

## Employee Conduct

Rules of conduct for employees are intended to promote orderly and efficient operations of Kids Central, as well as protect the rights of all employees. Violations, therefore, shall be regarded as cause for disciplinary action.

These policies are published for the employees' information and protection. Ignorance of work rules is not an acceptable excuse for violation. It is each employee's responsibility to know the rules and abide by them. These rules are not all-inclusive, and other regulations may exist. Employees are expected to know and abide by these rules as well.

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## **Advanced Funds**

Kids Central understands that there are times when funds must be advanced to employees for such things as field trips and training events. Employees are personally responsible for advanced funds as well as receipts and documentation pertaining to such.

### **PROCEDURES**

1. Employees shall request advanced funds using Kids Central's Travel Advance Request and Expense Invoice (Form A-108) for travel and conference expenses. Employees seeking funds for a field trip or other purchase should use Kids Central's Purchase Requisition (Form A-107).
2. The request must be approved by a supervisor and then submitted to the Comptroller for administrative approval. No purchases or advances will be made without prior approval by the Comptroller.
3. Employees shall obtain receipts for all expenditures except per diem. Receipts should show the date of the expenditure, the place where expenditure was made, and the amount of the expenditure.
4. Employees are to send all receipts and any unused funds to the Comptroller.
5. Employees will not be issued any new funds until outstanding advanced funds are accounted for.
6. If receipts and/or funds are not turned in within thirty (30) days of issue, the total amount will be added to the employee's W-2, or, in the case of the employee's termination, the amount will be deducted from their final paycheck.

## **Cell Phones**

While Kids Central understands the need for employees to be accessible at any given time, we also feel that the use of cell phones while at work may present a hazard or distraction to the user, co-workers and others.

### **PROCEDURE**

1. Kids Central will issue a cell phone to be used for agency business only for those employees whose jobs warrant a need. These phones are not to be used for personal use at any time.
2. Personal cell phones are not to be used while on Kids Central time.
3. Employees operating a vehicle (agency or personal) while on agency business are not to use a cell phone. If the employee needs to make a call or receives a call, he/she should pull off the road to a safe area.
4. While inside the office, classroom or while on home visits, agency cell phones must be on vibrate and personal cell phones should be turned off.
5. While using agency cell phones, employees are to be courteous to others around them. Cell phone conversations can be loud even when the user thinks they are being quiet.
6. Employees may use their personal cell phone during lunch and break times.

## Donations

Kids Central Incorporated is a member of the greater Southwest Virginia Community and serves the children of Wise and Dickenson Counties and the City of Norton. Kids Central recognizes the importance of outside contributions to our agency. Kids Central employees are discouraged from soliciting donations for Kids Central on their own without prior approval. Kids Central does not ask parents to solicit anyone or any company for the benefit of the program. Kids Central must have control of all requests being made to vendors, churches, fraternal organizations, civic clubs, businesses, or individuals. The purpose is so that multiple requests are not made of the same sources. This policy is an important part of the image development and marketing strategy of Kids Central.

### PROCEDURE

1. Under no circumstances are employees, parents or volunteers to solicit donations without prior approval.
2. Employees, Parents and Volunteers wishing to solicit donations for the program must submit a request in writing to the Executive Director explaining the need for the donation, who will be solicited, and for who and what center or program the donation will be used to support.
3. Upon review, the Executive Director will issue a written approval or disapproval to the requestor. If approved, a letter to the party being solicited will be prepared. The letter from the Executive Director will contain the reason for the solicitation, the name of the person recommending the solicitation be made, and the general facts of our agency.
4. All donations must clearly state the specific intended use, must be made to Kids Central and must be submitted to the Administration Office, not to an individual or classroom.
5. Employees will request donation funds by completing a purchasing requisition. Funds must be used for the purpose intended by the donor.
6. Any funds not used, must be returned in accordance with Policy 418 - Advanced Funds.

## **Dress and Appearance**

All employees of Kids Central are required to present a positive image to the public and clients. Accordingly, each employee is required to wear appropriate attire while conducting business. Appropriate dress is defined below, although job and work locations should be taken into account as well.

### **PROCEDURE**

1. Appearance shall be neat and professional at all times. Individuals with community and client contact will be expected to wear appropriate attire.
2. Supervisors are responsible for monitoring the dress policy for their employees.
3. Dress which is not acceptable includes such items as:
  - a. Form fitting stretch clothing (spandex, lycra, etc.)
  - b. Tank tops, halter tops, low-cut tops, strapless tops, or shirts that expose the midriff area
  - c. Shorts shorter than two inches above the knee
  - d. T-shirts or sweatshirts with graphics or advertising other than the Kids Central logo
  - e. Sweatbands and bandannas
  - f. Hats and caps with advertising other than the Kids Central logo
  - g. Flip flops and house shoes
4. Employees working with children and/or going to the playground should wear closed toe and closed heel shoes with heels less than three inches.
5. Visible body piercings or tattoos are not acceptable. Employees working with children should not wear long, dangling earrings or heavy, bulky jewelry.
6. Kids Central reserves the right in all situations to decide whether any employee is in violation of this policy. Employees reporting to work improperly dressed may be sent home by their supervisor to change and any time missed will be considered an unexcused absence.

## **Drug and Alcohol Testing for School Bus Drivers**

In accordance with the United States Department of Transportation, effective January 1, 1996, Kids Central implemented a drug and alcohol testing program for all employees who hold a commercial driver's license (CDL) and are subject to perform safety-sensitive functions.

### **PROCEDURE**

1. Prohibited Conduct
  - a. Drivers shall be prohibited from alcohol possession and/or use on the job, use during the four hours before performing safety-sensitive functions, having prohibited concentration of alcohol in their systems while on duty or performing safety-sensitive functions, exhibiting behavior/appearance characteristic of alcohol misuse, and use during eight hours following an accident or until she/he undergoes a post-accident alcohol test, whichever occurs first.
  - b. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect his ability to safely operate a motor vehicle.
2. Required Testing
  - a. Drivers shall be subject to reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to the procedures set out in the federal regulations.
  - b. Any employee who refuses to submit to a post-accident, random, reasonable suspicion or follow-up test shall not perform or continue to perform safety-sensitive functions. A failure to submit shall be considered a positive test result and the employee shall be terminated.
3. Notification
  - a. Each driver shall receive educational materials that explain the requirements of federal law and regulations together with a copy of the agency's policy and regulations for meeting these requirements.
  - b. Each driver shall sign a statement certifying that she/he has received a copy of the above materials and the agency shall maintain this signed copy.
4. Consequences
  - a. If the testing confirms any level of alcohol or the presence of a controlled substance in their systems, the employee shall be terminated from the safety-sensitive position.

## 5. Record retention

- a. Kids Central shall maintain records in compliance with federal regulations in a secure location with controlled access.
- b. With the driver's consent, the agency may obtain any of the information concerning drug and alcohol testing from the driver's previous employer.
- c. A driver shall be entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.
- d. Records shall be made available to a subsequent employer upon receipt of a written request from a driver only as expressly authorized by the terms of the driver's request.

## 6. Test procedure

- a. Kids Central shall administer controlled substance tests in accordance with federal laws governing test procedure and testing sites. Kids Central shall take steps to insure proper training and testing procedures are provided.

### 1. Pre-employment

- a. All applicants must pass a drug test and alcohol test before being hired by Kids Central. Any job offer is contingent upon passing the pre-employment drug and alcohol test. Refusal to submit to testing will result in disqualification of further employment consideration.

### 2. Random

- a. All employees requiring a CDL license and operating an agency vehicle will be subject to unannounced random alcohol and drug tests on dates spread throughout the calendar year.
- b. Fifty percent (50%) or more of the affected employees will be tested each year for drugs.
- c. Twenty-five percent (25%) or more of the affected employees will be tested each year for alcohol.

### 3. Post Accident

- a. All CDL drivers involved in accidents while conducted agency business will be tested for both alcohol and drugs if the accident involved the loss of human life and/or the driver of the agency vehicle received a citation for a moving traffic violation arising from the accident.
- b. Alcohol tests will be administered within two hours of the accident if possible and no later than eight hours after the accident.

- c. Drug tests will be performed within 32 hours of the accident.
  - d. If the tests are not performed, Kids Central will maintain a record of the reasons the tests were not promptly performed.
  - e. Involved drivers must remain available for testing, or otherwise be deemed to have refused to submit to testing. Injured drivers will be tested at the hospital to which they are taken.
4. Reasonable Suspicion
- a. Drivers will be tested when there is a reasonable suspicion of drug and/or alcohol use. Reasonable suspicion will be based upon specific observations concerning the appearance, behavior, speech or body odors of the driver. These observations will be made by a supervisor or employee who has received two hours of training on the indicators of alcohol and drug abuse. An observation checklist will be used to document specific observations and behaviors that create a reasonable suspicion that the driver is under the influence of illegal drugs and/or alcohol. Such observations will be documented and dated within twenty-four hours of the time of the occurrence.
5. Testing
- a. Drug tests will consist of a 7-panel test which includes opiates, amphetamines, cocaine, cannabinoids, phencyclidine, MDMA, and aceylomorphines
  - b. A split specimen urinalysis will be conducted for drug detection. Forty-five ml of urine will be used. It will be split with 30 ml being used for the primary specimen and 15 ml for the split specimen. The split specimen will be made available if the employee wants to request a second test, at his or her own expense, after being informed of a verified positive test. Tests will be performed for marijuana, cocaine, opiates, phencyclidine (PCP), ecstasy and amphetamines.
  - c. An Evidential Breath Test (EBT) using an EBT device operated by a trained Breath Alcohol Technician will be used to test for alcohol.
  - d. The results of controlled substance testing will be reviewed by a Medical Review Officer (MRO) who is a licensed physician with knowledge of substance abuse disorders. This medical review officer will not be employed by, or be a part of the laboratory performing the tests. The MRO will contact the employee about positive or suspicious negative results to find out if there are prescription drugs or if he/she must contact the MRO before returning to duty. The employee cannot continue to drive a Head Start vehicle unless an investigation by the MRO has proven the test result to be caused by a legitimate medical treatment. The final results of the test will be reported to Kids Central Incorporated.

5. Unacceptable Test Results
  - a. A positive test for drugs
  - b. Any alcohol level
6. Employee Assistance
  - a. Terminated employees will be advised of available resources for evaluation and treatment of alcohol and controlled substance problems.
7. Documentation
  - a. Observations of behavior that constitute reasonable suspicion will be recorded in writing within twenty-four (24) hours of the occurrence. The documentation will be dated and signed by the observer.
  - b. Kids Central Incorporated will maintain a summary of annual testing results and other information, including monthly positive and negative reports with substances detected, and all chain of custody forms, which will be made available to the Federal Highway Administration upon request.
  - c. The signed statements of all CDL employees indicating their receipt of the Drug and Alcohol Testing for School Bus Drivers policy will be placed in their DOT file.
  - d. A record will be kept of training in recognizing signs of drug and alcohol abuse that is provided for supervisors for training that is provided to CDL employees.
8. Training
  - a. Training on how drugs and alcohol might affect them and the work environment will be provided for all CDL employees. Copies of the Drug and Alcohol Testing for School Bus Drivers policy will be distributed to all employees and they will be asked to sign a form indicating that they have received the policy.
  - b. Training on how to recognize signs of alcohol and drug abuse and how to document behavioral changes in employees who might be abusing drugs and/or alcohol will be provided for all supervisors.

## **Drug and Alcohol Use**

Kids Central is committed to providing a safe work environment and to fostering the well-being and health of its employees. This commitment is jeopardized when any employee illegally uses drugs on or off the job, come to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job.

### **PROCEDURE**

1. Employees will not use, possess, sell, trade, offer for sale or offer to buy illegal drugs or engage in the illegal use of drugs on or off the job.
2. Employees will not report to work under the influence of, impaired by, or while possessing in his or her body, blood or urine, illegal drugs or alcohol in any detectable amount.
3. It is a violation of company policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the use of legally prescribed medications.
4. Violations of this policy will result in termination of employment.
5. As a condition of employment, employees must abide by the terms of this policy and must notify the Human Resource Manager in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five (5) days calendar after such conviction.
6. Assistance for employees is available through a counseling service in the local area. The Human Resource Manager will help with referrals for employees who need or request it. Counseling sessions will be at the expense of the employee.
7. Confidentiality is assured. No information regarding the nature of the personal problem will be made available, and it will not be included in the permanent personnel file.
8. Any employee reporting to work visibly impaired or under the influence will be deemed unable to perform required duties and will not be allowed to work. The supervisor will seek the opinion of the drug and alcohol test administrator, or a senior staff member to confirm suspicion. After observation, if suspicion is confirmed, the employee will be taken for a drug and/or alcohol test by a staff member.
9. Employees who have a positive drug or alcohol test result may explain or contest the result to the Medical Review Officer (MRO). If an employee's explanation is unsatisfactory to the MRO, the MRO shall report a positive test result to Kids Central.

10. Kids Central has the right to require a drug and/or alcohol test in any of the following situations:
  - a. All candidates for employment will be required to submit a urine sample as a condition of an employment offer. In the event the drug test is positive, the employment offer will immediately be rescinded.
  - b. A current employee involved in any accident involving injury or agency property damage at the work site or while on duty.
  - c. Kids Central has reasonable suspicion that an employee's behavior is being influenced by one or more illegal drug, alcohol, or misuse of a controlled substance.
  - d. All employees will be subject to a random drug test any day they are on the job.
11. Employees refusing to submit to a test or testing positive for drugs or alcohol will be subject to disciplinary action up to and including suspension/termination.
12. Any employee testing positive has the right to appeal the results and have the original sample re-tested at their own expense. If the test again indicates a positive result, the employee will be terminated.

**Notification and Consent to Test for Drugs and/or Alcohol**

My signature below hereby acknowledges notification that I am being tested for drugs and/or alcohol by Kids Central, and gives my consent to do so. I do hereby agree and consent to submit a urinalysis, breath alcohol test, and/or other tests as shall be determined by Kids Central for the following: selection of applicants for employment; random drug and/or alcohol test for current employees; drug and/or alcohol test due to my involvement in an accident; reasonable suspicion of use of drugs and alcohol; return to duty; follow-up test; or a re-test.

I agree that OccuMed Health Center may collect my specimens for the above mentioned tests and may forward them to a licensed laboratory facility for analysis.

I further agree to and hereby authorize the release of the results of said test(s) to Kids Central.

I understand that it is the current illegal use of drugs, and/or use of alcohol while on the job that may prohibit me from being employed or terminate my current employment with Kids Central.

I further agree to hold Kids Central and its agents (including the above named physician or clinic) harmless from any liability arising in whole or in part of the collection of specimens, testing, and use of the information from said testing in connection with Kids Central’s consideration of my employment status.

I further agree that a reproduced copy of this notification and consent form shall have the same force as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing this notification and consent form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

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\_\_\_\_\_ was notified at \_\_\_\_\_ AM/PM on \_\_\_\_\_  
Employee’s Name Time Date

20\_\_\_\_, to report to OccuMed Health Center, 1418 Park Avenue NW, Norton, VA 24273, for drug and/or alcohol testing, by the Drug and Alcohol Program Manager (a representative of Kids Central).

Applicant/Employee Name: \_\_\_\_\_ SS# \_\_\_\_\_

Applicant/Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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\_\_\_\_\_ Date  
Kids Central, Inc. Drug and Alcohol Program Manager Signature

## **Electronic Media Use**

All persons with access to internet, intranet and e-mail systems are responsible for seeing that they are used properly and in accordance with the following policy.

### **PROCEDURE**

1. The internet, intranet and e-mail system is for business purposes only.
2. At no time should any subject matter of a sexual nature be viewed.
3. There is no personal privacy in any matter created, received or sent from the internet or e-mail system. Kids Central, in its discretion, reserves the right to monitor and access any matter created in, received through, or sent from the internet or e-mail system.
4. Messages sent during work hours should be sent only with good business reason for doing so. Copies should be forwarded only for good business reasons.
5. Each employee is responsible for the messages that are sent from his or her computer. Employees with e-mail passwords should not share their passwords with anyone.
6. All e-mails must follow agency policy banning solicitation and distribution. Chain letters, pyramid schemes, and other solicitations are prohibited.
7. No e-mail that constitutes intimidating, hostile or offensive material on the basis of race, color, religion, sex, national origin, age, disability (physical or mental), veteran status, pregnancy, marital status, medical condition, sexual orientation or any other status protected by federal, state or local law or regulation may be created, sent or received at anytime. Kids Central's policy against harassment applies fully to the internet and e-mail system.
8. The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the internet is expressly prohibited. Employees are also responsible for ensuring that the person sending material over the internet has the appropriate distribution rights.
9. To ensure a virus free environment, no files may be downloaded from the internet unless the origin of the message is known. E-mail messages and attachments should not be opened unless the sender is known to the receiver.
10. Kids Central purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, neither Kids Central nor any of its employees may reproduce such software for use on more than one computer.
11. Employees who become aware of misuse of the internet, intranet or e-mail system should promptly contact the Executive Director.

Statement of Understanding  
Use of Computers/Electronic Communications

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I, \_\_\_\_\_, as an employee of Kids Central understand that KCI provides computers, printers and other electronic devices for my use in order for me to perform my job functions. I understand that these devices are to be used for KCI business only. I also understand that only computer programs that are authorized by KCI are to be used or installed on the computers. I understand that outside computer services such as the internet and e-mail are to be accessed and used only for KCI business.

▪ E-Mail

I understand that KCI has established a policy with regard to the access and disclosure of electronic mail messages created, sent or received by KCI employees using KCI's electronic mail system. I understand that KCI reserves the right to change the policies set forth below at anytime, as may be required by the circumstances. By signing below, I acknowledge my understanding of the following:

- I understand that KCI maintains an e-mail system and that this system is provided by KCI to assist in the conduct of business within KCI.
- I understand that the e-mail system hardware is KCI property. Additionally, I understand that all messages composed, sent or received on the e-mail system are and remain the property of KCI. I understand that they are not my private property.
- I understand that the use of the e-mail system is reserved solely for the conduct of business at KCI and may not be used for personal business.
- I understand that the e-mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations or other non-job related solicitations.
- I understand that the e-mail system is not to be used to create any offensive or disruptive messages, i.e., any messages which contain sexual implications, racial slurs, gender-specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
- I understand that the e-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 from the Executive Director.
- I understand that KCI reserves the right and intends to exercise its right to review, audit, intercept, access and disclose all messages created, received or sent over the e-mail system for any purpose. I further understand that the contents of e-mail property obtained for legitimate business purposes may be disclosed within KCI without my permission.

- I understand that the confidentiality of any message should not be assumed and that even when a message is erased, it does not guarantee confidentiality. Further, I understand that the use of passwords for security does not guarantee confidentiality and that all passwords must be disclosed to KCI or they are invalid and cannot be used.
  - Notwithstanding KCI's right to retrieve and read any e-mail message, I understand that such messages should be treated as confidential by other employees and accessed only by the intended recipient. I understand that I am not authorized to retrieve or read any e-mail message that was not sent to me.
  - I understand that I shall not use a code, access a file or retrieve any stored information, unless authorized to do so. I also understand that I should not attempt to gain access to another employee's messages without the latter's permission. I understand that all computer pass codes must be provided to the Executive Director and that no pass code may be used that is unknown to KCI.
- Computers
- I understand that the computers at KCI are for KCI business only and that at no time may any computer be used for other business or personal use.
  - I understand that the software on KCI computers is the property of KCI; no unauthorized copies can be made or distributed. I understand that I cannot install additional software on KCI computers without specific written authorization. I understand that software from my home is not permitted to be installed onto KCI computers at any time.
  - I understand that all data contained within KCI computers belongs to KCI and cannot be altered without specific written authorization.
  - I understand that no data stored on KCI computers is to be released to any person or outside organization without specific written authorization; this includes release through data transfer, in magnetic form, on printed reports or any other media or electronic transmission as well as databases without specific written authorization from the Executive Director.
  - I understand that the computer passwords and security codes assigned to me are not to be communicated to any other employee as specifically authorized. I understand that no passwords, security codes or computer access telephone numbers are to be communicated to any persons or outside organizations without specific written authorization from the Executive Director.
  - I understand that if I use my computer at home for KCI business, that I am to virus check any diskettes before using them on KCI computers.
  - I understand that the system technologies employed by KCI give it a unique competitive edge and I cannot disclose the names of software, databases or KCI's system to any persons outside KCI.

- I understand that if I violate this policy or use the KCI e-mail system or a KCI computer for improper purposes, I will be subject to discipline, up to and including termination of employment.
- I understand that by signing below, I acknowledge that I have received, read and will abide by the KCI policy concerning its electronic communication systems.

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Employee Signature

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Date

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Employee Name (printed)

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Witness Signature

## **Employee Requests**

Kids Central understands that sometimes employees will need a copy of documents located in their personnel file, a form to be completed showing proof of employment, or a replacement item such as an identification badge. While Kids Central will honor requests as soon as possible, employees must realize we must have adequate time to complete the request and that it costs the agency to make copies of documents and to replace issued materials.

### **PROCEDURE**

1. Employees requesting copies of documents they have been issued, such as W-2, check stubs, transcripts, etc. will be charged \$.50 per page. All requests will be completed within three (3) business days.
2. Employee requests for completion of a form for proof of wages or employment will be completed within three (3) business days. Employees are asked to give a contact name and fax number so we may send the form directly.
3. Identification badges are issued at the time of hire. Free updated badges are available once per year during August orientation. A \$5.00 charge will be issued for a lost or misplaced replacement badge.

## **Fire Safety/Prevention**

To prevent fires and to communicate appropriate procedures for all persons to follow in case a fire should occur within Kids Central buildings, all persons involved in Kids Central should follow outlined fire prevention and evacuation procedures as specified below.

### **PROCEDURE**

#### Fire Prevention

1. Know the location of the nearest fire extinguisher(s) and ensure they are kept accessible at all times.
2. Notify the Family and Community Partnerships Director if an extinguisher is used or if the seal is broken. Extinguishers rated A, B, or C can be used for paper, wood or electrical fires.
3. All flammable liquids must be stored in approved and appropriately labeled safety cans and not exposed to any ignition source.

#### In Case of Fire

1. 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.
2. Dial 911 or the local fire department if necessary.
3. If possible, immediately contact the Executive Director. Evacuate all people from the area.
4. If the fire is out of control, leave the area immediately. No attempts should be made to fight the fire.
5. Proceed in an orderly fashion to a parking lot near the building. Be present and accounted for during roll call.
6. Do not re-enter the building until directed to do so by the fire department.

## Hygiene

Personal hygiene and good grooming are expected at all times. All staff and volunteers are required to follow the hygiene guidelines specified below.

### PROCEDURE

1. Employees and volunteers must wash their hands with soap and running water
  - a. After diapering or toilet use
  - b. Before food preparation, handling, consumption, or any other food-related activity
  - c. Whenever hands are contaminated with blood or other bodily fluids
  - d. After handling pets or other animals
  - e. Before and after giving medications
  - f. Before and after treating or bandaging a wound (nonporous gloves should be worn if there is contact with blood or blood-containing body fluids)
  - g. After assisting a child with toilet use
2. Nonporous gloves (latex) must be worn by employees and volunteers when they are in contact with spills of blood or other visible bloody bodily fluids.
3. Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) must be cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety Health Administration, US Department of Labor). Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately. Other blood-contaminated materials must be disposed of in a plastic bag with a secure tie.
4. Employees and volunteers must follow and conduct all sanitation and hygiene procedures for diapering to ensure the adequate protection of the health and safety of children.
5. Potty chairs that are utilized in a center-based program must be emptied into the toilet and cleaned and disinfected after each use.

## **Kids Central Property Issued to Employees**

Kids Central may issue employees equipment such as tools, cell phones, keys, cameras, etc., to be used in their position. Employees should take steps to ensure the equipment is kept clean and protected while in their possession. Employees terminating their position must return the equipment upon their exit.

### **PROCEDURE**

1. Employees receiving equipment for use in their position will be required to sign a receipt listing the equipment.
2. Employees will keep equipment clean and protect the equipment from damage and theft.
3. Employees will be responsible for the value of the equipment if lost or stolen. The amount will be deducted from the employee's paycheck.
4. If equipment is lost or stolen, the employee must immediately notify their Supervisor.
5. If an employee terminates his/her position voluntarily or involuntarily, all equipment issued must be returned to the Supervisor or the Human Resource Manager. Failure to do so will result in the value of the items being deducted from the employee's last paycheck.

## **Medication Administration and Storage**

To establish appropriate guidelines regarding the administration, handling, and storage of medication when necessary, Kids Central has implemented the following procedures.

### **PROCEDURE**

1. All medication must be labeled and stored under lock and key, and refrigerated, if necessary.
2. A staff member who has undergone Medication Administration Training through the Department of Social Services will be designated to administer, handle and store medications. Only a trained staff member shall be allowed to administer medication.
3. Physician instructions and written authorization from the parent or guardian must be obtained for all medications administered by a trained staff member.
4. An individual record of all medications dispensed will be appropriately maintained, and reviewed regularly with the child's parents.
5. All changes in a child's behavior that have implications for drug dosage or type will be recorded, and the Classroom Teacher will provide assistance to parents in communicating with the physician regarding the effect of the medication of the child.
6. Kids Central will ensure that all appropriate staff members can demonstrate proper techniques for administering, handling and storing medication, including the use of any necessary equipment to administer medication.

## **Personal Phone Calls, Mail and Supplies**

Use of telephone and mail facilities shall be available during work hours for effective communication with the agency's service recipients and business associates. Kids Central's facilities should not be used for personal use except in cases of emergency.

### **PROCEDURE**

1. Use of the agency's telephones should be confined to business calls. Incoming and outgoing personal telephone calls should be limited to those that are absolutely necessary and should be as brief as possible.
2. In order to avoid adding to the increasing volume of mail, employees may not receive personal mail.
3. Office supplies are not for personal use. Agency stationary may not be used for personal correspondence as any communication sent out on agency stationary might be considered official communication.

## **Safety**

To provide employees with a safe place to work, Kids Central operates as safely as possible in accordance with the Occupational Safety and Health Administration (OSHA) and other applicable Federal and state laws and regulations.

### **PROCEDURE**

1. Senior staff is responsible for establishing all safety policies and procedures.
2. Supervisors are responsible for establishing and communicating all safety policies and procedures.
3. Maintenance staff is responsible for inspecting work areas and identifying and correcting unsafe conditions.
4. All accidents are to be investigated immediately by the Supervisor and reported to the Human Resource Manager.
5. All safety and/or health related inspections, accidents, or incidents shall be reported to the Supervisor immediately.
6. Each employee, as a condition of continuing employment, is required to work safely, to observe all safety rules and regulations, to wear required safety equipment, and to perform his/her job in a manner to avoid accidents and injury to others.
7. Each location will post a list of emergency telephone numbers that are readily accessible to employees.
8. The Human Resource Manager shall complete, submit and maintain records and reports in accordance with established OSHA and Department of Labor requirements including:
  - a. A log of all recordable occupational injuries; and
  - b. Information and services with the insurance carrier
9. Kids Central will promote safety awareness among children and parents by incorporating it into child and parent activities as well as in interactions with all clients served.
10. The Health Services Manager will maintain readily available, well-supplied first aid kits appropriate for ages served. The first aid kits will be maintained at each location and available on outings away from the site. Each kit will be accessible to staff members at all times, and will be kept out of the reach of children.

## **Security/Inspection**

This policy establishes the use and the right to inspect all Kids Central equipment and property.

### **PROCEDURE**

1. Operations often require others to have access to work areas, desks, files or computers. There is no guarantee of privacy. Authorized individuals may have access and business needs to retrieve information on personal voicemail and e-mail.
2. Keep all passwords confidential.
3. All equipment and property are here for business purposes. Management has the right to access and inspect them.
4. Security concerns may warrant inspection of a facility and any personal property on the premises, including vehicles, purses, backpacks, lunch containers and other items.

## **Smoking/Tobacco Products**

In order to promote wellness and maintain a safe, healthy and efficient work environment, all programs and services will be conducted in a smoke and tobacco free environment. This policy applies to all persons in or on Kids Central property.

### **PROCEDURE**

1. No one may smoke or use tobacco products anywhere on Kids Central property or in agency vehicles at any time.
2. Employees who want to smoke or use tobacco products during work hours must leave the premises during designated breaks.
3. Supervisors are responsible for compliance with this policy.
4. Complaints of violations to this policy should be submitted to the Executive Director.

## **Solicitation**

Solicitation of products and services during work time by both employees and non-employees is prohibited.

### **PROCEDURE**

1. Solicitation includes, but is not limited to, asking employees for funds or contributions, offering goods for sale, asking employees to sign a petition, requesting employees to join a group, or otherwise requesting employees' support or commitment with respect to causes, groups or interests.
2. During regular work hours, employees are prohibited from soliciting or distributing literature for any purpose. Regular working hours refers to any portion of the workday in which an employee is expected to be performing job duties. Regular work hours do not include such times as lunch, break time or before and/or after work.
3. An employee who is not working may not solicit or distribute literature to an employee who is working.

## **Use of Agency and Personal Vehicles for Agency Business**

Kids Central provides vehicles for business use. Kids Central understands that there is not enough agency vehicles for all employees and employees will, from time to time, have to use their personal vehicle to conduct agency business. In this event, employees will be reimbursed mileage for the use of their personal vehicle during agency business.

### **PROCEDURE**

1. Employees may not drive agency vehicles without first giving a current driving record and copy of a valid driver's license to the Human Resource Manager. Only employees who are currently approved by the insurance carrier under contract with Kids Central will be able to operate agency vehicles.
2. Employees must be able to meet the driver approval standards at all times. The employee must report to the Human Resources Manager any changes in their driving status. Included in this notification is, tickets, arrests, accidents, revocations, expirations or other reasons for a change in driving status.
3. Employees may use their own vehicles for business purposes, but only with the prior approval of their supervisor. The employee must provide proof of insurance.
4. Employees who drive a vehicle on agency business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Drivers also must make sure that the vehicle meets any agency or legal standards for insurance, maintenance and safety. Employees are responsible for any driving infraction or fines that result from their driving and must report them to their supervisor immediately.
5. Employees are to use seat belts at all time while in agency vehicles or while using their personal vehicle to conduct agency business.
6. Employees are not permitted, under any circumstances, to operate an agency vehicle or a personal vehicle for agency business when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes the use of a cell phone and circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.
7. Employees are not allowed to use agency vehicles for non-business or personal business at any time.
8. Employees who use their personal vehicle for approved business purposes will be reimbursed for use of their vehicle at the mileage reimbursement rate to be set by Kids Central annually during budget preparation. Request for reimbursement of mileage must be turned in to the employee's supervisor on the last workday of each month.
9. Employees must immediately report any accident, theft, damage, breakdown or mechanical problem involving an agency vehicle to the Executive Director regardless of the extent of damage or lack of injuries. These reports must be made as soon as

possible but no later than forty eight (48) hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than in reply to questions of investigating officers.

## **Weapons**

To prevent violence and to maintain a safe work environment, Kids Central prohibits all unauthorized persons who enter its premises 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.

This policy does not pertain to law enforcement personnel.

### **PROCEDURE**

1. Any individuals in violation of this policy will be subject to disciplinary action, up to and including suspension/termination and/or legal action as appropriate.
2. All individuals are encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the Executive Director.

## **Workplace Activity Monitoring**

Kids Central maintains the right to conduct workplace monitoring for the purposes of quality control, employee safety, security and the satisfaction of those serviced by Kids Central. Kids Central is sensitive to the legitimate privacy rights of staff, volunteers, and those served. Every effort will be made to conduct workplace monitoring in an ethical and respectful manner.

### **PROCEDURE**

1. Employees who regularly communicate with those served by Kids Central may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify positive interactions, and to collect and correct performance problems.
2. Kids Central may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.
3. Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

## **Workplace Violence**

To prevent workplace violence and to maintain a safe work environment, Kids Central does not tolerate acts of workplace violence committed by or against employees and/or all persons involved in the Kids Central operation. Employees are prohibited from making threats or engaging in violent acts.

### **PROCEDURE**

1. All employees, volunteers and community members should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may alarm, or be dangerous to others.
2. All threats of violence or violent acts, whether direct or indirect, should be reported immediately to a member of the Senior Staff. This includes threats by employees, community members, vendors, solicitors, or other members of the public. Employees should give as much specific details about the incident as possible.
3. All suspicious individuals or activities should be reported as soon as possible to the Executive Director.
4. Conduct that threatens, intimidates, or coerces another employee, parent, child or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment (refer to Harassment Policy).
5. Kids Central will thoroughly and promptly investigate all reports of threats of violence, actual violence, or suspicious individuals and activities.
6. Anyone determined to be responsible for threats of or actual violence or other conduct is in violation of these guidelines will be subject to prompt disciplinary actions up to and including suspension/termination and/or legal action as appropriate.
7. There will be thorough and prompt investigations of disputes or differences, among employees, and brought to the attention of the Supervisor before the situation escalates into potential violence. Kids Central is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.
8. Dangerous or hazardous devices or substances are prohibited on the premises.