange to use accrued, vested vacation in advance and should gain approval from his or her department’s supervisor.

**Maximum Accrual**

The maximum accrual at any time shall be limited to two (2) times the annual accrual. When the maximum accrual has been reached, no further accrual of vacation shall occur until vacation time is used.

**Separation**

When an employee separates from the Foundation, accrued, vested vacation shall be paid in a lump sum at the employee’s rate of pay in effect at the time of separation.

- The last day the employee works shall be the last day for accrual of vacation time.
- Vacation days may not be used to extend the date of separation.
- Employees paid from grant funds must utilize vacation time prior to expiration of the grant.

**No Pay in Lieu**

No employee shall be granted extra pay in lieu of vacation.

**Vacation Valued at Time Used**

Vacation leave will be paid at the rate of pay in effect at the time the vacation leave is taken. Vacation pay will not be paid in advance.

**No Accrual during Leave**

Vacation or Sick Time does not accrue during a leave of absence.

Vacation time under this policy may be used for instances such as vacation, medical reasons, (i.e., personal, spouse, parent, child) or other personal business.

When you have met the eligibility requirements (90 days), submit a vacation request form to your supervisor to schedule your vacation time. Requests are evaluated based upon various factors, including anticipated operating requirements and staffing consideration. It is the responsibility of supervisors to inform the Human Resources office of vacation days taken.

## **HOLIDAYS**

The Foundation pays full-time exempt and non-exempt employees for the following holidays.

New Year's Day  
Martin Luther King Day  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day, plus day following  
Christmas Break (*Specific days announced annually*)

To be eligible for holiday pay, you must be in regular pay status the day before and after the holiday, unless the employee is on an approved day off, in accordance with standard Foundation policy. Sick or vacation leave must be approved by your supervisor or Vice President.

Holidays falling on a Saturday will normally be observed the preceding Friday. Holidays falling on a Sunday will normally be observed on the following Monday. The Executive Council can alter this schedule to accommodate the needs of the organization.

## **LEAVE POLICIES**

### **Maternity/Paternity Leave**

Employees who are benefits eligible will be paid for ten (10) days of Maternity or Paternity leave. Eligible employees must have been employed for at least twelve (12) months. Time can be taken in increments as brief as one (1) day or as long as ten (10) days at once. This leave can be taken for any of the qualifying reasons and will be cumulative during that birth or adoption. Reasons for leave include the birth of the employee's child or to care for the newborn child or child placed with the employee for adoption.

After exhaustion of such paid leave, vacation and/or sick time may be used, beginning on the eleventh day of leave until the employee's return, to the extent permitted under this policy.

The staff member may use sick leave, if applicable, for the period of time deemed unable to work by the physician. The remainder of the leave will be charged to accumulated vacation time, or leave of absence without pay if all vacation time has been used. All earned vacation time must be used prior to beginning a personal leave without pay.

Staff may request to take leave without pay in addition to leave with pay as described under this policy for childbirth or adoption, if applicable. However, leave without pay will be granted only on request to the Human Resources Office, and with the approval of the President. Cumulative paid and unpaid leave shall not exceed eight (8) weeks.

In any situation where maternity or paternity leave is requested, the employee is expected to give the supervisor and the Human Resources Office at least 30 days advance notice of leave. Otherwise, notice must be given with as much lead time as possible.

If the employee returns after the leave, the Foundation will return the employee to the same or equivalent position and benefits. Neither sick leave nor vacation will accrue while the employee is on unpaid leave.

Medical certification may be required from the employee's health care provider. The Foundation Human Resource Office will maintain the requisite records pursuant to this policy. Additional information concerning leave may be obtained by contacting the Human Resources office.

## **Bereavement Policy**

### **Funeral Leave**

All benefits-eligible employees may be granted a leave of absence with pay for the purpose of making arrangements for and attendance at funerals in accordance with the following conditions:

#### **Death of Member of Immediate Household**

A leave of absence with pay up to three (3) days may be allowed for attendance at the funeral of a spouse, children, parents (including parents and stepparents in-law), brothers, sisters (including step siblings), or other members of the family residing in the immediate household. Travel time may also be granted if the funeral is held 150 or more miles, but the total paid absence time including travel time is not to exceed five (5) days.

#### **Other Family Members**

For other members of the family--grandparents, grandchildren, in-law relatives, uncles, aunts, nieces, and nephews--a leave of absence with pay may be allowed up to one (1) day for attendance at the funeral. Travel time may also be granted if the funeral is held 150 or more miles, but total paid absence time including travel time is not to exceed three (3) days.

#### **No Bereavement with Pay**

In order to be allowed time off with pay, it is required that the employee will attend the funeral. Supporting documentation may be required. No funeral leave with pay is granted for bereavement.

#### **Leave without Pay Discretionary**

For attendance at funeral services of other relatives or close friends, a leave of absence without pay may be allowed with approval of the President.

#### **Pay to Benefits Eligible Staff**

In case of illness, sick leave with pay will be granted to benefits-eligible staff.



**Allocation of Sick Time**

Sick leave with pay will be granted to all benefits-eligible staff on the basis of the accrual of twelve (12) working days per fiscal year (July 1 through June 30). Each pay period the available sick leave accumulation is shown in hours on the paycheck detail accessible through the MyISU portal. For employees who are in docked pay status (no pay), there will be no sick leave accrual during the time the employee is not paid.

**Less Than Full-Time Receive Pro-Rata**

Regular employees who are normally scheduled to work fewer than 37.5 hours per week will earn sick leave on a pro-rata basis. Sick leave appears in hours on the paycheck detail accessible thru the MyISU portal.

**No Sick Leave during Initial Employment Period**

Sick leave hours will be earned but not available for use until the employee has completed the initial three (3) months of employment.

**No Cash Out Upon Employment Separation**

Upon separation from the Foundation, accumulated sick leave will not be paid.

**Responsibility for Administration**

It is the responsibility of each department administration to report all absences because of illness or health care provider appointments of all staff to the Payroll Office on the monthly time recap sheet. Sick leave is not intended as earned time off with pay and will not be granted except for a bona fide illness. The Foundation may require appropriate medical evidence as confirmation.

**Sick Leave Transfer**

Employees are allowed to donate up to two (2) weeks to any Foundation or University individual who has exhausted all accumulated sick leave/vacation/convenience days. The donor of sick leave is limited to a total donation of two (2) weeks per fiscal year and must have a minimum of two (2) weeks of sick leave remaining in their balance. The recipient of the sick leave must have exhausted all accumulated leave time and may receive a maximum of eight (8) weeks of donated sick leave per fiscal year. The time period can be either 75 hours for regular schedules or 80 hours for 24-hour operations.

**Extraordinary Cases**

In cases of serious illness which extend beyond the accumulated sick leave period, special sick leave with pay may be granted only on recommendation of the Foundation President and the approval of the Board of Directors.

**ACCESSING BENEFITS**

Benefits is a service unit dedicated to serve the benefit needs of Foundation employees, dependents and retirees of the Foundation, as well as monitor benefits costs and appropriateness of coverage to the Foundation budget. In many respects, Foundation benefits mirror University benefits and can be accessed via the website at <http://www.indstate.edu/humres/benefits.htm>. If you need assistance understanding or accessing benefits, please feel free to stop in the Foundation Human Resources office.

## **CODE OF CONDUCT**

The successful operation and the reputation of the Indiana State University Foundation (the “Foundation”) are built upon the principles of fair dealing and ethical conduct by our directors and employees. The Foundation’s reputation for integrity and excellence requires careful observance of the spirit and the letter of all applicable laws and regulations, as well as a scrupulous regard for high standards of conduct and personal integrity.

The continued success of the Foundation is dependent upon our stakeholders’ and donors’ trust. The Foundation is dedicated to preserving that trust. Directors and employees have an obligation to the Foundation, its donors, and its other stakeholders to act in a way that will merit their continued trust and confidence and the trust and confidence of the general public.

The Foundation will comply with all applicable laws and regulations and therefore expects its directors, officers, and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from illegal, dishonest or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide directors and employees with respect to lines of acceptable conduct.

If a situation arises where it is difficult to determine what proper course of action should be taken, the matter should be discussed openly with the employee’s immediate supervisor and, if necessary, the Chairman of the Foundation’s Audit Committee for advice and consultation.

If a non-employee director becomes aware of a situation that requires attention, appropriate notification should be made to the Foundation’s Audit Committee. Compliance with this code of conduct is the responsibility of each Foundation director and employee. Disregarding or failing to comply with this code of conduct may lead to disciplinary action, up to and including possible termination of duties as a director and/or termination of employment.

This code of conduct will be reviewed and approved annually by the Foundation’s Board of Directors.

Code adopted April 7, 2006

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Foundation, in recognition of the responsibility to our employees and to the community in which we operate, reaffirms its equal employment opportunity policy of complying with all federal, state, and local equal employment opportunity/non-discrimination laws. In carrying out this responsibility, we will, to the fullest extent required by applicable law:

- recruit, hire, and promote for all job classifications, and
- take all personnel actions (such as compensation, benefits, transfers, return from layoffs, Foundation-sponsored training, social and recreational programs, and terminations)

without regard to race, color, national origin, religion, gender, age, ancestry, protected veteran status, disability, medical condition, sexual orientation, or other bases protected by law.

The Foundation also makes reasonable accommodations for qualified applicants and employees with disabilities, unless doing so creates an undue hardship, in accordance with all legal requirements. Any applicant or employee who requires an accommodation to perform the essential functions of the job should contact the Human Resources office to request that accommodation. The Foundation will work with the individual to attempt to identify a reasonable accommodation that will not impose an undue hardship on the Foundation.

Any employee who believes he or she has been subjected to any form of unlawful discrimination is encouraged and expected immediately to notify the Human Resources office.

## **POLICY AGAINST SEXUAL HARASSMENT AND OTHER WORKPLACE HARASSMENT**

### **Purpose**

The Foundation believes in respecting the dignity of every employee and expects every employee to show respect for all of our colleagues, clients, students, and vendors. Respectful, professional conduct furthers the Foundation's mission, promotes productivity, minimizes disputes, and enhances our reputation. Accordingly, this policy forbids any unwelcome conduct that is based on an individual's race, color, religion, gender, national origin, age, disability, ancestry, medical condition, veteran status, citizenship status, sexual orientation, or any other protected status of an individual or that individual's associates or relatives. The Foundation is thus committed to providing a work environment that is free of unlawful discrimination, including harassment, that is based on any legally protected status. The Foundation will not tolerate any form of harassment that violates this policy.

### **Coverage**

This policy forbids any employee, manager, supervisor, officer, director, vendor, client, student, or agent of the Foundation to harass any Foundation employee, applicant, or contractor.

### **Prohibited Conduct**

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment action and any unwelcome conduct that is inflicted on someone because of that individual's protected status. Among the types of unwelcome conduct prohibited by this policy are epithets, slurs, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status. The Foundation prohibits that conduct in the workplace, even if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment.

### **Sexual Harassment**

Sexual harassment is a problem that deserves special mention. Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment based on gender

regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or are of different genders.

According to the U.S. Equal Employment Opportunity Commission (“EEOC”), unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct based on sex constitute unlawful sexual harassment when (1) submission to such conduct becomes an implicit or explicit term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for any employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation. Examples of gender-based harassment forbidden by this policy include: (1) offensive sex-oriented verbal kidding, teasing or jokes; (2) repeated unwanted sexual flirtations, advances or propositions; (3) verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual’s appearance or sexual activity; (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects, pictures, cartoons or posters; (6) unwelcome pressure for sexual activity; (7) offensively suggestive or obscene letters, notes or invitations; or (8) offensive physical contact such as patting, grabbing, pinching, or brushing against another’s body.

### **Employee Responsibility**

Everyone at the Foundation can help assure that our workplace is free from prohibited discrimination or harassment.

### **Avoiding Prohibited Conduct**

Everyone is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment; no employees, not even the highest ranking individuals in the Foundation, are exempt from the requirements of this policy. Every employee is expected to inform their supervisor or Human Resources of any person(s) in the workplace whose conduct the employee finds unwelcome.

### **Reporting Prohibited Conduct**

Any director or supervisor who is aware of conduct inconsistent with this policy or who receives a report of conduct inconsistent with this policy is to report immediately to the Human Resources office. If you have a concern with notifying Human Resources, you may also notify either the Foundation President or your supervisor.

### **Reporting Procedures**

If you feel you have experienced or witnessed any conduct that is inconsistent with this policy, you are to immediately notify the Human Resources office. If you have a concern with notifying Human Resources, you may also notify either the Foundation President or your supervisor. These are the individuals who are authorized by this policy to receive and act upon complaints of harassment on

behalf of the Foundation. This policy does not require reporting harassment to any individual who is creating the harassment.

### **Foundation Response**

All reports describing conduct that is inconsistent with this policy will be investigated promptly. The Foundation may put certain interim measures in place, such as a leave of absence or a transfer, while the investigation proceeds. The Foundation will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Foundation might also conclude, depending on the circumstances, either that no violation of this policy occurred or that the Foundation cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Foundation will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Foundation may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. If the person who engaged in harassment is not employed by the Foundation, then the Foundation will take whatever corrective action is reasonable and appropriate under the circumstances.

### **Policy Against Retaliation**

The Foundation forbids that any employee treat any other employee or former employee or applicant adversely for reporting harassment, for assisting another employee or applicant in making a report, for cooperating in a harassment investigation, or for filing an administrative claim with the EEOC or a state governmental agency. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

### **Confidentiality**

In investigating and in imposing any discipline, the Foundation will attempt to preserve confidentiality to the extent that the needs of the situation permit.

### **Acceptance of Policy**

**Everyone at the Foundation has a personal responsibility to conduct themselves in compliance with this policy and to report any observations of harassment. If you have any questions concerning this policy, please contact your Supervisor or the Human Resources office.**

## **NON FRATERNIZATION**

Personal relationships between members of management and the employees they supervise often interfere with the efficient operation of the Foundation, as these relationships can form the basis for misunderstandings, complaints of favoritism, and even claims of sexual harassment. These relationships also can cause dissension and threaten to undermine employee morale. In order to

avoid the perception of impropriety (regardless of the accuracy of the perception), the Foundation expects all supervisors and managers to exercise good judgment about any relationship with a subordinate.

If a working relationship develops between employees where a close emotional, physical or romantic tie would cause a conflict in interest, such as where one employee supervises the other or has any influence over the other's employment, performance appraisal, salary, promotions or disciplinary actions, or works in a job position in which a potential problem of safety security, supervision, or morale could arise, the Foundation will make a decision regarding job placement or transfer. If the Foundation decides a transfer is not feasible, then the two employees will decide which person will be required to resign. If the employees cannot reach a decision, then the Foundation will take such action as best meets its business needs.

Exceptions to this policy will be granted in extraordinary circumstances. Any fellow employees of the Foundation may be subject to discipline if their workplace conduct is inconsistent with this policy. It is the responsibility of any supervisor or manager contemplating activities that might be covered by this policy to consult the Human Resources office to obtain any desired clarification of whether this policy applies to the activity under consideration.

## **CONFIDENTIALITY POLICY**

The successful operation and the reputation of the Foundation are built upon the principles of fair dealing and ethical conduct by our directors and employees. The Foundation's reputation for integrity and excellence requires careful observance of the spirit and the letter of all applicable laws and regulations, as well as a scrupulous regard for high standards of conduct and personal integrity.

The continued success of the Foundation is dependent upon our stakeholders' and donors' trust. The Foundation is dedicated to preserving that trust. Directors and employees have an obligation to the Foundation, its donors, and its other stakeholders to act in a way that will merit their continued trust and confidence and the trust and confidence of the general public.

All data and information that comes through the Foundation offices or is located in the Foundation database or on its servers is confidential. Information is not to be shared with others, including other offices of the University that do not have privileges to it and others outside of the Foundation and University, including family and friends. A violation can result in an immediate dismissal and further action may be taken based on the severity of the infraction.

If a situation arises where it is difficult to determine what the proper course of action should be. The matter should be discussed openly with the employee's immediate supervisor and, if necessary, the Chairman of the Foundation's Audit Committee for advice and consultation.

Compliance with this confidentiality document is the responsibility of each Foundation employee and those University employees who have access to the above mentioned Foundation information. Disregarding or failing to comply with this policy will result in sanctions ranging from a written warning to termination of employment. Necessary sanctions will be determined and enforced by the appropriate Vice President, President or the Foundation Board of Directors.

## **TECHNOLOGY AND COMMUNICATION POLICY**

The Foundation's Technology and Communication Policy provides you with requirements and guidance regarding using Foundation e-mail, telephone, voicemail, fax, the internet and other Foundation technology systems.

The Foundation's e-mail, telephone, voicemail, fax, internet and technology systems belong to the Foundation, and the Foundation reserves the right to monitor and examine all communications over these systems at its discretion. Accordingly, no employee should have any expectation of privacy as to his or her internet or technology systems usage and should not use these systems for information they wish to keep private. These systems should be used primarily for Foundation-related business. Personal use of e-mail, voicemail, fax and the internet is acceptable, but should be done using good judgment and with the recognition that these systems are provided in order to conduct business. Federal and State law and Foundation policies regarding intellectual property, misuse of Foundation property, discrimination, harassment, sexual harassment, information and data security and confidentiality apply to the use of all Foundation technology systems.

### **Internet and Technology Systems**

Employees are not allowed to:

- Violate copyright laws by downloading, installing or using unlicensed software or by transmitting copyrighted materials belonging to entities other than the Foundation. Failure to observe copyright or license agreements may result in disciplinary action from the Foundation or legal action by a copyright owner;
- Hack or attempt to hack into other networks including: attempting to gain access to restricted resources inside or outside the Foundation's network;
- Use the internet in such a way that it disrupts the operation of the Foundations network or the networks of other users;
- Share personnel files on the internet; and
- Use the internet or technology systems to send messages with derogatory or inflammatory remarks about an individual's or group's age, disability, gender, race, religion, national origin, physical attributes, sexual preference or any other classification protected by federal, state or local law.

The Foundation reserves the right to inspect any and all files stored in all areas of the Foundation's network, including those assigned to individual employees, and those stored on any Foundation computer, in order to assure compliance with this and other Foundation policies.

Access to all areas of the internet is allowed from within the Foundation; however, the Foundation reserves the right to control access to any non-business related internet service, if necessary, to control bandwidth. Efforts will be made to provide access to all internet services; however, non-business related internet services may be blocked, possibly without notice, if necessary.

## **Blogging and Social Networking**

Employees who maintain personal blogs (i.e. web sites that contain online personal journals with the writer's reflections and comments including Facebook, Twitter, LinkedIn, and other similar social networking interfaces) or who post messages on the blogs of others are legally responsible for anything they post. This includes blogging about the Foundation, its business, employees, and students. Employees who blog should think carefully before blogging about the Foundation and should avoid comments that violate Foundation policies, including the Policy Against Sexual Harassment and Other Workplace Harassment, or that are false, malicious, obscene, or that might reveal confidential, proprietary, or trade secret information.

## **ATTENDANCE AND PUNCTUALITY**

*Business Hours*  
8:00AM- 4:30PM  
*Monday through Friday*

Regular, dependable, timely and consistent attendance is an essential function of work at Foundation. Supervisors will establish normal work schedules for all employees. From time to time, business operations may require some employees to work overtime.

An employee who is absent from work for three or more consecutive workdays without notification is considered to have voluntarily resigned. Resignation is effective at the end of the third working day of absence. Scheduled time off, approved time off, and time off under Foundation policies when scheduled in compliance with local requirements or as provided by law will not be considered toward excessive absenteeism.

### **Notification of Absence**

Employees are required to obtain approval from their managers at least two weeks in advance of or to provide a minimum of two weeks' notice of a known or foreseeable absence. When it is not possible to give two weeks' advance notice, employees should give as much notice as reasonably possible of their need to be away from work.

When providing notice or seeking approval to miss work, employees must comply with Foundation policy or practice in notifying their immediate supervisors or someone from leadership.

### **Medical Documentation**

A doctor's release may be required for absences lasting three (3) or more workdays to ensure fitness for duty. An employee who is absent from work due to his or her own medical condition may be required to furnish a medical note under certain circumstances upon returning to work. Before requesting a note in the latter situation, management should consult with HR to determine the appropriate course of action.



### **Excessive Absenteeism**

Leadership should consult with Human Resources to discuss possible disciplinary actions regarding excessive absenteeism related to unauthorized/unplanned sick/vacation. Patterns of absenteeism (e.g., absence on Mondays and Fridays or when unpleasant work is scheduled) or chronic tardiness will be tracked and may lead to appropriate disciplinary action up to and including termination.

Excessive or continuing patterns of absences or tardiness or frequent use of unscheduled sick/vacation time may subject an employee to appropriate disciplinary action up to and including termination. Falsification of any employee's time records will result in disciplinary action up to and including termination of employment.

## **PROGRESSIVE DISCIPLINE POLICY**

The Foundation's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Foundation's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the Foundation is based on mutual consent and both the employee and the Foundation have the right to terminate employment at will, with or without cause or advance notice, the Foundation may use progressive discipline at its discretion.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The Foundation recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in certain situations, termination of employment, without going through progressive discipline steps. A pattern of behavior requiring disciplinary action is subject to termination.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Foundation.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination.

- Theft or inappropriate removal or possession of property
- Dishonesty or falsification of any records

- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs (or related paraphernalia) in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening (including coercion or intimidation) behavior in the workplace
- Boisterous or disruptive behavior in the workplace
- Negligence or improper conduct leading to damage of employer-owned or constituent-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or unlawful or unwelcome discriminating harassment
- Possession of dangerous or unauthorized explosives
- Failure to secure firearms or ammunition and/ or unauthorized possession of weapons on facility premises
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct or failure to perform assigned duties
- Improper recording of time or having another employee complete your time and attendance for you
- Any action that threatens the safe or efficient operation of the organization

The above examples are not intended to be all inclusive. The Foundation reserves the right to take disciplinary action for other offenses not specifically listed here.

## **SAFETY**

### **Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your department's supervisor or the Human Resources office. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law Occupational Safety and Health Administration (OSHA) requires that we keep records of all illnesses and accidents which occur during the workday. The State Workers' Compensation Act may also require that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information. OSHA handbooks are located in the Foundation Human Resources office.

## **GENERAL HOUSEKEEPING**

The Foundation provides safe and suitable working conditions for all employees. You are urged to cooperate in every way to maintain this environment. Work stations and desks should be left in an orderly condition at the close of the day; windows, equipment (i.e., lights, coffee equipment, copy machines, computers) should be turned off. All areas of the Foundation should be free of litter.

## **SMOKING/TOBACCO POLICY**

Indiana State University Foundation is proud to provide a smoke-free/tobacco-free environment in its facilities. Tobacco use is prohibited anywhere in the Foundation office or surrounding parking lots and campus. The use of smoking tobacco products is permitted in privately owned vehicles and in designated smoking areas on campus. This affects the entire workforce which includes, but is not limited to, employees, volunteers, guests and donors. Violation of the smoke free/tobacco-free environment policy is grounds for disciplinary action up to and including termination.

## **DRESS CODE/APPEARANCE**

The intent of the Employee Dress Code is to promote a professional atmosphere and a respective work environment for all personnel and visitors. Personal appearance will be regarded as an important aspect of an employee's overall effectiveness. All employees are expected to keep themselves neat, clean and well-groomed at all times. The appearance of employees is also an important part of public relations.

## **PROHIBITION AGAINST POLITICAL INTERVENTION**

Tax-exempt organizations described in Internal Revenue Code Section 501 (c)(3), such as our Foundation, are strictly prohibited from directly or indirectly participating in or intervening in any federal, state, or local political campaign on behalf of (or in opposition to) any candidate for public office. Violation of this prohibition may have serious organizational repercussions.

Foundation strives to comply with all state and federal laws, rules and regulations regarding political interventions. This policy addresses the strict prohibition on political campaign intervention imposed on organizations such as the Foundation, described in Internal Revenue Code Section 501(c) (3). This policy is not intended to restrict an employee's right to engage in political intervention activities here such activities must not suggest the Foundation's involvement or participation in any way. Likewise, this policy is not intended to restrict an employee's right to engage in political intervention activities during non-working hours (e.g. meal periods and rest breaks).

Absolutely no Foundation funds, employees, assets, or other resources may be used in any

political campaign on behalf of or in opposition to any candidate for public office (“political intervention” for purposes of this policy). Any individual violating this policy shall be subject to discipline up to and including termination.

## WHISTLEBLOWER POLICY

### Our Commitment

Indiana State University Foundation is an organization with strong values of responsibility and integrity. Our [Code of Conduct](#) contains general guidelines for conducting business with the highest standards of ethics.

Indiana State University Foundation is committed to an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management in instances where you believe violations of policies or standards have occurred.

In situations where you prefer to place an anonymous report in confidence, you are encouraged to use this hotline, hosted by a third party hotline provider, EthicsPoint. You are encouraged to submit reports relating to violations stated in our [Code of Conduct](#), as well as asking for guidance related to policies and procedure and providing positive suggestions and stories.

The information you provide will be sent to us by EthicsPoint on a totally confidential and anonymous basis if you should choose. You have our guarantee that your comments will be heard.

#### **EthicsPoint is NOT a 911 or Emergency Service:**

Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities

## FERPA STATEMENT OF UNDERSTANDING

As custodians of official University records, we all share the responsibility of protecting the privacy of the records and personal information about our students.

You are required to acknowledge your responsibility in maintaining student privacy, as outlined in the Family Education Rights and Privacy Act (FERPA).

Indiana State University Foundation defines the following items as **directory information**:

1. Full name
2. Address: campus and home
3. Telephone listing

4. E-mail address
5. Major fields of study, including teacher licensure, majors and minors
6. Participation in officially recognized activities and sports
7. Weight, height, and position of members of athletic teams
8. Dates of attendance (including current classification, matriculation, and withdrawal date)
9. Degrees, awards, honors, and dates received, including honor roll designation
10. The most recent previous educational institution attended
11. Full- or part-time status

In Banner, on reports, via the web, etc., you may see students with a "confidential" indicator on their directory information. You cannot release directory information to third-parties (parents, spouses, partners, friends, employers, or others.)

As employees of Indiana State University Foundation who have access to or custody of student information, you must provide adequate security for any information, files and/ or records in your custody. Proper custody of student information includes, but is not limited to:

1. Keeping all student records in a secure environment.
2. Keeping all student information inaccessible to third parties by:
  - > Not leaving student records on tables, desks or in other areas open to third parties
  - > Securing computer screens so that third parties do not have view access to student information
  - > Not posting student evaluations, class lists or other personally identifiable student information
3. Shredding any document containing information that identifies a student(s).
4. Erasing, removing and destroying any electronic files containing information that identifies a student(s).
5. Not providing any information to outside parties.

## EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I have received the Indiana State University Foundation Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. The handbook describes some important information about the Foundation, and I understand that this handbook replaces any previous handbook, and to the extent inconsistent, any previous understanding, practice, policy, or representation concerning the subject matters addressed in this handbook. With the exception of the Foundation's policy of employment at will, the guidelines, benefits, and procedures outlined in this handbook may be changed or eliminated at any time, at the Foundation's sole discretion. I understand that it is my responsibility to retain a copy of this handbook, and to request a new copy if mine is lost or damaged. I also understand that it is my responsibility to return to the Foundation at the end of my employment all property of the Foundation that may be in my possession or within my control, including but not limited to Foundation keys and equipment.

I have entered into my employment relationship with the Foundation voluntarily and acknowledge that there is no specified length of employment. I understand that my employment is at will, meaning that I may terminate my employment with the Foundation with or without cause or notice, and that the Foundation may terminate or change the terms of my employment, including but not limited to demotion, promotion, transfer, compensation, benefits, duties, and location of work, with or without cause or notice. I understand that only the President of the Foundation has the authority to enter into an agreement for employment for a specified term or to make any agreement contrary to the policy of at will employment, and that any such agreement must be explicit, in writing, and must be signed both by me and the President of the Foundation.

I understand that this handbook is not intended to express or imply any contractual obligation by the Foundation to continue my employment or to follow any stated policy or procedure with respect to my employment, except that I know that this handbook contains our entire agreement concerning each party's right to terminate the employment relationship at will, with or without cause, at any time. I also understand that nothing in this handbook shall restrict my right or the right of the Foundation to terminate the employment relationship at will, with or without cause or notice, at any time.

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EMPLOYEE'S SIGNATURE

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DATE

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EMPLOYEE'S NAME (PRINTED)