

# IOWA TRIBE OF OKLAHOMA



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## EMPLOYEE POLICY MANUAL

# **Welcome to the Iowa Tribe of Oklahoma**

Welcome new Tribal Employee!

On behalf of your colleagues, welcome to the Iowa Tribe. We wish you every success here.

As an employee of the Iowa Tribe of Oklahoma, you will find employment to be both rewarding and challenging. The quality of our tribal employees is the key to our success; we carefully select our new tribal employees. In return, we expect tribal employees to contribute to the success of the Iowa Tribe of Oklahoma.

This employee policy manual was developed to describe some of the expectations of our tribal employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee policy manual as soon as possible, for it will answer many questions about employment with Iowa Tribe.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

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## **Iowa Tribe of Oklahoma Mission Statement**

**It is the mission of the Iowa Tribe of Oklahoma to protect and strengthen Tribal sovereignty, to maintain and perpetuate Tribal values and cultural heritage, and to develop and enhance the health, welfare, and quality of life of the People of the Ioway Nation.**

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# INTRODUCTION STATEMENT

NEITHER THIS EMPLOYEE POLICY MANUAL NOR ANY OF ITS PROVISIONS IMPLIES OR ESTABLISHES A CONTRACT BETWEEN THE IOWA TRIBE OF OKLAHOMA AND ITS EMPLOYEES. The information expressed or implied in the employee manual summarizes current Tribal Policies and programs and is intended to be for informational purposes only. All employees should read understand and comply with all provisions of the policy manual. It describes the responsibilities of an employee and outlines the programs implemented by the Iowa Tribe to benefit employees.

**The Iowa Tribe of Oklahoma operates under the principle of at-will employment.** This means that neither the employee nor the Iowa Tribe has entered into a contract regarding the duration of employment. Employees are free to terminate employment with the Iowa Tribe at any time, with or without reason. Likewise the Iowa Tribe has the right to terminate employment or otherwise discipline, transfer, or demote an employee at any time, with or without reason, at the discretion of the Tribe. No employer representative may change the at-will relationship through oral or written promises.

No employee policy manual can anticipate every circumstance or question about policy. As the Iowa Tribe continues to grow the need may arise to revise, supplement, or rescind any policies or portions of the employee policy manual. The Iowa Business Committee of the Iowa Tribe of Oklahoma has the sole and absolute discretion to make such changes. Employees will be notified of such changes to the employee policy manual as they occur.

The Iowa Tribe of Oklahoma Business Committee has approved this employee policy manual. This manual supersedes and replaces all previously issued employee policy manuals. Should any tribal ordinances conflict with any of the policies contained in this manual, the tribal ordinances shall take precedence and govern such policy. The statements practices or interpretations of policies which have not been properly authorized by management do not bind the Iowa Tribe of Oklahoma in any way or manner.

***Nothing in this manual shall be construed to waive the Iowa Tribe of Oklahoma's sovereign immunity as provided in tribal and federal law.***

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## History of the loway

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The lowa, or loway, lived for the majority of its recorded history in what is now the state of Iowa. The lowas call themselves the Bah-Kho-Je which means grey snow, probably derived from the fact that during the winter months their dwellings looked grey, as they were covered with fire-smoked snow. The name lowa is a French term for the tribe and has an unknown connection with 'marrow.' Their language is a Chiwere dialect of the Sioux language.



The lowas began as a Woodland culture but because of their migration to the south and west, they began to adopt elements of the Plains culture thus culminating in the mixture of the two. The lowa Nation was probably indigenous to the Great Lakes area and a part of the Winnebago Nation. At some point a portion moved southward where they separated again. The portion which stayed closest to the Mississippi River became the lowa; the remainder became the Otoe and the Missouri.

The lowa Tribe relocated many times during its history; the mouth of the Rock River in present Illinois, the Root River in present Iowa, the Red Pipestone Quarry in southwestern Minnesota, and the Spirit Lake/Lake Okiboji area of what is now Iowa. For many years they maintained a village near Council Bluffs, Iowa, abandoning it because of aggression by the Sioux and a desire to locate closer to the French traders. Thereafter the lowa lived primarily near the Des Moines River on the Chariton/Grand River Basin.

With the encroachment of white settlers into western lands, the lowa Tribe ceded their lands in 1824 and were given two years in which to vacate. Additional lands were ceded in 1836 and 1838, and the Tribe was removed to an area near the Kansas- Nebraska border. The lowas, once a proud nation whose native lands encompassed an area of the Missouri and Mississippi River Valleys in what is presently Wisconsin, Iowa, Minnesota, Missouri, Kansas, and Nebraska, now found themselves with a strip of land ten miles wide and twenty miles long. Subsequent treaties would find this land even further reduced.

Dissatisfaction with their conditions and treatment resulted in a number of lowa tribal members leaving the Kansas-Nebraska reserve in 1878 and moving to Indian Territory (Oklahoma). In 1883 an Iowa reservation was created there but lowas who wished to remain on the land in the north were allowed to do so. Today the two are recognized as separate entities. The Northern Iowa are headquartered in White Cloud, Kansas while the Iowa Tribe of Oklahoma has offices in Perkins, Oklahoma.

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# **Receipt and Acknowledgment of Iowa Tribe of Oklahoma Employee Policy Manual**

The employee policy manual describes important information about Iowa Tribe, and I understand that I should consult the Human Resources Office regarding any questions not answered in the employee policy manual.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the employee policy manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Business Committee of Iowa Tribe has the ability to adopt any revisions to the policies in this manual.

Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document. I have received the employee policy manual, and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions made to it.

EMPLOYEE'S NAME  
(printed): \_\_\_\_\_

EMPLOYEE'S  
SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# 1.0 EMPLOYMENT

## 1.1 Business Ethics

Just as the Iowa Tribe of Oklahoma has a responsibility to conduct its business in strict compliance with all applicable law and regulations, it expects its employees to act in accordance with the highest standards of business ethics both on and off Iowa Tribe premises, and to avoid any appearance of impropriety. It is crucial that employees observe all applicable laws and regulations while conducting business on behalf of the Iowa Tribe of Oklahoma.

Employees are expected to abide by the spirit as well as the letter of this policy. Employees are also expected to cooperate with any inquiries or investigations concerning a possible or suspected violation of this policy.

## 1.2 Confidential Information

Those with whom employees come in contact on both a personal and business level see Iowa Tribe of Oklahoma employee as a representative; "Therefore, all employees of the Iowa Tribe of Oklahoma shall conduct themselves in such manner as to be credit to the Iowa Tribe of Oklahoma."

Careful custody and handling of documents and material containing confidential information are of critical importance to the well being of the Iowa Tribe of Oklahoma. Each employee is responsible for safeguarding against the theft, loss, unauthorized use, or disclosure of this information. Therefore, if in the course of an employee's work, he/she has access to such material, one must take whatever steps are necessary to ensure that such information is handled, stored, transmitted or destroyed in a manner that will preclude loss or misuse. Confidential matters include, but are not limited to, the following:

1. Employee names, address and telephone numbers
2. Employee salaries, performance reviews and personnel files
3. Iowa Tribe of Oklahoma costs and financial data
4. Bank statements
5. Tribal Member Information
6. Marketing and sales data and plans
7. Anything marked "Confidential"
8. Medical records / HIPPA
9. Background checks
10. Client/Patient files

Such private and confidential information should be given only to those persons at the Iowa Tribe of Oklahoma who have a bonafide need to know and the authority to know in order to function in their jobs. Employees shall not use and/or disburse any confidential sensitive or proprietary information of the Iowa Tribe of Oklahoma in any manner that is unauthorized or determined to be not in the best interest of the Iowa Tribe of Oklahoma. An employee who is found transferring or removing confidential documents from the Iowa Tribe of Oklahoma shall be subject to discipline, up to and including, termination.

Should an occasion arise in which an employee is unsure of his/her obligations under this policy, it is his/her responsibility to consult with his/her immediate supervisor.

## **1.3 Personnel Records and Administration**

### **1.3.1 Access to Personnel Files**

The Iowa Tribe of Oklahoma maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Personnel files are the property of Iowa Tribe of Oklahoma and access to the information contained there is restricted. Generally only supervisors and management personnel of Iowa Tribe who have a legitimate reason to review information in a file are allowed to do so. Employees may correct personal information or submit written comments in disagreement with material contained in their records. Employees may view their own file in the presence of the Human Resource Department.

Applicable portions will be made available as necessary to the employee's supervisor(s), the Tribal Administrator, CEO, Iowa Tribe Police Department or Department Director.

For an employee to receive copies of his/her employee files a written request must be submitted to the Human Resource Department. Any expenses incurred in processing the request will be charged to the employee.

The Iowa Tribe of Oklahoma will only respond to written request for employment verification and requests must be accompanied by a signed release of information form.

### **1.3.2 Medical Records**

All medical records, if any, will be kept in a separate confidential file. The Iowa Tribe maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

## **1.4 Equal Employment Opportunity**

The Iowa Tribe of Oklahoma provides preference in employment decisions to Native Americans in accordance with Federal law (25 U.S.C. § 450e (b) & (c)). In addition to the Native American preference the Iowa Tribe of Oklahoma provides preference in employment decisions to tribal members of The Iowa Tribe of Oklahoma. This preference is in recognition that the Tribe's primary responsibility is to its membership.

Subject to this preference, the Iowa Tribe of Oklahoma maintains a policy of non-discrimination with employees and applicants for employment. Aside from Native American and Iowa Tribe of Oklahoma Tribal preference as provided in this section, no aspect of employment within the Iowa Tribe will be unfairly influenced in any manner by race, color, religion, sex, national origin, age, mental or physical disabilities, or any other characteristic protected by tribal or federal law.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Office. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including dismissal.

## **1.5 Immigration Law Compliance**

All offers of employment are contingent on verification of an employee's right to work in the United States. On the employee's first day of work he/she will be asked to provide original documents verifying his/her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If an employee at any time cannot verify his/her right to work in the United States the Iowa Tribe of Oklahoma may be obliged to terminate one's employment.

## **1.6 Recruiting and Selection**

### **1.6.1 Persons Not Eligible for Employment**

The following restrictions will apply regarding the employment of relatives of members of the Business Committee, governing body committees and the relatives of the Iowa Tribe of Oklahoma employees.

No person shall hold a job over which a member of his/her immediate family exercises supervisory authority.

No employee shall hold a job while he/she, or a member of his/her immediate family, serves on any board or committee of the Iowa Tribe of Oklahoma, if that policy-making body has the authority to order personnel actions affecting such job.

No persons shall hold a job while he/she, or a member of their immediate family serves on a board, council, committee or other major policy-making body of the Iowa Tribe of Oklahoma, which either by rule or by practice regularly nominates, recommends, screens or selects candidates for the Iowa Tribe of Oklahoma.

### **1.6.2 Immediate Family**

For the purpose of these policies, a member of an immediate family shall include any of the following persons:

Employee's: spouse, parent, child, sibling, grandchild, or grandparent  
Employee's Spouse's: parent, child, sibling, grandchild, or grandparent

The Business Committee may waive the above restrictions, provided that any member of the Business Committee who may be related to the individual, for whom the waiver is being considered, abstains from the vote. Waivers to the above restrictions may only be considered in cases where there are no other suitable applicants subject to the provisions of the above policy.

Members of the immediate family of current employees may not occupy a position working directly for or supervising their relative. The Iowa Tribe also reserves the right to take prompt action if any actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship is established after employment between employees who are in a reporting situation as described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to the Tribal Administrator. The individuals concerned shall be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days the Tribal Administrator will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Although the Iowa Tribe has no prohibition against employing relatives of current employees or individuals involved in a dating relationship with current employees, we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, Iowa Tribe will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

### **1.6.3 Job Vacancy**

When job vacancies occur the Iowa Tribe of Oklahoma will always endeavor to hire the best-qualified applicant to serve the Tribe and its Membership. All department directors will coordinate applications through the Human Resource Department.

Before applicants are solicited from outside the organization consideration will be given to upgrading existing staff, depending on qualifications.

No person within the Tribal organization or persons seeking employment by the Iowa Tribe of Oklahoma shall be appointed, promoted, demoted, removed or in any way favored or discriminated against because of their age, sex, race, color, national origin, or because of their political view regarding city, state, country, or federal government or for their religious affiliations.

Priority in hiring may be given to an Iowa Tribal Member if all other qualifications are comparable.

Notice of position vacancies or new positions to be filled will be posted on the bulletin board at the Tribal Complex for a reasonable period (not to be less than five days) before filling the vacancy. In addition to posting vacancy notices in the Tribal office building, newspaper advertising may be placed in the surrounding tribal area. All members of the tribe shall be given an equal opportunity to be made aware of and apply for any vacancies.

Each job vacancy notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

All candidates for a position shall be evaluated against requirements set forth in the job description. All applications will remain on file for one (1) year.

### **1.6.4 In House Job Opportunities**

For existing employees to be eligible to apply for a posted job, employees must have performed competently for at least six months. Employees who are on disciplinary leave or suspension are not eligible to apply for posted jobs. Eligible employees will only be considered for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position employees should submit an application to the Human Resources Office listing job-related skills and accomplishments. They should also describe how their current experience with Iowa Tribe and prior work experience and/or education qualifies them for the position.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

### **1.6.5 Promotion and Transfer Policy**

In filling a position, management shall first consider qualified employees already working in the department. To qualify for a promotion or transfer an employee must have held their current position for a minimum of six (6) months. Approval of promotions or transfers depends largely upon training, experience, and work record. When these factors are equal for two or more employees, seniority may be considered the decisive factor. No employee shall be required to accept a promotion to a position of greater responsibility.

If an employee is to be transferred from one department to another to fill the vacant position, all efforts must be made to avoid any hardship on the departing department. Promotions and transfers are made without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. The Iowa Tribe of Oklahoma reserves the right to look outside the company for potential employees as well.

It is the policy to advise all employees about advancement opportunities. Requests for consideration for a specific position should be submitted directly to the Human Resource Department. Current employees are encouraged to discuss any contemplated transfer with their current supervisor.

#### **1.6.6 Hiring Authority**

The Tribal Administrator is the hiring authority of all employees below his/her level. The Business Committee is the hiring authority for the Tribal Administrator and all employees at his/her level or above.

#### **1.6.7 Employee Background Check**

Before becoming an employee of the Iowa Tribe of Oklahoma a job-related background check may be conducted. A comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation. A credit, criminal, health examination and/or driving record history may also be obtained as appropriate. Costs incurred for a background check will be at the employee's expenses.

#### **1.6.8 Drug Test**

The Iowa Tribe of Oklahoma is required by law to provide a safe and healthy work environment for all employees. Further, we provide the best possible service to our consumers as a means of achieving a positive public image. Consistent with these aims the following rules apply with regard to the use, possession, and sale of drugs and alcohol by the Iowa Tribe of Oklahoma employees.

The Iowa Tribe of Oklahoma maintains a strict policy against the use of unlawful drugs on duty, while on premises, and while operating an Iowa Tribes vehicle. To facilitate the administration and enforcement of this policy the Iowa Tribe of Oklahoma will require job applicants and employees to submit to substance abuse testing.

1. Job applicants applying for employment may be asked to submit to drug/alcohol testing. All offers of employment will be conditional upon successful completion of testing procedure.
2. All employees will be subject to the random screening for drugs and alcohol. If an employee who is randomly selected for drug/alcohol screening refuses to participate it will be considered a positive result and the Tribal Administrator may discipline the employee, up to and including immediate termination of employment.
3. Prior to submitting a drug/alcohol urinalysis it is mandatory that the employee report to the Human Resource Department to fill out the proper documentation. The employee must follow the proper procedures or he/she will be denied the drug/alcohol urinalysis.

#### **1.6.9 Criminal Records**

The Iowa Tribe of Oklahoma has a zero-tolerance Violence in the Workplace Policy. The Iowa Tribe of Oklahoma may conduct a pre-employment criminal check on those applicants for positions that require such a check or those positions that may involve close, unsupervised contact with the public children or work in the gaming industry. When appropriate the criminal record is checked to protect the Iowa Tribe of Oklahoma's interest and that of its employees, clients and customers.

#### **1.6.10 Driver's License and Driving Record**

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. Employees will be asked to submit a copy of his/her driving record to Iowa Tribe of Oklahoma Human Resource Department from time to time. Any changes in a driving record must be reported to the immediate supervisor promptly. Failure to do so may result in disciplinary action, up to and including termination.

#### **1.6.11 Health Examinations**

The Iowa Tribe of Oklahoma reserves the right to require an employee's participation in a health examination to determine the employee's ability to perform his/her essential job functions. The Iowa Tribe shall pay for all such health exams.

### **1.7 Outside Employment**

The Iowa Tribe of Oklahoma requires the full attention and effort of each of its employees towards his/her duties. Employees may hold outside jobs as long as they maintain the performance standards of their job with the Iowa Tribe. All employees will be judged by the same performance standards and will be subject to the Tribe's scheduling demands, regardless of any existing outside work requirements.

If the Iowa Tribe determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Iowa Tribe the employee may be asked to terminate the outside employment.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Iowa Tribe for materials produced or services rendered while performing their jobs.

An employee taking on outside employment must provide written notification of the employment to his/her immediate supervisor. Such notice should be given prior to starting the outside employment, and no later than three (3) days after starting such employment. If the outside employment is determined by the immediate supervisor or department manager to be a conflict of interest as described in section 1.9.1 General Rules of Conduct of this Employment Policy Manual, the employee shall discontinue either his/her outside employment or his/her employment with the Iowa Tribe of Oklahoma.

### **1.8 New Employee Orientation**

On an employee's first working day, he/she will be asked to complete employment paperwork with the Human Resource Department. Depending on the department's workload, the supervisor will introduce new employees to co-workers and to the office layout. Human Resources will schedule a time with all full-time employees for a formal Orientation.

#### **1.8.1 Orientation Period**

All new employees are required to serve ninety (90) days as an orientation period. This is a period of adjustment and adaptation, both personally and in terms of an employee's learning the job requirements

and work rules of a position. During this time an employee will have a chance to determine his/her satisfaction with the Iowa Tribe. During the same time an employee's supervisor will evaluate his/her work and behavior to determine whether he/she is in the right position and is able to meet the requirements of that position. Should an employee experience any problems or need additional training with his/her position, the employee should feel free to discuss this with his/her immediate supervisor so a solution can be reached before the end of the employee's orientation period.

An employee may either resign or be discharged during the orientation period with neither the employee nor the supervisor required to give the other party prior notice or show detailed cause. If the Iowa Tribe Department Director or Supervisor determines that the designated orientation period does not allow sufficient time to thoroughly evaluate the employee's performance the orientation period may be extended for a specified period that does not exceed an additional ninety (90) days.

The employee's immediate supervisor will evaluate new employees using written evaluations at the end of employee's orientation period. Supervisors are encouraged to provide feedback to their employees on a continuous basis. The evaluations will focus on employees work performance, behavior towards co-workers and supervisors, attitude, commitment to Tribal endeavors, attendance and other relevant job factors.

Upon satisfactory completion of the initial orientation period, employees enter the "regular" employment classification. This date will serve as the employee's effective date of hire and their annual evaluation date for tenure with the Tribe.

### **1.8.2 Anniversary Date**

The first day after the orientation period will become the employees "official" anniversary date. The Anniversary date is used to compute various conditions and benefits described in this Employment Policy Manual.

## **1.9 Standards of Conduct**

### **1.9.1 General Rule of Conduct**

Every employee of the Iowa Tribe of Oklahoma shall conduct themselves in such a manner to be a credit to the Iowa Tribe of Oklahoma. No employee, officer, or agent of the Iowa Tribe of Oklahoma shall participate in the selection, award or administration of a contract supported by Federal funds if a conflict of interest would arise when the employee, officer, agent, any member of his/her immediate family, his/her partner, or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

Officers, employees, or agents of the Iowa Tribe of Oklahoma shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. If the gift is an unsolicited item of nominal intrinsic value or the financial interest is not substantial, such factors shall not be construed to fall within the scope of this code of conduct. It is crucial to observe all applicable laws and regulations while conducting business on behalf of the Iowa Tribe of Oklahoma.

An occasional luncheon or a favor intended as an advertising device clearly marked with the potential contractor's identity are examples of items which would not be considered as gratuities.

### **1.9.2 Unacceptable Activities**

Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Employees are expected to observe certain standards of job performance and good conduct.

Unprofessional or potentially embarrassing conduct that is not enumerated below but that adversely affects or is otherwise detrimental to the Iowa Tribe of Oklahoma is not permitted.

1. Violation of any Tribal policy; any action that is detrimental to the Iowa Tribe of Oklahoma's efforts to operate profitably.
2. Violation of security or safety rules or failure to observe safety rules or the Iowa Tribe of Oklahoma's safety practices; failure to wear required safety equipment; tampering with the Iowa Tribe of Oklahoma's equipment or safety equipment.
3. Negligence, or any careless action, which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on the tribe premises, except medications prescribed by a physician which do not impair work performance. **(Refer to the Drug Free Workplace Policy 6.8)**
5. Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on tribal property or while on duty.
6. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on the tribal premises or when representing Iowa Tribe of Oklahoma; fighting, or provoking a fight on Tribal property, or negligent damage of property.
7. Insubordination, including improper conduct toward the Business Committee, Tribal Administrator, and/or CEO, or refusing to obey instructions properly issued by the manager pertaining to an employees work, refusal to help on a special assignment.
8. Engaging in an act of sabotage; negligently causing the destruction or damage of tribal property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
9. Theft or unauthorized possession of tribal property or the property of fellow employees; unauthorized possession or removal of any tribal property, including documents from the premises without prior permission from managements unauthorized use of tribal equipment or property for personal reasons; using company equipment for profit.
10. Dishonesty; falsification or misrepresentation on one's application for employment or other work records. lying about sick or personal leave, falsifying or omitting any material information requested by the Iowa Tribe of Oklahoma, alteration of company records or other company documents.
11. Violating the non-disclosure agreement; giving confidential or proprietary information to competitors, other organizations, or unauthorized employees, working for a competing business while an employee, of the Iowa Tribe of Oklahoma or any breach of confidentiality.
12. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony, interfering with another employee on the job, restricting work output or encouraging others to do the same.
13. Gambling at any Iowa Tribal gaming facility during employees scheduled working hours, including breaks and meals.
14. Unsatisfactory or careless work; failure to meet production or quality standards as explained by supervisor.
15. Any act of harassment, sexual, racial or otherwise; telling sexist or racist jokes, making racial or ethnic slurs.

16. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of one's supervisor, stopping work before time specified for such purposes.
17. Sleeping or loitering during working hours.
18. Excessive use of company telephone for personal calls.
19. Smoking in restricted areas or at non-designated times, as specified by department rules.
20. Creating or contributing to unsanitary conditions.
21. Posting, removing or altering notices on any bulletin board on company property without the permission from one's immediate supervisor.
22. Failure to report an absence or late arrival, excessive absence or lateness. Failure to return to work promptly after the conclusion of an approved leave of absence.
23. Employee filling out his/her order, invoicing, or ringing up his/her own order.
24. Buying company merchandise for resale.
25. Obscene or abusive language toward any manager, employee or customer; unresponsive or rude conduct towards a customer or fellow employee, any disorderly/antagonistic conduct on tribe premises.
26. Speeding or careless driving of company vehicles.
27. Failure to immediately report damage to or an accident involving company equipment.
28. Failure to use timesheet; alteration or falsification of timesheet or records or attendance documents, punching or altering another employee's timesheet or records, or causing someone to alter one's own timesheet or records.
29. Below-average work quality or quantity.
30. Pleading guilty to or being convicted of any crime other than a minor traffic violation that may directly be job related or effect job performance.
31. Violating federal guidelines and failing to comply with federal regulations.

The above listing is intended only to provide examples of the type of conduct that is unacceptable and is not intended to constitute an all-inclusive list of the types of infractions that will result in discipline, up to and including termination.

### **1.9.3 Disciplinary Actions**

This Disciplinary Actions Policy applies to all employees who have successfully completed an orientation period.

This policy pertains to matters of conduct as well as employee competence. An employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, managers are expected to follow the procedure outlined below. There may be particular situations in which the seriousness of the offense justifies the omission of one or more of the

steps in the procedure. Likewise, there may be times when the tribe may decide to repeat a disciplinary step.

#### **1.9.4 Discipline Procedure**

Supervisors have the authority to discipline the employees under their supervision. Directors have the authority to discipline the employees within their department. The signature of Supervisor, Director and the Tribal Administrator is required for disciplinary actions and discharge. It is mandatory that suspensions, disciplinary leaves, resignations, layoffs and termination forms are submitted to the Human Resource Department for personnel filing in a timely manner.

Disciplinary Actions are as follows:

1. Verbal Warning
2. Written Warning
3. Termination
4. Disciplinary or Investigative Leave
5. Demotion

An employee's recourse to verbal and/or written reprimands is to file a response to the reprimand(s) in their personnel file.

#### **1.9.5 Verbal Warning**

A verbal reprimand/warning by an employee's supervisor is intended to be corrective or cautionary. A verbal reprimand may be documented for placement in the employee's personnel file. The employee may include a written response to the reprimand in his/her personnel file. Documentation of a verbal reprimand shall be purged the personnel file after one (1) year if such reprimand is not followed by another reprimand (verbal or written) during that period. If a verbal reprimand is followed by another verbal or written reprimand within one (1) year the purge date of the most recent reprimand becomes the purge date for those earlier related reprimands (verbal or written) remaining in the employee's file.

#### **1.9.6 Written Warning**

A written reprimand to an employee is also intended to be corrective or cautionary. An employee's supervisor has authority to issue a written reprimand. The supervisor will advise an employee formally and issue a written explanation on the nature of the problem and what the employee must do to correct it. The reprimand should include a description of the most serious forms of discipline, including disciplinary leave and discharge that could occur if the problem is not resolved. A copy of the written reprimand will be given to the employee and the Human Resources Department for placement in the employee's personnel file. A written reprimand shall be purged from an employee's personnel file after one (1) year if such reprimand is not followed by another written reprimand during that time period. If a written reprimand is followed by another written reprimand within one (1) year the purge date of the most recent reprimand becomes the purge date of those earlier related reprimands (verbal or written) remaining in the employee's personnel file.

#### **1.9.7 Termination**

Recommendations to discharge an employee shall be made to either the Department Director the Human Resource Director or the Tribal Administrator. An employee may be terminated as provided for in this Employment Policy Manual. Dismissal notice will be prepared in writing by the Department Director,

Human Resource Director, or Tribal Administrator. The Tribal Administrator will have the final approval of all terminations.

The Iowa Tribe of Oklahoma reserves the right to lay off or discharge an employee at any time due to budgetary reasons or operational changes.

### **1.9.8 Disciplinary or Investigative Leave**

Under certain circumstances it may be necessary to immediately restrict an employee from performing duties at the work site. The circumstances usually involve potential danger to the employee, coworkers, the public, or the employee's inability to complete assigned duties satisfactorily. The decision to place an employee on a disciplinary leave is typically the responsibility of the Department Director in consultation with the Human Resource Director and Tribal Administrator.

### **1.9.9 Demotion**

Under circumstances of demotion for disciplinary reasons, an employee may be demoted or relocated from a present job to one having lower responsibilities, skill requirements, performance standards, and rate of pay, upon the written recommendations of supervisory personnel and approval of the Department Manager in consultation with the Tribal Administrator. Documentation of any demotion will be placed in the employee's personnel file.

### **1.9.10 Crisis Suspension**

If an employee commits any of the actions listed below or any other action not specified but similarly serious, they can be suspended without pay pending an investigation of the situation. Following the investigation they may be terminated without any previous disciplinary action having been taken.

1. Theft.
2. Falsification of Iowa Tribe of Oklahoma's records.
3. Failure to follow safety practices.
4. Breach of Confidentiality Agreement.
5. Threat of, or the act of bodily harm.
6. Willful or negligent destruction of property.
7. Use and/or possession of intoxicants, drugs or narcotics.

The provision of this Disciplinary Policy is not a guarantee of its use. The Iowa Tribe of Oklahoma reserves the right to terminate employment at any time, with or without reason. Additionally, the Iowa Tribe reserves the right to prosecute any employee for any of the above infractions.

## **1.10 Work Schedule**

### **1.10.1 Business Hours**

Standard hours of operation for tribal government offices are from 8:00 a.m. to 5:00 p.m. Monday thru Friday, with the allowance for one-hour break for lunch and two fifteen-minute breaks each day. Service hours for clients will be 8:00 a.m. to 5:00 p.m. Any variations from this policy must be approved in advance, in writing, by the Tribal Administrator. The Tribal Enterprises facilities, Police Department,

Health Clinic and Fitness Center may have adjusted hours based on their particular needs. Employee should check with their supervisors for operation hours at those facility.

An employees particular hours of work and the scheduling of the meal period will be determined and assigned by the supervisor. All full-time employees will be expected to work a forty (40) hour week. Variations from the normal workweek must be scheduled in advance and approved in writing by the supervisor and the Tribal Administrator.

### **1.10.2 Attendance**

Consistent attendance and punctuality are considered imperative ingredients in the Iowa Tribe of Oklahoma's business and government operations, and therefore an integral part of each employees performance standards. Employees should inform the supervisor if they will be away from their work station for an extended period and the expected return date.

### **1.10.3 Absence or Lateness**

Repeated absences place an unfair burden on other employees and affect the departments' overall performance. Employees are expected to be present at work each scheduled workday on time unless excused by the supervisor and/or Department Director.

From time to time it may be necessary to be absent from work. The Iowa Tribe is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside regular work hours may arise. Sick and Annual leave have been provided to regular full-time employees.

If an employee is unable to report to work, or if they will be arriving late, they should contact their supervisor immediately. If an employee knows in advance they will need to be absent, they should request time off directly from their supervisor. *(Failure to obtain an approval by supervisor and/or Department Director shall result in an unexcused absence. All unexcused absences will be considered leave without pay.)*

When an employee calls in for an unexpected absence or late arrival, the employee should ask for the supervisor. If the employee is arriving to work late, they should let their supervisor know when they expect to arrive for work. If the employee is unable to call in because of an illness, emergency or for some other reason, they should arrange to have someone else call ASAP. In cases where the supervisor is unavailable the employee should ask for the Department Director. Absence from work for one (1) day without notifying the Supervisor or Department Director will be considered a voluntary resignation.

If an employee is absent because of an illness for three (3) or more successive days, the employee is required to provide written documentation from their doctor stating they are able to resume normal work duties before they will be allowed to return to work. In the event that an employee is away caring for a family member, the employee may be asked to submit written documentation of illness.

A consistent pattern of questionable absences can be considered excessive and may be cause for concern. In addition, excessive lateness or leaving early without letting the supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

**Note:** Information on the types of leaves offered and their qualification criteria are included in the "Leaves" section 4.0 of this Employment Policy Manual.

## **1.11 Employment Categories**

It is the intent of Iowa Tribe to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.

NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

**Note:** An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Iowa Tribe Administrator.

### 1.11.1 Employee Classifications:

**Full-time Employees** are those who are not in a temporary or orientation status and who work 40 hours a week. Generally, they are eligible for Iowa Tribe's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**Part-time Employees** are those who are not assigned to a temporary or orientation status and who are regularly scheduled to work less than 40 hours per week. While they do receive all legally mandated benefits such as Social Security and workers' compensation insurance they are ineligible for benefits offered by the Iowa Tribe with the exception of 401k.

**Orientation Employees** are those who have not yet successfully completed the initial ninety (90) day orientation period. These employees are eligible to receive all legally mandated benefits such as Social Security and workers' compensation insurance, holiday pay, administrative pay and emergency leave.

**Temporary Employees** are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Temporary employees are not expected to work more than 120 days. While they do receive all legally mandated benefits such as Social Security and workers' compensation insurance, these employees are not eligible for holiday, administrative leave, emergency leave, or any other benefits.

**Contractual Employees** are persons employed under a contract to perform specified duties for a limited or set duration of time. **Note:** for a definition contact the Human Resource Department

**On-Call Employees** are employees who are not scheduled on a regular basis and whose primary employment is not necessarily with the Iowa Tribe of Oklahoma. On-call employees work on an "as needed" basis.

At the time of hiring one is classified as full-time, part-time or temporary, non-exempt or exempt. All other policies described in this Employment Policy Manual and communicated by the Iowa Tribe of Oklahoma apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" employees. If one is unsure of their job classification they should ask their supervisor for classification. Supervisors should inform all employees of their proper job classification at the time of employment.

### 1.11.2 Wage Classifications:

**Hourly.** An hourly employee is one who is paid for completion of incremental hours of work. Such employees must clock in and out at the beginning and end of each shift and lunch breaks.

**Salary.** A salaried employee is one who is paid for general work duties and is generally paid in increments of one workweek.

## **2.0 COMPENSATION**

The compensation program of the Iowa Tribe of Oklahoma is designed to attract potential employees, meet the needs of current employees, and encourage well-performing employees to stay with our organization. The compensation program is built to balance the need of both the employees and the Iowa Tribe of Oklahoma.

### **2.1 Compensation Policy Guidelines**

#### **2.1.1 Compensation Philosophy**

The Iowa Tribe of Oklahoma attempts to set wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual and company performance and in compliance with all applicable statutory requirements.

Iowa Tribe of Oklahoma applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

#### **2.1.2 Pay Period and Hours**

The Iowa Tribe of Oklahoma's payroll work week begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

#### **2.1.3 Pay Cycle**

##### *Bi-Weekly Pay Cycle*

Payday is normally on every other Friday for services performed during the two (2) week period ending the previous Saturday at 12:00 midnight. The bi-weekly pay schedule is made up of twenty-six (26) pay periods per year. At no time shall advanced pay be given.

#### **2.1.4 Paycheck Distribution**

Paychecks are distributed from the Human Resource Department to the Department Director on the pay dates specified above.

#### **2.1.5 On-Call Pay**

Occasionally a department may ask an employee to return to work after having left the premises for the day or an employee may even be asked to work on weekends or holidays. If this occurs, the employee will be guaranteed a minimum of 2 hours of pay, or the actual time worked, whichever is greater. On-call hours will be paid at one and one-half times the base rate / regular time.

#### **2.1.6 Mandatory Deductions from Paycheck**

The Iowa Tribe of Oklahoma is required by law to take certain deductions from each paycheck these deductions include federal, state and local income taxes and a contribution to Social Security. These deductions will be itemized on the check stub. Employees are advised to check the pay stub to ensure that it reflects the proper number of withholdings.

Any other mandatory deductions to be made from paychecks, such as court-ordered garnishments, will be fully explained to the employee.

No deductions will be withheld from contract labor. A 1099 will be sent at the end of the year.

**Note:** Please see "Wage Garnishments" later in this section for further information.

### **2.1.7 Error in Pay**

Every effort is made to avoid errors in paychecks. If an error is suspected the payroll department should be contacted immediately. It will take the necessary steps to research the problem and to assure that any necessary correction is made promptly. It is the employee's responsibility to notify the payroll department of any errors in pay or benefits as soon as possible.

### **2.1.8 Overtime Pay**

A non-exempt employee is eligible to receive overtime pay of one and one-half (1 1/2) times the regular hourly wage for approved hours worked over forty (40) hours in one (1) week. If, during that week, the employee is away from the job due to a job-related injury, paid holiday, jury duty, annual or sick leave, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note that for a non-exempt employees on an approved flexible work arrangement, overtime hours are computed only on those hours worked in excess of a forty- (40) hour workweek. All overtime must be approved in advance by one's supervisor. Failure to get approval may result in disciplinary action.

### **2.1.9 Work Performed on Company Holidays**

Full-time, "non-exempt" employees who are eligible for overtime pay in accordance with the Fair Labor Standards Act who work on Tribal holidays are considered to have worked overtime on that day and will be paid double-time for hours worked, regardless of the number of hours worked during that same work week. **Note:** Please see the *Holiday Policy* in the section titled "Paid Leaves" of this *Employment Policy Manual* for further information.

### **2.1.10 Special Closing**

From time to time the Tribe may close to observe a special occasion. In a special closing all but essential employees are excused from duty. Employees on all shifts and on all payrolls are paid on the same basis, as outlined below. **Note:** For definition of essential employees see section 6.9.2 of this *Employment Policy Manual*.

A special closing is not a recognized Tribal holiday and holiday pay practices do not apply.

### **2.1.11 Payment in Special Closing**

Regular full and part-time employees who are not required to work during the closing will be paid for their regularly scheduled hours.

Regular full and part-time employees scheduled and required to work during the closing will be paid at their applicable rates, plus any shift differential, for the hours they work. No additional pay is given.

### **2.1.12 Absence in Special Closing**

Employees absent for any reason receive no time or pay for the closing except as follows. It is the responsibility of the supervisor to report any exceptions on attendance records as required by the reporting policies of the Comptroller's Payroll Office.

- a.) **Annual Leave:** An employee absent on authorized paid Annual leave is paid for the hours of the special holiday closing and these hours are not charged against their annual leave.
- b.) **Sick Leave:** An employee absent on authorized paid Sick leave is paid for the hours of the special holiday closing and these hours are not charged against their annual leave.

### **2.1.13 Compensatory Time Off For Exempt Employees**

#### **GENERAL RULES**

- Supervisor discretion permits granting of time off to an exempt employee on a **case-by-case** basis.
- Comp time for exempt employees is not tracked on an hour per hour basis.
- Supervisor and management discretion determines the scheduling and awarding of special projects and should be communicated and agreed upon prior to the occurrence.
- Comp time should be reserved for times when an exempt employee's schedule is lengthened due to change in workload or work on a major project versus the occasional time worked outside the regular work day or week.
- **Examples** of prolonged or special projects for which exempt employees may earn comp time include:
  - ❖ Special duties, as assigned, that are over and above the employee's regular job duties, i.e., installing new servers, planning building moves, personnel shortages.
  - ❖ Fiscal year end
    - Grant writing, special reporting.

All accrued comp time must be used within the next pay period.

### **2.1.14 Shift Premium**

The Iowa Tribe of Oklahoma at times assigns certain employees to work on a second or third shift operation. These employees may be paid an additional amount over and above the regular rate of pay as a shift premium.

### **2.1.15 Time Records**

By law, the Tribe is obligated to keep accurate records of the time worked by employees. This is done by time cards for non-exempt employees and time sheets for exempt employees.

All employees are responsible for accurately recording their time. No one may record hours worked on another's timecard or timesheet. Tampering with another's time record is cause for disciplinary action, up to and including termination of both employees. In the event of an error in recording one's time, employees should report the matter to the supervisor immediately.

If an employee is absent and unable to fill out the time sheet or turn in the time card, their immediate supervisor will turn it in for them. During extended leaves of absence the supervisor must turn in a time sheet to the payroll department for any accrued leave used by the employee.

### **2.1.16 Wage Garnishments**

When court-ordered deductions are to be taken from an employee's paycheck, he/she will be notified.

The Iowa Tribe of Oklahoma acts in accordance with the federal Consumer Credit Protection Act. This Act places restrictions on the total amount that may be garnished from a paycheck.

Some restrictions may apply to what may be garnished.

**Note:** Please see the Mandatory Deductions from Paycheck Policy earlier in this section for further information.

## **2.2 Performance and Compensation Reviews**

### **2.2.1 Performance Reviews**

To encourage growth and success in one's job, the Iowa Tribe conducts a formal review one (1) time per year for each employee. New employees are reviewed near the end of their Orientation Period. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During a formal performance review, the supervisor may cover the following areas:

- The quality and quantity of one's work.
- Strengths and areas for improvement.
- Attitude and willingness to work.
- Initiative and teamwork.
- Attendance.
- Customer service orientation.
- Problem solving skills.
- Ongoing professional growth and development.
- Grant Compliance

Additional areas may also be reviewed as they relate to specific job categories.

The performance review provides an opportunity for collaborative, two-way communication between the employee and the supervisor. This is a good time to discuss interest and future goals. The supervisor is interested in helping the employee to progress and grow in order to achieve personal as well as work-related goals. The Supervisor may recommend further training or additional opportunities for the employee. The performance review gives the supervisor an opportunity to suggest ways an employee can advance and make their job at the Iowa Tribe more fulfilling.

The supervisor can answer any questions regarding the performance review process. The Human Resource Department will be responsible for tracking initial new hire orientation periods and annual review dates. These evaluation notices will be sent by the Human Resource Department to the department director at the first of each month. Any other evaluations such as those given after promotions are tracked by the department. All evaluations must be signed and turned into the Human Resource Department.

### **2.2.2 Compensation Reviews**

The Iowa Tribe of Oklahoma's compensation reviews are not always given with performance reviews. Any applicable compensation increase will appear in the pay period ending after the increase is granted. Compensation increases may be retroactive if the review was delayed for reasons beyond an employee's control. Having compensation reviewed does not necessarily mean an increase in salary.

An employee's pay will depend on how consistently they perform over a given period of time. During the review significant performance events that occurred throughout the year will be discussed. The overall performance rating will influence the compensation adjustment.

In addition to individual job performance reviews, the Iowa Tribe of Oklahoma periodically conducts a review of job descriptions to ensure that the tribe is fully aware of any changes in the duties and responsibilities of each position and those changes are recognized and adequately compensated.

### **2.2.3 Incentive Pay (overturned by Resolution I-04-51)**

The Iowa Tribe of Oklahoma has set up an incentive program for grant writers and gaming employees. Please see the grant compliance officer and general manager for details.

#### **Grants Incentives**

Any regular full time employee who writes a competitive grant proposal that is funded shall be entitled to an incentive. This incentive does not include proposal that are non competitive or continuation grants and are less than 10,000. The grant compliance officer will have schedule of incentive amounts.

## **3.0 BENEFITS**

The Iowa Tribe of Oklahoma is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, employees may be eligible for other benefits which will enhance job satisfaction. The benefits program described in this Employment Policy Manual represents a very large investment by the Iowa Tribe of Oklahoma.

A good benefits program is a solid investment in the Iowa Tribe of Oklahoma's employees. The Iowa Tribe of Oklahoma will periodically review the benefits program and will make modifications as appropriate to the tribe's condition. The Iowa Tribe of Oklahoma reserves the right to modify, add or delete the benefits it offers.

### **3.1 Eligibility for Benefits**

All full-time employees are eligible for all of the benefits described in this Employment Policy Manual as soon as eligibility requirements for each particular benefit are met. Coverage is available to employees and their dependents as defined in the benefit summary plan descriptions.

All part-time employees are eligible for those benefits specifically required by law only they meet the minimum requirements set forth by law and 401(k), unless specified below.

No benefits are available to employees during their Orientation Period, except holiday and administrative leave and as otherwise provided by law.

**Note:** Please see "Orientation Period" in the Employment section of this Employment Policy Manual for further information.

### **3.2 Employee Health and Wellness**

All Iowa Tribe of Oklahoma employees have access to diabetic and fitness services in order to help them remain healthy. The services can be obtained at the Tribal Wellness Center Building or Health Clinic.

#### **3.2.1 Diabetic Services**

All employees and their families can join the diabetic support group if they so choose. The Diabetes Coordinator has information about meeting times and places.

#### **3.2.2 Wellness Services**

Employees have access to the Wellness Center including exercise equipment, infinity pool, sauna, and shower facilities. Employees who wish to join the Wellness Center should fill out the membership agreement found at the Wellness Center facility. Employees may use the Wellness Center during lunch breaks before or after work hours.

Qualified personal trainers are available to help employees develop a personalized workout routine.

Employees can receive a health assessment as well as nutritional and diet consultation. To make an appointment with the massage therapist contact the Wellness Center Receptionist. Employees must use annual leave when having a massage during regularly scheduled work hours.

### **3.2.3 Wellness**

Employees can receive preventive health screening at the Iowa Tribe's annual health fair.

## **3.3 Profit Sharing Plan**

The Iowa Tribe has established a 401(k) savings plan to provide employees the potential for future financial security for retirement.

To be eligible to join the 401(k) savings plan, one must be 18 years of age, complete 12 months of service, and have worked at least 1000 hours during those 12 months. Eligible employees may join the plan at quarterly enrollment periods. Eligible employees may participate in the 401(k) plan subject to all terms and conditions of the plan.

The 401(k) savings plan allows participants to elect how much salary they want to contribute and to direct the investment of their plan account, in order to tailor his/her own retirement package to meet his/her individual needs. Employees may increase or decrease their contribution levels at the beginning of each quarter. The Iowa Tribe also contributes an additional matching amount to each employee's 401(k) contribution.

Because an employee's contribution to a 401(k) plan is automatically deducted from their pay before federal and state tax withholdings are calculated, employees save tax dollars by having their current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 401(k) distributions.

Complete details of the 401(k) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Office for more information about the 401(k) plan.

## **3.4 Insurance Coverage**

### **3.4.1 Group Insurance**

The Iowa Tribe of Oklahoma is dedicated to the health and well being of both employees and their families. A comprehensive, quality insurance program is available to employees. Full-time employees become eligible for coverage on the first of the month following three (3) months of employment.

### **3.4.2 Health Insurance**

Today's many health insurance plans and options can be confusing and complicated. For this reason the Iowa Tribe of Oklahoma has taken the time to carefully review the coverage and plans available. The Iowa Tribe of Oklahoma has selected the plans it feels provide the best coverage for its employees. Refer to the literature provided by our insurance companies for details on employee health coverage.

The Iowa Tribe of Oklahoma will pay for the full cost for employee coverage. The employee is responsible for any cost of the premiums for employee eligible dependents.

### **3.4.3 Life and Accidental Death and Dismemberment Insurance**

All regular full-time employees of the Iowa Tribe of Oklahoma are covered by a group life insurance policy. This insurance is payable in the event of one's death, in accordance with the policy, while one is insured. Employees may change their beneficiary at anytime submitting the appropriate documents to the Human Resource Department. Refer to the literature provided by our insurance company for details on life insurance coverage.

## 4.0 Leaves

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies.

### 4.1 Paid Leaves

In the interest of maintaining a healthy balance between work and home the Iowa Tribe offers eligible regular, full-time employees paid leave time.

Time off is paid using the base hourly rate, excluding shift premiums and overtime compensation, if any.

**Note:** *No accrued leave may be cashed out during employment.*

#### 4.1.1 Holidays

##### *Recognized Holidays*

Regular full-time employees are eligible for holiday pay.

The following holidays are recognized by the Iowa Tribe of Oklahoma as paid holidays:

New Year's Day	1 <sup>st</sup> day of January
President's Day	3 <sup>rd</sup> Monday of February
Memorial Day	Last Monday of May
Ioway Day	Friday before Annual Pow wow
Independence Day	4 <sup>th</sup> of July
Labor Day	1 <sup>st</sup> Monday of September
Native American Day	4 <sup>th</sup> Friday of September
Veterans Day	11 <sup>th</sup> of November
Thanksgiving Day	4 <sup>th</sup> Thursday of November
One-Half Day Christmas Eve	24 <sup>th</sup> of December
Christmas Day	25 <sup>th</sup> of December

#### **Holiday Policies**

Those holidays falling on Saturday are observed on the preceding Friday. Those falling on Sunday are observed on the following Monday. In order to qualify for holiday pay one must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy. Regular part-time employees, who work on a regular scheduled work week, but with unequal hours per day, may be paid the hours regularly scheduled on the holiday or the average hours per day worked the preceding week, whichever is smaller.

Employees are not eligible to receive holiday pay on an unpaid leave of absence. However, if a holiday occurs during one's scheduled annual leave, he/she is eligible for the holiday pay.

#### **Holiday Pay**

All employees who work on a holiday will be paid double time. A full-time employee who does not work will receive eight hours holiday pay. **Note:** *see overtime pay for weeks with holidays.*

#### 4.1.2 Annual Leave

Annual leave benefits are available to full-time employees of the Iowa Tribe of Oklahoma. Annual leave accumulates during the ninety (90) day orientation period but may not be used until the orientation period is successfully completed.

**Rate of Accumulation/Accrual**

All eligible employees will accrue annual leave in accordance to the following schedule:

SERVICE LENGTH	ANNUAL LEAVE
0- 4 years	4 hours per pay period
5-11 years	5 hours per pay period
12 + years	6 hours per pay period

**Annual Leave Policies**

The Iowa Tribe of Oklahoma annual leave cannot interfere with departmental operation. Therefore, annual leave must be approved by the employee’s supervisor in advance. If any conflicts arise in annual leave requests, preference will be given to the employee with the longest length of continuous service.

The employee’s supervisor has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of annual leave requests in order to meet operational needs. Requests will normally be granted as long as the absence will not seriously affect the operations of the Iowa Tribe of Oklahoma.

Approved leave of absence for less than thirty (30) days will not affect annual leave eligibility. Approved leave of absence extending beyond thirty (30) days annual leave time will not continue to accrue.

If there is any unused annual leave upon the termination of employment with the Iowa Tribe of Oklahoma, employees will be paid for that time at their regular base hourly rate.

**Note:** *Employees may request to use only earned-to-date annual leave balances at any time. Before requesting annual leave, an employee should check with the Human Resource office to determine his/her current balance.*

**Accumulation Rights**

Employees, who have not used their annual leave at the end of the calendar year, will not lose their annual leave.

Employees are encouraged to use their annual leave to take regular time off each year. Annual leave will accrue until the employee has reached a maximum of one hundred-twenty (120) hours equaling fifteen (15) annual days. At this point, no further annual leave will be accrued until the employees annual accrued hours balance is below (120) hours.

Accumulated leave may not be taken in the last two weeks of employment.

Exceptions to this policy may be made in unusual circumstances. Each case will be viewed on an individual basis by management.

**4.1.3 Sick Leave**

Sick leave benefits are available to Iowa Tribe of Oklahoma full-time employees. Sick leave accumulates during the ninety (90) day orientation period, but may not be used until the orientation period is successfully completed.

**Rate of Accumulation/Accrual**

All eligible employees will accrue sick leave in accordance to the following schedule:

SERVICE LENGTH	SICK LEAVE
0- over	4 hours per pay period

**Sick leave Policies**

If an employee must use sick leave because of a personal illness, he/she must inform the supervisor as soon as possible.

In addition to utilizing sick leave in the event of one's own illness, sick leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners. Sick leave may also be used for the purpose of tending to a serious illness suffered by a member of the employee's immediate family, in the event the illness requires one's personal time and attention. For purposes of this policy, immediate family includes:

Employees: spouse, child, parent, sibling, grandchild or grandparent and  
Employee's Spouse's: child, parent, sibling grandchild or grandparent.

Persons who take three (3) consecutive days of sick leave must present a doctor's notice to return to work.

Approved leave of absence for less than thirty (30) days will not affect sick leave eligibility. Upon approval of an extended leave of absence accrued sick leave will be paid at the time the leave begins. Should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.

No sick leave may be used during the last two weeks of employment.

**Note:** *In the event of an illness or injury, which is covered by workers' compensation insurance, this Sick Leave Policy will not apply, but will defer to state statutes.*

**Accumulation Rights**

Sick leave may be carried over and accumulated from year to year with no limit. At the time of termination of employment, any unused sick leave will not be paid.

**4.2 Other Paid Leaves**

**4.2.1 Voting Leave**

Since the polls are open for long periods, employees are encouraged to vote before or after regular working hours. If necessary, employees may take up to one (1) hour leave from work to vote in a governmental election or referendum. Employees will be expected to notify their supervisor in advance if they will need to take voting leave.

**4.2.2 Funeral (Bereavement) Leave**

Up to four (4) working days of leave with pay (not charged to other leave time) shall be granted to all full-time employees (this includes orientation employees) upon request to arrange for and attend funeral services of the following:

Employee's - spouse, child, parent, sibling, grandchild or grandparent and  
Employee's spouses – child, parent, sibling, grandchild or grandparent and

Any person living in the household of the employee.

The Iowa Tribe of Oklahoma will also grant bereavement leave for any required cultural participation in a funeral. Employees must notify their immediate supervisor when applying for bereavement leave.

Employees must receive supervisor's approval to take up to three (3) sick days to attend funerals of other relatives and friends.

#### **4.2.3 Jury or Witness Duty**

Employees must notify their supervisor within forty-eight (48) hours of receipt of the jury or witness summons. The Iowa Tribe will reimburse employees for the difference between their jury pay and their regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days.

The Iowa Tribe of Oklahoma may also grant a leave of absence with pay to employees who are in obedience to a subpoena or under direction by proper authority to appear as a witness for the Federal Government, a state or political subdivision thereof, or in his official capacity as an employee.

Employees are expected to return to work any day or half-day they are not required to serve; In order to receive pay, one must present a statement of jury or witness service and pay to their supervisor. This document is issued by the court.

#### **4.2.4 Military Leave**

Regular full-time employees who serve in any component of the United States Armed Forces shall be allowed leave of absence with pay for required training or duty for a period not to exceed ten (10) working days during any calendar year. Such employees will retain all of their legal rights for continued employment under existing laws. In the event that such training is optional, the time shall be designated at the discretion of the supervisor.

In order to receive pay, one must present a statement of military orders to their supervisor. Employees are expected to notify their supervisor within forty-eight (48) hours or as soon as he/she is aware of the dates of military leave so that arrangements can be made for replacement during this absence.

#### **4.2.5 Fire Fighting Leave**

Regular full-time employees who are members of the Iowa Tribe Fire Fighters shall be allowed a leave of absence without pay. In the event such leave is optional, the time shall be designated at the discretion of the supervisor and employees may use annual leave or leave without pay. Approval for leave will be at the discretion of the immediate supervisor as long as it won't have a negative impact on the operations of the department. All leave requests must be accompanied by orders from the National Forestry.

#### **4.2.6 Education Leave**

Educational leave not to exceed five (5) hours a week may be granted to employees for attendance at approved educational institution when this will have benefit to the tribe and supplement the employee's career development program. Prior approval of the Tribal Administrator is required.

#### **4.2.7 Professional Leave**

Professional leave to attend work related meetings, conferences, or workshops must have prior approval of the Tribal Administrator. Refer to the travel policy for details.

### 4.3 Unpaid Leaves

Occasionally, for medical, personal, or other reasons, an employee may need to be temporarily released from the duties of their job with the Iowa Tribe of Oklahoma. It is the policy of the Iowa Tribe to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Time off for any reason during a working day will count first against employees allotted accrued leave as appropriate. Once employees have used all of their accrued leave, anytime off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform their supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to one's supervisor. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

#### 4.3.1 Family / Medical Leave of Absence

The Iowa Tribe of Oklahoma will not discriminate against employees because of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status.

In general, a leave of absence is an official authorization to be absent from work **without pay** for a specified period. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to work due to pressing family or medical concerns as described within this Family / Medical Leave of Absence Policy, which shall be administered in accordance with applicable federal laws as follows:

1. Employees are eligible if they have been actively employed for twelve (12) months, and worked at least 1250 hours (an average of twenty-five (25) hours per week) during those twelve (12) months. This twelve- (12) month period "rolls back" from the date of leave to the prior twelve- (12) month period.
2. Employees may request one (1) or more family care or medical leaves; however, the total amount of leave taken cannot exceed twelve (12) work weeks in any twelve (12) month period. Employees may request an intermittent leave or reduced schedule leave to care for a seriously ill family member or if the employee has a serious health condition that warrants such a request.
3. A family leave shall be granted upon the birth or adoption of a child of the employee, or upon the serious health condition of the employee's child, spouse, or parent.
4. A medical leave shall be granted upon the employee's own serious health condition.
5. In appropriate circumstances, we may require employees to be examined by a company designated physician, at the Iowa Tribe of Oklahoma's expense.
6. In the event of a serious health condition to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee must provide the Human Resource Department with notice, as soon as possible, of any needed time off, and a written doctor's certificate. The certification must include the date on which the health condition occurred, the probable duration of the condition, an estimate of the amount of time he/she needs to be off work to care for the family member or for his/her own health condition, and confirmation that the nature of the condition warrants them to be away from work to care for their self or their dependent.

7. Employees shall be required to give thirty (30) days advance notice in the event of a foreseeable medical treatment. To assist in arranging work assignments during the absence, employees are asked to give prior notice, of an expected birth or adoption, as well as an indication, to the extent known, of one's expected return date. To facilitate employees return to work, employee should provide a two (2) weeks advance notification of intended return date. Failure to do so may delay return date.
8. For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over eighteen (18), he/she must be unable to care for himself/herself due to a serious illness.
9. A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
10. A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving: 1) inpatient care in a hospital, nursing home, or hospice; or 2) outpatient care requiring continuing treatment or supervision from a health care professional.
11. In the case of birth or adoption of a child when both parents work for the tribe, the two employees are only entitled to one twelve (12) week period.
12. A Family Care Leave that relates to the birth or adoption of a child must be completed within twelve (12) months of the birth or adoption.
13. Upon completion of a leave granted under this section, employees shall be reinstated to their original position, or an equivalent one.
14. If, due to one's own medical circumstances and the employee is no longer able to perform their original job, an attempt to transfer such employee to an alternate suitable work will be made, if available.
15. Employees must use any accrued annual or other paid time off, concurrently with one's family care or medical leave. If the leave is related to the employee's own serious health condition, one must use any accrued sick leave concurrent with their medical leave.
16. While on a leave of absence provided for under this policy, the Iowa Tribe will continue employee's group health insurance benefits under the same terms as provided to other employees, for a maximum of twelve (12) weeks leave during any one (1) year period. If leave extends beyond twelve (12) weeks, the employee shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.
17. Accumulated fringe benefits such as retirement, service credits sick pay, annual pay, and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such leave more than 30 days.
18. During a period of disability, employees may be eligible for disability pay benefits. Please refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.
19. If additional family care or medical leave is required employees must, prior to expiration of the family care or medical leave, submit additional certification to the Iowa Tribe of Oklahoma.
20. Should one seek a leave of absence for reasons other than described above, each request will be evaluated based on particular circumstances present at that time, including but not limited to employees current and anticipated work responsibilities, performance, and tribal needs. The Iowa Tribe reserves the right to refuse such a request at its sole discretion.

#### **4.3.2 Military Leave of Absence**

If a regular full-time employee is inducted into the U.S. Armed Forces, he/she will be eligible for re-employment after completing military service, provided:

1. Employee shows orders to his/her supervisor as soon as received.
2. Employee satisfactorily completes active duty service.
3. Employee enters the military service directly from his/her employment with the Iowa Tribe of Oklahoma
4. Employees may apply for and is eligible for re-employment within ninety (90) days after discharge from active duty. If one is returning from up to six (6) months of active duty for training, he/she must apply within thirty (30) days after discharge.

#### **4.4 Accepting Other Employment or Going into Business while on Leave of Absence**

If an employee accepts any employment or goes into business while on a leave of absence from the Iowa Tribe of Oklahoma, he/she will be considered to have voluntarily resigned from employment with the Iowa Tribe as of the day on which he/she began their leave of absence.

#### **4.5 Insurance Premium Payment during Leaves of Absence**

The Iowa Tribe of Oklahoma will continue to pay its share of insurance premiums for employee coverage while the employee is on a leave of absence for a maximum of twelve (12) weeks. While on leave of absence, the employee will be responsible for paying the total premiums for dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow his/her coverage to be reinstated. Please consult with Human Resource Department to set up a payment schedule.

## **5.0 SEPARATION OF EMPLOYMENT**

### **5.1 Termination**

**The Iowa Tribe of Oklahoma operates under the principle of at-will employment.** This means that neither the employee nor the Iowa Tribe has entered into a contract regarding the duration of employment. Employees are free to terminate employment with the Iowa Tribe at any time, with or without reason. Likewise, the Iowa Tribe has the right to terminate employment, or otherwise discipline, transfer, or demote an employee at any time, with or without reason, at the discretion of the Tribe. No employer representative may change the at-will relationship through oral or written promises. Any accrued but unused Annual leave will be paid out at the time of employment termination.

At the exit interview or upon termination, employees will learn how they can continue insurance coverage and any other benefits they currently have as an employee who is eligible for continuation. Consult the Human Resource Office for details.

#### **5.1.1 Voluntary Termination**

Employees wishing to leave employment with the Iowa Tribe are requested to file a written resignation with their supervisor at least two (2) weeks before the effective date. The employee's resignation shall be promptly forwarded to the Human Resources office with a statement by the supervisor as to the employee's service performance and any other information pertinent to the resignation.

#### **5.1.2 Involuntary Termination**

An employee may be terminated, as provided for in this policy. Dismissal notice will be prepared in writing by the Department Director, Human Resource Director, and Tribal Administrator. Tribal Administrator will have the final approval of all terminations.

#### **5.1.3 Reduction-In-Force / Layoff**

Should a reduction in force be necessary due to budgetary or other needs of the Iowa Tribe of Oklahoma, the Iowa Tribe may be required to lay off personnel. When there is more than one person in a position subject to layoff, and when experience, skill, work record and performance are equal; the last person hired in the position will be the first person laid off. Employees who are being laid off will be considered for other open positions for which they are qualified before any non-employment considered. In this case, where there are two or more employees in equal experience, skill, and work record, and performance, seniority will be the determining factor. An employee who is laid off will not accrue benefits during the layoff period.

### **5.2 Former Employees**

Depending on the circumstances, the Iowa Tribe of Oklahoma may consider a former employee for re-employment. Such applicants are subject to the Iowa Tribe's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of his/her previous termination of employment with the Iowa Tribe of Oklahoma.

#### **5.2.1 Reinstatement of Benefits (Bridging)**

Former employees of the Iowa Tribe of Oklahoma with at least twelve (12) months of continuous employment and rehired within twelve (12) months of termination date will be eligible to continue 401(k) benefits and leave accrual, at the level enjoyed at the time of termination of previous employment with the Iowa Tribe.

### **5.3 Post-Employment Inquiries**

The Iowa Tribe of Oklahoma does not respond to oral requests for references. In the event employment with the Iowa Tribe of Oklahoma is terminated, either voluntarily or involuntarily, the immediate supervisor may be able to provide a reference to potential employers only if the former employee has completed and signed a release form.

Employees of the Iowa Tribe of Oklahoma shall not under any circumstances respond to any requests for information regarding another employee unless it is part of his/her assigned job responsibilities. If it is not, please forward the information request to the Human Resource Department.

## 6.0 Workplace Policies

This Employment Policy Manual is designed to answer many of questions about the practices and policies of Iowa Tribe of Oklahoma. Employees should consult with their supervisor for help concerning anything they do not understand.

### 6.1 Acceptance of Rewards, Favors, Gifts, etc.

No reward, favor, gift or other payment in addition to regular compensation should be accepted by any employee for performance or non-performance from any vendor, contractor, individual or firm, or from any other source having or proposed to have a relationship with the organization.

### 6.2 Bonding Requirement

If employment with the Iowa Tribe of Oklahoma requires employees to handle other people's property or to deal with money in any capacity, the Iowa Tribe of Oklahoma may require that employee be bonded. It is the employee's responsibility to assure that they are bondable. The Iowa Tribe of Oklahoma will pay the cost of bonding. Should an employee fail to maintain these qualifications, they will be subject to transfer to another position, if available, or dismissal.

### 6.3 Cellular Phone

#### General Policy

The Iowa Tribe of Oklahoma provides cellular phones for designated employees. This service will be available provided program funds are available to cover the basic monthly cost. Request for new cell phone services must be approved by the department's Director.

#### 6.3.1 Individual Cell Phone

Individual cell phones may be issued on a *full time* basis to personnel who are considered "key personnel" and must maintain two-way communication at all times:

1. Employees who are in a public service role and are responsible for the safety of Tribal and community members and/or the surveillance of Tribal and community property and/or the enforcement of Tribal or community laws.
2. Employees who are supervisors in charge of daily maintenance and/or construction projects for the Tribe and as supervisors spend much of their time away from their office.
3. Directors.
4. Employees where special need is shown and justification is provided by the Director.

Employees who are issued a cell phone through the Iowa Tribe will be informed of the Policies and Procedures, and will be asked to sign an acknowledgement form agreeing to abide by any decisions made in accordance with the Policy Provisions listed below:

1. Employees placed on disciplinary leave or temporary suspension may be asked to relinquish phones.
2. Phones lost or stolen due to negligence will be replaced at the expense of the assigned user (the Director will review the loss reports to determine negligence on a case by case basis).
3. Charges for time in excess of the provided calling plan will be paid by the assigned user.
4. Users who consistently exceed the calling plan maximum may be required to:
  - a. Pay all excess charges within ten (10) days of the billing day by payroll deductions, cash or check
  - b. Relinquish phone until outstanding balance and deposits are paid

- c. Relinquish phone permanently (at discretion of the Director)

### **6.3.2 Department Cell Phone**

Department Cell phones may be issued on a check out basis to employees on an as needed basis by a department manager or director. Upon justification, a department head may acquire a cell phone for that department that can be logged out and in as needed with the employee responsible for all calls during the sign out period. When not signed out, the department manager must secure the phone in a locked location.

### **6.3.3 Personal Use Policy**

Personal use of a Tribal business cell phone is prohibited, however, it is recognized that there are occasions when personal use is necessary or unavoidable. The intent of the policy is that the use of the phone is not abused. For instance, employees who make several one or two minute calls per month to inform their family members they are working late or they are tied up so that they can't make an appointment is not considered abuse. A monthly statement showing 10+ calls to personal numbers of 5 to 10 minutes or more duration each is considered abuse. The above listing is intended only to provide an example of the kind of abuse that is unacceptable, and is not intended to constitute an all-inclusive list of the type of infractions that may result in discipline.

### **6.3.4 Exceptions To Personal Use Policy**

- This policy can be relaxed to a certain extent if an employee is working outside their normal working hours and need to communicate with family and/or rearrange commitments and other methods of communication are not available.
- If an employee is out-of-town on Tribal business, they are allowed one 5 to 10 minute phone call per day to call family members on the Tribal cell phone.

### **6.3.5 Enforcement of Policy**

Department managers/supervisors are responsible for monitoring the use of all cell phones under their authority by reviewing monthly billing statements. Employees found to be abusing the cellular phone policy will first be given a verbal warning. If the abuse continues or reoccurs, a written reprimand will be issued and a copy of the report will be included in the employee's personal record. Three instances of abuse will necessitate that all cell phone privileges be revoked. If this affects the ability of that employee to be effective in their job, job security may be at risk.

## **6.4 Communication Protocol/Chain of command**

In the event an employee of the Iowa Tribe of Oklahoma has a complaint, suggestion, or observation regarding their employment, co-worker, co-employment, supervisor, Department Director or office procedures, employees should follow the internal office chain of command. However, they may practice the open door policy by taking their concern to the Tribal Administrator or Human Resource Director.

If the issue is between two employees they should try to reasonably work it out between each other. If unsuccessful, then either employee can take the matter to their supervisor.

## **6.5 Computer Software (Unauthorized Copying)**

The Iowa Tribe of Oklahoma does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

## **6.6 Computers, Electronic Mail, and Voice Mail Usage Policy**

The Iowa Tribe of Oklahoma makes every effort to provide the best available technology to those performing services for the Tribe. In this regard, the Iowa Tribe of Oklahoma has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent, or received by the Iowa Tribe of Oklahoma's employees with the use of the Iowa Tribe of Oklahoma's equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by the Iowa Tribe of Oklahoma.

The Iowa Tribe of Oklahoma property, including computers, electronic mail and voice mail, should only be used for conducting company business.

Incidental and occasional personal use of company computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although the Iowa Tribe of Oklahoma provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as company records.

The Iowa Tribe of Oklahoma must be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, the Iowa Tribe of Oklahoma must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review all data recorded in those systems. Because the Iowa Tribe of Oklahoma reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that the Iowa Tribe of Oklahoma or its designated representatives will not have a need to access and review this information. Individuals using the Iowa Tribe of Oklahoma's business equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

The Iowa Tribe of Oklahoma has the right to, (but does not regularly) monitor voice mail or electronic mail messages. The Iowa Tribe of Oklahoma will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as

necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by the Iowa Tribe of Oklahoma if necessary within or outside of the Iowa Tribe of Oklahoma.

Given the Iowa Tribe of Oklahoma's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

The Iowa Tribe of Oklahoma's Police Department will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

## **6.7 Dress Code and Personal Appearance**

Employees are expected to dress and groom one's self in accordance with accepted social and business standards, particularly if their job involves dealing with customers or visitors in person.

Employees are expected to be suitably attired and groomed during working hours or when representing the Iowa Tribe of Oklahoma. A good, clean appearance bolsters one's own poise and self-confidence and greatly enhances our company image. When working at a customer's site, please dress appropriately according to their corporate culture.

Personal appearance should be a matter of concern for each employee. If the supervisor feels their employee's attire and/or grooming are out of place, the employee may be asked to leave the workplace until they are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action. Dress shall be business Casual, no shorts.

## **6.8 Drug-Free Workplace Policy**

The Iowa Tribe of Oklahoma is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in this Employment Policy Manual. The Iowa Tribe of Oklahoma has a standard of conduct, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on the Iowa Tribe of Oklahoma's site and/or client sites or as a part of the Iowa Tribe of Oklahoma's activities. The Iowa Tribe will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

It is the goal of the Iowa Tribe of Oklahoma to maintain a drug-free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, the Iowa Tribe of Oklahoma has adopted the following policies:

1. The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.
2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.

3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, their supervisor of any criminal drug statute conviction they receive.

4. If an employee receives such a conviction, the Iowa Tribe of Oklahoma shall:

Take appropriate personnel action against the employee, up to and including termination.

-- OR --

Require the employee to participate satisfactorily in an approved drug-abuse assistance or treatment program.

5. The Iowa Tribe of Oklahoma provides information about drug counseling and treatment.

6. The Iowa Tribe of Oklahoma reserves the right to search and inspect for the maintenance of a safe workplace.

This policy takes into consideration of the American Indian Religious Freedom Act.

## **6.9 Emergency or Early Closing**

From time to time, the Tribe or a part of it may suspend operations or release employees because of an emergency such as power failure, hazardous weather conditions, or severe transportation difficulties. Listed below are general guidelines regarding emergency closings or early releases. Specific details will be issued by the Personnel Department if necessary at the time of such closings or releases.

### **6.9.1 Authorization to Close the Institute**

Authority to close the Tribe or release employees from work rests with the Business Committee, Tribal Administrator, or Police Chief.

### **6.9.2 Essential Employees**

Certain essential services are required to be maintained in any closing. The employees involved in these essential services are excused from work only with the specific authorization of their supervisors, regardless of radio or other announcements. The supervisor should make clear before hand who are essential employees in emergencies, what their obligations are, and establish procedures to let them know whether they will be needed to work. Failure to report to work during emergencies by employees required for essential services may be cause for disciplinary action. Essential employees include but are not limited to: maintenance, enterprise personnel and public safety.

### **6.9.3 Reporting for Work during an Emergency Closing or Early Release**

An employee who reports for work during an official closing and is not required or not authorized to work receives only closing pay. Special situations should be discussed with the appropriate Personnel Officer.

## **6.10 Harassment Policy**

The Iowa Tribe of Oklahoma is committed to providing a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex,

age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

### **6.10.1 Harassment**

Workplace harassment can take many forms, but can generally be characterized as verbal, physical or visual.

Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

#### *Verbal harassment*

Verbal harassment, such as jokes, epithets, slurs, negative stereotyping and unwelcome remarks about an individual's body, color, physical characteristics, appearance, or talents, references to women or men as "honey" or "sweetheart", questions about a person's sexual practices, patronizing terms or remarks, and similar verbal harassment, would violate this policy.

#### *Physical harassment*

Physical harassment, such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, staring at a person's body and threatening, intimidating or hostile acts that relate to a protected characteristic and similar conduct would constitute physical harassment.

#### *Visual harassment*

Visual harassment, such as offensive or obscene photographs, calendars, posters, cards, cartoons, or drawings, display of sexually suggestive or lewd objects; unwelcome notes or letters; and any written or graphic material that disparages or show hostility or aversion toward any individual, because of a protected characteristic, that is placed on walls, bulletin boards or elsewhere on Iowa Tribe of Oklahoma premises or circulated in the workplace, would constitute visual harassment.

There are two basic types of sexual harassment. First, sexual harassment occurs when an individual's submission to, or rejection of, unwelcome sexual conduct is used as a basis for employment decisions affecting the individual, including granting of employment benefits.

Second, sexual harassment occurs when unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive working environment, even if it does not lead to tangible or economic employment-related consequences.

Sexual harassment may occur with the harassment of women by men, of men by women, and same-sex gender-based harassment.

## **6.11 Political Activity**

No employee of the Tribal organization may continue with the Iowa Tribe of Oklahoma after such employee is officially nominated for a partisan political party for public office.

Partisan political activity of any kind during work hours is prohibited. Participation on a School Board, REA Board or similar non-partisan community boards is encouraged and will not be considered violation of policies, unless abused.

## **6.12 Public Statements**

No employee of the Iowa Tribe of Oklahoma shall presume to speak for or on behalf of the Iowa Tribe of Oklahoma on any matter concerning the Tribe without the express prior approval of the Business Committee.

When an employee has been approved as a designated spokesman for the organization, or in public statements for actions made as an individual, the employee shall at all times be accurate, exercise proper restraint and show respect for the opinions of others. Failure to adhere to the above standards may be grounds for immediate dismissal.

Any request for a public statement should be referred to the Business Committee.

## **6.13 Service Awards**

Each year, the Iowa Tribe of Oklahoma honors its full-time employees for longevity by presenting service awards at an annual tribal function. Service awards will be given after employees have completed three (3) years, five (5) years, and in (5) year increments thereafter.

In addition, the Tribal Administrator chooses one employee to receive the "Employee of the Year Award". Annual presentation of Awards will be made at a time and date set by the Business Committee.

## **6.14 Tribal Property**

Employees are expected to exercise care in the use of the Iowa Tribe of Oklahoma property. Negligence in the care and use of Tribal property, unauthorized removal or personal use of Tribal property may be cause for discipline. Property issued to an employee, including software, manuals and propriety information, must be returned if employment with the Iowa Tribe is terminated, either voluntarily or involuntarily. If Tribal property is not returned, or is lost or damaged, the employee will be responsible for the value of the property.

No employee shall remove Tribal property from any of premises without written permission from the supervisor or Department Director who is responsible for the property in question.

All employees must protect tribal property from theft, loss and damage. Tribal property includes intellectual property as well as physical property. No tribal property is to be used for personal matters. If it is necessary to use any tribal property outside the office for tribal business, an employee must get written permission from management and they will be responsible for the safekeeping and return.

## **6.15 Unauthorized Personnel**

Persons who do not have business with the Iowa Tribe or who are not employed by the Iowa Tribe are not permitted to remain in the working areas during working hours due to insurance liability issues. At no time should non-staff members be allowed access to tribal documents and files. We understand that friends or family members may drop by the workplace unannounced however; insurance and confidentiality issues require that unauthorized persons remain away from the workplace.

## 6.16 Uniforms

The Iowa Tribe provides uniforms, which certain employees must wear while at work. Upon termination of employment, the uniforms must be returned or the cost will be deducted from the employee's final paycheck. Some cost for uniforms is at the expense of the employee. Employees should consult with their supervisor for more information.

## 6.17 Use of Company/GSA Vehicle

If an employee is authorized to operate an Iowa Tribe of Oklahoma vehicle in the course of their assigned work, or if they operate their own vehicle in performing their job, one must adhere to the following rules:

1. Employees must be a licensed driver in the state of Oklahoma.
2. Employees must maintain weekly mileage reports.
3. Employees are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
4. Responsibility for both knowledge of, and compliance with, the laws lies with the employee.
5. The Iowa Tribe of Oklahoma provides insurance on company vehicles, however, any fine or other penalties resulting from noncompliance with motor vehicle laws or regulations, including accidents, fines, moving or parking violations, are solely the responsibility of the employee.
5. Employees must keep the vehicle clean at all times. One must also wash and vacuum the vehicle as often as necessary. Employees will be reimbursed for the reasonable expense of keeping the vehicle clean. Please retain any receipts for reimbursement.
6. Persons not authorized or employed by the Iowa Tribe of Oklahoma cannot operate or ride in a company vehicle.
7. Vehicles are not to be used for personal use.
8. Prior to operation of any company vehicle, an employee's supervisor will train them on the appropriate steps to take if they are involved in an accident - filling out the accident report, getting names of witnesses and so on.

**Note:** Please see the Driver's License and Driving Record Policy in the "Employment" section of this Employment Policy for further information.

## **7.0 Safety**

### **7.1 General Employee Safety**

The Iowa Tribe of Oklahoma is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

The Iowa Tribe of Oklahoma will maintain safety and health practices consistent with the needs of our industry. If an employee is ever in doubt about how to safely perform a job, it is their responsibility to ask their supervisor. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of their regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

The Iowa Tribe of Oklahoma strongly encourages its employees to communicate with their supervisor regarding safety issues.

### **7.2 Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions, health, and safety related issues must be reported immediately to the employee's supervisor. If he/she or another employee is injured, one should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of 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 employers keep records of all illnesses and accidents which occur during the workday. The Oklahoma State Workers' Compensation Act also requires employees to report any workplace illness or injury, no matter how slight. If one fails to report an injury, they may jeopardize their right to collect workers' compensation payments as well as health benefits. OSHA also provides for the employees right to know about any health hazards which might be present on the job. Should an employee have any questions or concerns, they should contact their supervisor for more information.

### **7.3 Safety Rules**

Safety is to be given primary importance in every aspect of planning and performing all Iowa Tribe of Oklahoma activities. The Iowa Tribe wants to protect all its employees against industrial injury and illness, as well as minimize the potential loss of production.

Below are some general safety rules to assist employees in making safety a regular part of their work. The employee's supervisor may post other safety procedures in their department or work area.

#### **7.3.1 Working Safely**

Safety is everyone's responsibility. Remind co-workers about safe work methods. Start work on any machine only after safety procedures and requirements have been explained. Employees must immediately report any suspected hazards and all accidents to their supervisor.

### **7.3.2 Lifting**

Ask for assistance when lifting heavy objects or moving heavy furniture. Bend knees, get a firm grip on the object, hold it close to body and space feet for good balance. Lift using stronger leg muscles, not weaker back muscles.

### **7.3.3 Materials Handling**

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Stack materials only to safe heights. Read labels on all fluids or chemicals and use only as indicated on the label.

### **7.3.4 Trash Disposal**

Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

### **7.3.5 Cleaning Up**

To prevent slips and tripping, clean up spills and pick up debris immediately.

### **7.3.6 Preventing Falls**

Keep aisles, work places and stairways clean, clear and well lighted. Walk, do not run.

### **7.3.7 Handling Tools**

Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

### **7.3.8 Falling Objects**

Store objects and tools where they will not fall. Do not store heavy objects or glass on high shelves.

### **7.3.9 Work Areas**

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

### **7.3.10 Using Ladder**

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

### **7.3.11 Machine Guards**

Keep guards in place at all times. Do not clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning.

### **7.3.12 Personal Protective Equipment**

Always wear or use appropriate safety equipment as required. Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats and hearing protectors in designated areas or when working on an operation which is potentially hazardous. In addition, wear gloves whenever handling sharp or dangerous items.

### **7.3.13 Electrical Hazards**

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Do not make unauthorized connections or repairs. Do not overload outlets.

### **7.3.14 Fire Extinguishers**

Know where fire extinguishers are and how to use them.

### **7.3.15 Report Injuries**

Immediately report all injuries to the supervisor, no matter how slight.

### **7.3.16 Ask Questions**

If an employee is ever in doubt regarding the safe way to perform a task, please do not proceed before consulting a supervisor. Employees will not be asked to perform any task which may be dangerous to their health, safety or security. If an employee feels a task may be dangerous, they should inform supervisor at once.

The Iowa Tribe strongly encourages employee participation regarding health and safety matters. Please obtain a Safety Suggestion Form from a supervisor for this purpose. Employees may report potential hazards and make suggestions about safety without fear of retaliation. The Iowa Tribe appreciates, encourages and expects this type of involvement! The success of the safety program relies on the participation of all employees. Although it is the Iowa Tribe of Oklahoma's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

## **7.4 Weapons**

The Iowa Tribe of Oklahoma prohibits all persons who enter tribal property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy is the Iowa Tribe of Oklahoma police force, security guards or other persons who have been given written consent by Iowa Tribe of Oklahoma to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

## **7.5 Fire Prevention**

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify a supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

### **7.5.1 In Case of Fire**

When a fire occurs, follow the guidelines below:

- Evacuate all employees from the area and Dial 911 or the Tribal fire department at 547-5355.
- If possible, immediately contact the supervisor.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire. Never reenter a burning building.

When the fire department arrives, direct the crew to the fire. Do not reenter the building until directed to do so by the fire department.

## **7.6 Emergency Evacuation**

When advised to evacuate the building, follow the guidelines below:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed in an orderly fashion to a parking lot near the building. Be present and accounted for during roll call.

Do not re-enter the building until instructed to do so.

## **7.7 Housekeeping**

Neatness and good housekeeping are signs of efficiency. Employees are expected to keep their work area neat and orderly at all times - it is a required safety precaution.

If one spills a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor, which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to the supervisor immediately.

## **7.8 Office Safety**

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers and doors firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards, such as telephone cords or electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

## **7.9 Safety Rules When Operating Machines and Equipment**

When operating machines and equipment, please be sure to follow these procedures:

- Make sure machine guards are in place while machines are in operation.
- Remove loose clothing, jewelry or rings before operating machinery.
- Wear steel toe shoes and prescription eye protection to start the job, if required.

Required personal protective equipment, except for prescription glasses and steel toe shoes, will be issued to employees by their supervisor.

The Iowa Tribe will continue to provide a clean, safe and healthy place to work and will provide the best equipment possible. Employees are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering one's self or others may lead to disciplinary action, including possible termination.

## **7.10 Entering and Leaving the Premises**

At the time of employment, employees will be advised about the proper entrances and exits, as well as unauthorized areas, if any. Employees are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

## **7.11 Security Checks**

The Iowa Tribe of Oklahoma may exercise its right to inspect all packages and parcels entering and leaving its premises.

## **7.12 Parking Lot**

Employees are encouraged to use the parking areas designated for employees. Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for customers and visitors only.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to vehicles. If an employee should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information to the Iowa Tribe of Oklahoma's Police Department.

The Iowa Tribe of Oklahoma is not responsible for any loss, theft or damage to vehicle or any of its contents.

### **7.13 Property and Equipment Care**

It is the employee's responsibility to understand the machines needed to perform their duties. Good care of any machine that used during the course of employment, as well as the conservative use of supplies, will benefit all employees and the Iowa Tribe. If one finds that a machine is not working properly or in any way appears unsafe, please notify a supervisor immediately so that repairs or adjustments may be made. Under no circumstances should employees start or operate a machine deemed unsafe, nor should employees adjust or modify the safeguards provided.

Employees must not attempt to use any machine or equipment they do not know how to operate, or if they have not completed training on the proper use of the machine or equipment.

### **7.14 Restricted Areas**

In the interest of safety and security, certain portions of the Iowa Tribe of Oklahoma's facilities may be restricted to authorized personnel only. Such areas will be clearly marked. All buildings at the Tribal complex are smoke free.

### **7.15 Security**

Maintaining the security of Iowa Tribe of Oklahoma buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If one is aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When leaving the Iowa Tribe of Oklahoma's premises, make sure that all entrances are properly locked and secured.

### **7.16 Smoking**

Smoke only in designated smoking areas. Please be courteous and concerned about the needs of fellow employees and others. Please do not smoke in restricted areas.

All employees are expected to abide by this policy while at work.

### **7.17 Workplace Violence**

The Iowa Tribe is committed to preventing work place violence and to maintaining a safe work environment. Given the increased violence in society in general, the Iowa Tribe has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on the premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to one's immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. An employee who sees or hears a commotion or disturbance near their workstation, should not try to intercede, but should contact authorities at once.

The Iowa Tribe of Oklahoma will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.