

Bacone College

General Policies & Procedures

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Bacone College

Admissions Applicant Background Check Policy

Issue:

Review of admission applicants with charges or convictions.

Rationale:

To have a standard policy and process to review these applications.

Admissions Process:

Admissions refers all applications to the Investigator at the MSO Sub-Station that:

- a. check yes on the charged or convicted box on the application
- b. leave the charged or convicted box blank on the application

NOTE: Either status (yes or blank) require a background check.

NOTE: Please do not refer students, parents or staff to Bacone College Campus Police for information, determinations, or status of an application. Bacone College Campus Police has no role in this process.

MSO SUB STATION RECOMMENDATION PROCESS:

The MSO Sub Station Investigator receives the background check and prepares a Recommendation Report. The recommendation criteria used is based on the criteria used by the State Department. One criteria indicates that we do not permit people with active criminal cases to gain admission until the case is dismissed or otherwise adjudicated.

The Recommendation Report is prepared weekly from 8-1 to the end of Add/Drop in the Fall and from 1-2 to the end of Add/Drop in the Spring. The Assistant Vice President for Institutional Advancement is the TEAM Member for the MSO Sub-station and can make recommendations if the MSO Sub Station Investigator is unavailable.

STUDENT SERVICES DETERMINATION PROCESS:

The Recommendation Report is sent to the Director of Student Services. The Director of Student Services reviews the recommendation and informs admissions of his determination to admit, admit on probation, or deny admission. The Assistant Vice President for Student Life is the TEAM Member for Student Life and can make determinations if the Director of Student Services is unavailable.

APPEALS:

Students can appeal the determination of the Director of Student Services to the Assistant Vice President Student Life.

Students can appeal the determination of the Assistant Vice President of Student Life

to the President.

The President's determination is final.

Bacone College Affirmative Action Compliance Statement

Bacone College, in order to comply with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 and other appropriate federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and education services.

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¹ Rev. 04/09/09

Bacone College Americans With Disabilities Act of 1990

The College does not discriminate in the interviewing, hiring, or promotion of individuals on the basis of disability. The College is committed to compliance with the Americans with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. It shall endeavor to provide reasonable accommodations requested by the employees with documented disabilities who are otherwise able to perform the essential functions of their jobs.

Human Resources shall work with all employees and their supervisors in determining the most effective accommodations that can be reasonably provided on an individual basis. It shall maintain records of such requests and accommodations in a confidential manner.

Bacone College Aids and HIV Infection

Bacone College treats AIDS and HIV infection as disabilities in accordance with our policy on Equal Employment Opportunity (EEO) and the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. In addition to the provisions Bacone College's EEO policy on non-discrimination and reasonable accommodation for disability, the following guidelines are intended to assist supervisors in maintaining a work environment that is responsive to the workplace issues created by AIDS and HIV infection and the concerns of employees who may request management assistance.

Bacone College recognizes that a supportive and caring response from supervisors and co-workers is an important factor in maintaining the quality of life for an employee with AIDS or HIV infection. Supervisors should be sensitive to the special needs of employees and assist them by demonstrating personal support, and referring them to Bacone's Employee Assistance Program (EAP). Studies show that the support of others in the workplace can be therapeutic for the employee with AIDS OR HIV infection and may help to prolong the employee's life.

AIDS does not present a risk to the health or safety of co-workers or customers. On the basis of current medical and scientific evidence, Bacone recognizes that AIDS is a life-threatening illness that is not transmitted through casual personal contact under normal working conditions.

An employee's health condition is private and confidential. An employee with AIDS or HIV infection is under no obligation to disclose his or her condition to a Supervisor or any other employee of Bacone College. Supervisors are expected to take careful precautions to protect the confidentiality of information regarding any employee's health condition, including an employee with AIDS or HIV infection.

An employee with AIDS or HIV infection is expected to meet the same performance

requirements applicable to other employees, with reasonable accommodation if necessary. If an employee becomes disabled, supervisors will make reasonable accommodation, as with any other employee with a disability, to enable the employee to meet established performance criteria. Reasonable accommodation may include, but is not limited to, flexible or part-time work schedules, leave of absence, and work restructuring or job reassignment.

Bacone College is following the progress of medical research on AIDS and HIV infection. If any significant developments occur, these guidelines will be modified accordingly. Any questions concerning AIDS-related issues should be directed to Human Resources.

Bacone College

Background Checks for Applicants

Issue:

To provide a safe environment for students, faculty and staff it is necessary to investigate all applicants for employment who have disclosed an arrest and/or conviction on their application.

Rationale:

Having a current nationwide background check, including the sex crime database, combined with the applicant's explanation of events enables us to -make a determination of their suitability for campus life and ability to be successful. The information gathered will enable Human Resources to provide suitable monitoring if warranted.

Policy Statement:

The following procedures shall be followed for all applicants. All applicants will have a criminal background check as well as a nationwide sex crime check. Any applicant for a position involving handling of money, Cabinet, TEAM, Business Office, or Financial Aid will also have a financial background check as well. When an application is received that has an affirmative reply to the question regarding an arrest or conviction the following events must also take place.

1. The employee will provide a written statement to the Director of Human Resources explaining the event and/or events related to the charges filed -for misdemeanor and/or felony.
2. The Director of Human Resources will forward copies of the application and statement to the MSO Sub Station Investigator and place the statement in the applicant's HR folder in a sealed envelope.
3. The Director of Human Resources (or designee) shall order a background check as indicated above. The completed check will be forwarded to the MSO Sub Station Investigator.
4. Upon receipt of the completed background check, the MSO Sub Station Investigator will review the application, explanation, and background check. Copies will be attached to a recommendation, which will be forwarded to the Director of Human Resources for review.
5. The Director of Human Resources will make a determination after completing a review of the recommendation and supporting materials received from the MSO Sub Station Investigator.
6. Appeals of the determination made by the Director of Human Resources: may be made in writing to the Chief Financial Officer. Following appropriate review, a new determination may be made and forwarded to the Director of Human

Resources.

7. Appeals of the determination made by the Chief Financial Officer may be made in writing to the President, who will forward a final determination to the Director of Human Resources.

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Building Access After Normal Business Hours

During the fall and spring semesters, normal business hours are Monday through Thursday from 8 a.m. to 10 p.m. and on Friday from 8 a.m. to 5 p.m. Summer hours are Monday through Friday from 8 a.m. to 5 p.m. If staff, faculty, and coaches anticipate being in campus buildings after 10 p.m. Monday through Thursday, after 5 p.m. on Fridays, or on weekends, or during Summer months they are required to appraise the Bacone Conference Center (683-4581) so that Bacone Campus Police can be notified. ***This is for your own safety!***

If you are on campus for a scheduled event after normal business hours, you do not need to notify the Conference Center.

Also, this does not apply to holidays or other times when the campus is locked down - - no one is to be on campus during lock down times.

If you have a need for an emergency entry, please contact 918-781-7200 (the emergency number for. the campus).

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Bacone College Cash & Checks

Issue:

Over the past several semesters there have been several times when checks and/or cash were held by various employees in their desks and were not deposited in a timely manner.

Rationale:

The best way to prevent checks and/or cash from becoming lost, stale, not deposited, or stolen is to have a simple and clear fiscal policy regarding the handling of cash of checks.

Policy Statement:

Therefore I am directing that all cash and checks received at Bacone College shall be:

1. Deposited in the bank the day it is received
2. Secured in the safe located in the Accounts Receivable Office between 8 a.m. and 5 p.m.
3. Placed in the night drop at the Bacone Conference Center after 5:00 p.m., on weekends and holidays.

This would include all funds generated from fund-raising activities, game proceeds, cash drawers (above the amount approved by the CEO), and any other office or activity that generates the collection of cash or checks. I am further directing that all mail containing cash or checks be directed to the business office by the mailroom. The business office will then make copies of the checks and all related materials and forward them to the office they were addressed to or the office that processes or records these funds on a daily basis.

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⁴ Rev. 9/3/10

Bacone College Cell Phones

Issue:

We have increased the use of cell phones and we have developed plans based on usage and discounted services based on our tower agreements.

Rationale:

The best way to maximize potential both service and savings is to have a single point of contact.

Policy Statement:

Therefore I am directing that all contacts with our cell phone carriers and all requests for service on new or existing accounts be managed by the Assistant Vice President of Student Life. All new cell phone service and transfers of cell phones will need to be authorized by the President. New service requires a purchase order.

Users of the Bacone furnished cell phones should not dial 4-1-1 for directory assistance, because of the fees involved. Users will be asked to reimburse the College for such fees.

Users of Bacone Cell Phones should not forward their business number to their personal cell phone.

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Bacone College

Children on Campus Policy

Purpose:

The purpose of this policy is to provide faculty, staff, and students with information necessary to follow the position the College believes will provide a safe campus while maintaining a learning environment for students and a disruptive free workplace for our employees.

General:

Bacone values the role of families in the lives of the faculty, staff and students of the College and has worked to develop policies and benefits that are supportive of balancing work and family life. It is recognized that there are those times under emergency conditions when it is absolutely necessary for an employee of the College to provide for a child for a brief period of time. This is not the issue addressed in this policy.

Policy:

Except when the purpose of the visit is to attend classes or to participate in activities specifically scheduled for their benefit, it is the policy of the College that having minor children be present at an office, classroom, or shop is inappropriate. Consequently, employees shall not bring any child with them when scheduled to work. In addition, if asked during scheduled working hours, employees should decline taking responsibility for another's child in the workplace. In conclusion, a child shall never be brought to campus unless to attend a class or to participate in activities specifically scheduled for their benefit or be left unattended at any time on campus property.

During situations when an employee's child is participating in classes or activities specifically scheduled for their benefit, it is expected that a professional and productive work environment will be maintained. It is further expected that consideration of and safety of the children, co-workers, and other campus residents will be maintained. If a child becomes disruptive, the parent or guardian must handle the situation immediately.

To prevent injury to children and to protect equipment from damage, children are not allowed in laboratories, shops, studios, power plant, food service areas, mechanical rooms, any areas containing machinery with moving parts, power operated equipment, maintenance shops, physical plant garage, or any area where air quality may be compromised.

Responsibility:

The Human Resources Office is responsible for implementing the College's Children on Campus Policy for faculty and staff. The Bacone College Campus Police will be responsible for enforcing the College's Children on Campus Policy for students.⁶

⁶ Rev. 09/03/10

Bacone College Code Of Conduct

Introduction:

As members of the Bacone College community, all faculty, staff, students, members of the Board of Trustees, Officers and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The College values integrity, honesty and fairness and strives to integrate these values into its teaching, research and business practices.

Purpose:

In that spirit, this Code (the “Code”) is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. We all must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide our work. We are each individually accountable for our own actions and, as members of the College community, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

Violations:

Adherence to this Code also makes us responsible for bringing violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Raising such concerns is a service to the College and will not jeopardize one’s position or employment. Confirmed violations will result in appropriate disciplinary action up to and including termination from employment or other relationships with the College. In some circumstances, civil or criminal charges and penalties may apply.

Questions:

Any questions regarding the intent or applicability of this Code should be directed to the Executive Vice President of Bacone.

STANDARDS OF INTEGRITY AND QUALITY:

Bacone recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the College.

Frequently, Bacone’s business activities and conduct of its community members are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others will govern our conduct.

In addition, each individual is required to conduct College business transactions with the utmost honesty, accuracy and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated on the grounds that it is “customary” outside of Bacone or that it serves other worthy goals. Expediency should never compromise integrity.

CONFIDENTIALITY AND PRIVACY:

Community members receive and generate on behalf of the College various types of confidential, proprietary and private information. It is imperative that each community member complies with all federal laws, state laws, agreements with third parties, and College policies and principles pertaining to the use, protection and disclosure of such information, and such policies apply even after the community member's relationship with Bacone ends.

CONFLICT OF INTEREST/CONFLICT OF COMMITMENT:

Community members who are Bacone faculty and staff owe their primary professional allegiance to the College and its mission to engage in the highest level of education, research and scholarship. Outside professional activities, private financial interests or the receipt of benefits from third parties can cause an actual or perceived divergence between the College mission and an individual's private interests. In order to protect our primary mission, community members with other professional or financial interests shall disclose them in compliance Bacone's conflict of interest policy.

HUMAN RESOURCES:

Bacone College is dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the College prohibits discrimination and harassment and provides equal opportunities regardless of race, color, religious creed, national origin, sex, age, veteran status or any other characteristic protected by law. Where actions are found to have occurred that violate this standard the College will take prompt action to stop the offending conduct.

FINANCIAL REPORTING:

All Bacone's accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies, must be accurate, clear and complete. All entries in Bacone's books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

COMPLIANCE WITH LAWS:

Members of the Bacone College community must transact Bacone business in compliance with applicable laws, regulations, and College policy and procedure. Managers and supervisors are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, contact the individual who has oversight of the policy.

- **Contractual Obligations** — The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of Bacone College to comply with the terms and conditions of the agreement and

applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate College official are authorized to enter into agreements on behalf of the College.

- **Environmental Health & Safety, including Workplace Health and Safety** — Members of the College community must be committed to protecting the health and safety of its members by providing safe workplaces. The College will provide information and training about health and safety hazards, and safeguards. Community members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
- **Non-College Professional Standards** — Some professions and disciplines represented at the College are governed by standards and codes specific to their profession. Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards by which their members are guided. Those belonging to such organizations are expected to adhere to College policies and codes of conduct in addition to any professional standards.

USE OF COLLEGE RESOURCES

The resources of Bacone College must be reserved for business purposes on behalf of the College. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the employee's duties. Bacone College resources include, but are not limited to, the use of College systems, such as telephone systems, data communication and networking services, and the Bacone domain for electronic communication forums; and the use of College equipment, such as computers and peripherals, College vehicles and other equipment; and the use of procurement tools such as purchasing cards and petty cash; and the time and effort of other staff, students and others at Bacone.

REPORTING SUSPECTED VIOLATIONS

- Members of the Bacone community should report violations of applicable laws, regulations, government contract and grant requirements of this Code. This reporting should be made by calling the Campus Conduct Hotline at 1-866-943-5787.
- Confidentiality — Such reports may be made confidentially, and even anonymously, although the more information given, the easier it is to investigate the reports. Raising such concerns is a service to the College and will not in itself jeopardize employment.
- Cooperation — All employees are expected to cooperate fully in the investigation of any misconduct.⁷

⁷ 06/17/10

Bacone College Conflict of Interest

A conflict of interest exists when any individual covered by this policy has a relationship or engages in an activity which impairs or adversely influences his or her judgment with respect to policy promoting the best interest of the College and the public good, or which impairs or adversely influences the performance of his or her duties to the College.

A conflict of interest exists when a person benefits financially, either directly or indirectly, from his or her employment or appointment by the College save and except for compensation and financial benefits paid or granted by the College.

Disclosure:

In any case where a conflict of interest exists, or may exist, or the appearance of a conflict of interest may exist, it shall be the duty of the person covered by this policy to disclose his or her interest, including any interest in the organization or entity which may benefit from the person's association with the College and including any such beneficial interest a member of the person's immediate family may have because of the person's association with the College.

Persons who perceive the existence of a conflict of interest shall not endeavor to resolve the conflict or determine that the external benefits will not adversely affect the College; but shall make a full disclosure of the facts, circumstances, relationships and transaction by reporting to their immediate supervisors, who shall keep the appropriate officers of the College informed.

Reports shall be made promptly, and at the discretion of the person receiving the report, shall be made in writing and signed by the person making the disclosure.

Restraint on Participation:

Persons covered by this policy are encouraged to avoid relationships and transactions, which constitute a conflict of interest. When such situations cannot be avoided, the persons involved shall refrain from participating in consideration of the transaction affected by the conflict of interest, unless under special circumstances the College determines that their participation is imperative for the welfare of the College and the public good. If such a waiver is indicated, it shall be in writing and signed by the President or Board making the determination, and a copy of the Waiver shall be provided to the Chairman of the Board and the College Attorney.

Purpose:

It is the policy of the College that members of the staff shall refrain from accepting gifts or favors of significant monetary value (\$50 or more). Nor should they engage in private business or professional activities where there is or would appear to be a conflict between the individual's private interests and the interests of the College.

The College was organized and exists for the purpose of qualifying its students to engage in the learned professions or other employment of society and to discharge

honorably and usefully the various duties of life. A fundamental principle of such endeavor is the application and use of high ethical and moral standards. The purpose of this policy is to assure all who look to the College for service and leadership that those persons who teach and otherwise work in the employ of the College dedicate themselves to the welfare of the College and its students to the exclusion of ulterior purposes and conflicts of interest.

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Bacone College

Consensual Relationships

Issue:

There are special problems in any romantic or sexual relationship between individuals where one party possesses direct academic, administrative, supervisory, evaluative, counseling, or extracurricular authority over the other party. Such positions include, but are not limited to, teacher and student or assistant, supervisor and employee, senior faculty and junior faculty, mentor and trainee, advisor and advisee, counselor and client, teaching assistant and student, coach and athlete, and the individuals who supervise the day-to-day student living environment and student residents. A unique problem occurs when a consensual relationship takes place between a teacher and a student and the student is enrolled in one of the teacher's courses, or when the student is likely to be enrolled in such a course in the future. Such relationships are of significant concern to Bacone College because of the ethical and administrative problems they can pose. Because of the potential for conflict of interest, exploitation, favoritism, harassment and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided, and the trust inherent particularly in the teacher-student context.

Policy Statement:

No employee of Bacone College shall enter into or maintain any romantic or sexual relationships with students or with employees over whom they exercise any academic, administrative, supervisory, evaluative, counseling or extracurricular authority or influence. Similarly, no employee of Bacone College shall exercise any academic, administrative, supervisory, evaluative, counseling or extracurricular authority over any student or employee with whom that employee had previously been involved in a romantic or sexual relationship. Teaching professionals in particular are under a special obligation to preserve the integrity of their relationships with students, and therefore are expected to maintain at all times the highest level of professionalism with students, whether or not any real or perceived authority over the student exists.

To report activity or behavior you may observe or experience that violates this policy, you should call the Campus Conduct Hotline at 1-866-943-5787.

Employees who violate this policy will be subject to discipline, up to and including termination.

For purposes of this policy, the following terms are defined:

Employee: Any person employed by Bacone College as faculty or staff, full-time or part-time. This definition includes graduate assistants and adjunct faculty.

Student: Any person enrolled full time or part-time in any academic program

associated with Bacone College.

Consensual relationship: A sexual and/or romantic relationship between two persons who voluntarily enter into such relationship.

Non-consensual relationships are addressed in the Bacone College sexual harassment policy. Marital and family relationships are addressed in the Bacone College nepotism policy.

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Bacone College

Drug, Alcohol and Weapons Policy and Procedures

Overview of Policy:

Bacone College (the “College”) has established a drug-free workplace policy that includes drug and alcohol testing. The purpose of testing is to determine whether the body system contains a detectable amount of illegal drugs or alcohol. The presence of such drugs or alcohol, if detected and verified at or in excess of the prohibited levels, will be grounds for denial of employment or status as a student, termination of existing employment or status as a student.

An applicant’s failure to properly execute and fully comply with the terms, conditions, and obligations of our DRUG-FREE WORKPLACE POLICY will automatically result in rejection of an application for employment or status as a student. Once hired or admitted, continued full compliance is a condition of continuing employment or status as a student.

For simplicity, “employee/student” is used to refer to an employee, a student, or an applicant for employment or admission of a student.

Statement of Policies:

- A. The College prohibits the following conduct at all times, on or off duty, on or off College premises, by employees and students:
 - 1. Distributing, dispensing, manufacturing, possessing, selling, transferring, obtaining or using illegal drugs or controlled substances. Such substances include, but are not limited to, the substances listed on Appendix A.
 - 2. Abuse of legal (“Prescribed”) drugs including but not limited to distributing, dispensing, obtaining or selling prescription drugs or abusing legal drugs in any manner contrary to the specified restrictions imposed by valid prescription.

- B. The College prohibits the following conduct in all College vehicles, offices, workplaces, premises and job locations, and at anytime while on College business, by all employees and students at all times.
 - 1. Distributing, dispensing, manufacturing, possessing, selling, using, transferring, obtaining, consuming, or being under the influence of, alcohol, illegal drugs, prescribed drugs that can adversely affect a person’s ability to perform that person’s job or ability to drive or maintain safety for others, or drug paraphernalia.
 - 2. If an employee or student is taking any Prescribed drug or over-the-counter drug that may cause a reduction in the ability to perform the employee’s job (or the requirements of -. the student’s activities) properly, to drive, or to maintain the safety of others, the employee/student must report the use of the drug to the College’s Human Resources Director. The College will Maintain all reports of such drugs in separate, confidential files, and will

disclose the use of such drugs only to such supervisors as need to be aware of and to take appropriate responses to the use of such drugs. The College may require that other uses of Prescribed drugs be reported in the same way.

Duty to Report:

- A. Any College employee, student or applicant who has any knowledge of any violation of any part of this Policy is required to immediately and fully report the matter to his/her supervisor, to the personnel manager for his/her job site, or to the Vice President of Academic Affairs. Failure to report a known or suspected violation constitutes a violation of this Policy and will subject the employee/student to disciplinary action.

Employees, Applicants and Students who may be tested:

- A. At the discretion of the College, it may periodically and randomly test any employee or student upon his/her return to duty after a counseling or rehabilitation program for drug or alcohol abuse, or at any time or times within two years after the last time that the employee/student returns to work or school after counseling or rehabilitation.
- B. Reasonable Suspicion to believe the employee/student is abusing or under the influence of drugs or alcohol may subject him/her to testing in the College's discretion. "Reasonable Suspicion" is described below.
- C. The College will conduct drug tests of athletes as required by league and NAIA rules.

Reasonable Suspicion:

The College has "Reasonable Suspicion" if it believes that an employee/student is using or has used drugs or alcohol in violation of this Policy, and that the College's belief is based on objective and articulable facts and reasonable inferences from those facts in light of the College's experience. The College's "Reasonable Suspicion" may be based on the following, among others not listed:

- A. The observation of the physical or mental symptoms of being under influence of drugs and alcohol.
- B. The direct observation of drug or alcohol use during work, class, campus activity or while on duty.
- C. A report of drug or alcohol use while at work, class, campus activity or while on duty, provided by a source that the College considers reliable and credible and for which the College has obtained independent corroboration;
or
- D. Evidence that the employee/student is involved in the use, possession, sale, solicitation or transfer of drugs while on duty or while on the College's premises or operating the College's vehicles, machinery or equipment.

Testing Procedures:

The following procedures apply to the drug and alcohol tests taken under this Policy.

- A. The substances described on Appendix A are subject to testing under this Policy.
- B. All drug and alcohol tests must be ordered by the College's Human Resources Department, after that Department has gathered the information that it deems necessary to justify a test under this Policy. Any supervisor may request the Human Resources Department to order a drug or alcohol test, and shall furnish such information that such Department requires in connection with the supervisor's request. Any employee/student may request random drug and alcohol testing for that employee/student to facilitate the employee/student's recovery or maintenance of his/her freedom from the abuse of drugs or alcohol.
- C. All tests shall be obtained and performed by a testing facility that is licensed to - . perform drug and alcohol test under the Oklahoma Standards for Workplace Drug and alcohol Testing Act (the "Act"); except that tests performed in another state will meet the standards or that state's laws which will deemed the "Act" for those tests; provided that if a state does not have such laws, then the Oklahoma Act's standards will apply. All tests shall be conducted by licensed drug testing facilities or by personnel of such a facility off-site, in conformity with Oklahoma statues and regulations, including the Act and (for tests performed in Oklahoma) the Oklahoma Department of Health's Regulations, Chapter 638, Sections 310:638-1-1, and any other regulations, as amended from time to time. The College may use local, licensed, facilities to obtain samples and to transmit them to the testing facility while maintaining the required chain of control. The College may change testing facilities without notice.
- D. All samples shall be obtained in reasonable and sanitary circumstances. All tests shall be obtained under procedures that minimize the possibility that a sample may be switched or tampered with, but the direct observation of providing a urine sample is not permitted.
- E. All samples shall be collected in a sufficient quantity to split the sample into two separate samples.
- F. The employee/student may be required to initial a label on each sample. The testing facility shall observe strict chain-of-custody standards, and shall retain the chain-of-custody records for at least 6 years. The testing facility also shall assure the security of the samples, to avoid the risk of switching or -contaminating a sample.

- G. At the time of the collection of a sample, the employee/student may submit a written statement of health conditions, or of prescription or over-the-counter drugs being taken that may impact on the test results. Any such written statement shall be submitted to the testing facility along with the samples. An employee/student's failure to submit a written statement shall create a presumption that the employee/student does not have any condition, or has not taken any legal drug, that may impact on the test results.
- H. All drug and alcohol samples taken from a current employee/student shall be taken during, or immediately after, the employee/student's regular work period. The employee/student shall be paid for the time spent giving the sample. The College will pay all of the costs of the drug tests, including the second, confirming test, but not including a re-test.
- I. The testing facility's director, or another person designated by the testing facility and qualified by the Oklahoma Department of Health, is the "Review Officer" for this testing policy.
- J. The testing facility shall not advise the College of a positive drug or alcohol test result unless an initial positive result has been confirmed by a gas chromatography, gas chromatography-mass spectroscopy, or scientifically equivalent method. If the Review Officer receives an explanation for positive test result, that the Review Officer deems medically acceptable after an investigation, the testing facility shall not disclose the test result as positive. No results shall be reported as positive unless they are at, or higher than, the testing cutoff points allowed by the Oklahoma State Board of Health.
- K. The testing facility shall retain a sufficient amount of the sample to permit a retest, if any employee/student requests a re-test within 30 days after the employee/student is advised of the test results. All re-tests shall be done at the employee/student's prepaid expense, but if the retest results show the absence of the drug or alcohol that was initially detected, the College will reimburse the employee/student for the cost of the re-test. If the employee/student is disciplined as the result of the first test results, the discipline shall be carried out without delay, unless the President's office decides to delay the discipline pending the results of the re-test
- L. An employee/student may appeal in writing to the President of the College to have a positive test removed from the employee/student's records, or to overturn any discipline imposed on that employee/student, within 30 days after the employee/student learns of the test results or the discipline. The employee/student may submit evidence and written arguments to the Human Resource's Department, within 45 days after

the employee/student learns of the test results or the discipline. The President's office shall review the employee/student's appeal, and may conduct an investigation or hearing if they deem it to be warranted. An employee/student is not entitled to a hearing with an attorney present, but the President may, in his/her discretion, allow a hearing with or without an attorney.

- M. All records relating to drug or alcohol testing, results, communications relating to the results, or related information, shall be maintained separately from the employee/student's personnel files. These records shall be confidential, and shall not be released except to the employee/student on the employee/student's written request, upon the receipt of a valid court order, or in connection with a claim or dispute involving the employee/student and the College. All such records are the College's property. The employee/student may receive a copy, and may inspect the originals in the presence of a Human Resource's employee, but the employee/student is not entitled to receive the original records.
- N. The testing facility shall not disclose any results relating to the employee/student's pregnancy, general health, or drugs that are not subject to testing under this policy, but shall confine its report to the college to the specific drugs and alcohol for which the test was submitted; provided that if the drug test is part of a general "fitness for duty" exam, other information may be submitted to the College.

Required Cooperation with Drug or Alcohol Testing:

All employees and students are required as a condition of continued employment, or status as a student, to comply with the following requirements:

- A. Voluntary, written, continuing consent (as required by the College) authorizing the collection of blood and/or urine specimen(s) from the employee/student for the purpose of performing urinalysis and/or blood testing to detect specified levels of drugs and alcohol;
- B. Voluntary, written consent to authorize the testing facility to release the testing College's conclusions to the College;
- C. Providing samples as and when required in conformance with this Policy; and performing the other duties stated in this Policy.

Discipline:

An employee/student whose alcohol or drug test is confirmed positive, or who otherwise violates this Policy, is subject to discipline as follows:

- A. Refusal to provide consent, revocation of consent, and/or failure or refusal to submit to testing:

Immediate withdrawal of consideration of an application for employment or admission of a student, or immediate termination of employment or status as a student.

- B. Confirmed positive test results for illegal drugs or substances in excess of established limits:

Immediate withdrawal of consideration of an application for employment or admission of a student, or immediate termination of employment or status as a student.

- C. Other violations:

Discipline up to and including termination of employment or status as a student.

Oklahoma law states that if an employee is terminated because of a positive drug or alcohol test, or because he/she refused to cooperate with a drug or alcohol test, that employee is not entitled to Unemployment Compensation.

Employee Assistance:

The College Employee Assistance Program (EAP) will provide confidential employee evaluations and referrals for drug or alcohol abuse counseling, treatment or rehabilitation. To take advantage of this service, contact Human Resources for more information.

Possession of Paraphernalia, Firearms, Weapons, Or Stolen Property:

No firearms are permitted to be possessed on the College's premises, or on any premises at which the employee/student works, learns, studies or participates in a program, on behalf of the College or in connection with a College program. Any employee/student who has in his/her possession, control or personal effects any drug paraphernalia, firearms, weapons or stolen property is subject to discipline up to and including termination as an employee or expulsion as a student. This applicable law does not permit the College to prohibit such possession of firearms. Any items prohibited by this Policy may be confiscated by the College and may be turned over to law enforcement officials.

Inspection:

To insure commitment to this Policy, each employee/student authorizes inspection of the employee/student; his/her vehicles, their property and property under their control, while any of the above are on College premises. As a condition of continued employment or status as a student, employees/student will be required to voluntarily consent to an inspection, in writing, upon request.

Criminal Drug Statute Convictions:

Employees who are convicted of a violation of Federal or State Drug statutes, including a plea of no contest, for an occurrence on or off College premises or job location(s), are subject to suspension or termination as determined in the sole discretion of management, depending upon the severity or frequency of the violation. Students are subject to suspension or dismissal.

A “first offense” conviction for violation of alcohol related statutes including DUI, DWI, transporting open container and public drunk, may be grounds for the imposition of a probationary period of employment if such incident does not involve an injury to persons or property, or death. The probation will be for the period of one year or for the period sentence (including deferred, suspended and probationary sentences) imposed by the court, whichever is longer. Management may, however, terminate the employee or dismiss a student for such an offense.

If such alcohol-related activity, that results in a conviction, (A) involves any injury to persons or property or death, or if such activity involves a College vehicle or property or -occurs while the employee/student is on College business or involved in a College activity, or (B) results a. second or subsequent conviction, such activity will subject the employee/student to suspension, termination or dismissal as determined in management’s discretion.

Any conviction for a drug- or alcohol- related offense shall be deemed appropriate grounds for periodic random drug and alcohol testing of that individual.

Failure to properly and timely notify the appropriate College personnel within five (5) days of a criminal drug or alcohol conviction will result in automatic termination of employment and removal from College premises and vehicles.

Changes to this Policy:

The President, or someone or some committee appointed by the President, may decide to change this Policy. The College may change this Policy by distributing a copy of the changes to its employees/students, and by posting a copy of the changes on its - . employee bulletin boards, at least 30 days before the changes go into effect. A change in testing facilities is not considered a change in this Policy.

Appendix A

Prohibited Substances:

The following substances are prohibited and are subject to testing:

- Alcohol.
- Marijuana and Cannabinoids.
- Cocaine.
- Methaqualone.
- Opiates.
- Synthetic narcotics including codeine, hydrocodone, hydrocodone, hydromorphone, meperidine, methadone, oxycondoe and propoxyphyene.
- Phencyclidine (PCP)

Barbiturates including amobarbital, butalbital, pentobarbital and secobarbital.
Benzodiazepines including diazepam, chlordiazepam and alprazolam.
Amphetamines including amphetamines, methamphetamines,
Methylenedioxyamphetamine methylenedioxymethamphetamine and
phentermine.
Any other substance for which the United States Department of Health and
Human Services has established an approved protocol and positive threshold
for - a substance not listed above that is listed in Schedule I, II, or III of the
Federal Controlled Substances Act.
Any metabolite of any of the substances listed above.

The following substances are prohibited even if a testing protocol has not been
established:

Synthetic narcotics and designer drugs.

Tested Substances:

The following substances are prohibited and are subject to testing:

Alcohol.

Marijuana and Cannabinoïds

Cocaine.

Methaqualone.

Opiates.

Synthetic narcotics including codeine, hydrocodone, hydrocodone,
Hydromorphone, meperidine, methadone, oxycodone and propoxyphene.

Phencyclidine (PCP).

Barbiturates including amobarbital, butalbital, pentobarbital and secobarbital.

Benzodiazepines including diazepam, chlordiazepam and alprazolam.

Amphetamines including amphetamines, methamphetamines

Methylenedioxyamphetamines, methylenedioxymethamphetamine, and
phentermine.

Any other substance for which the United States Department of Health and
Human Services has established an approved protocol and positive threshold
for a substance not listed above that is listed in Schedule I, II, or III of the
federal Controlled Substances Act.

Any metabolite of any of the substances listed above.

The following substances are prohibited even if a testing protocol has not been
established:

Synthetic narcotics and designer drugs.

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Bacone College

Emergency Procedures

FIRE EMERGENCIES:

If you smell or see smoke, electrical sparks, fire, etc., you should:

1. Pull fire alarm box and make sure the building is evacuated.
Everyone must leave building when alarm sounds.
2. Dial 9-1-1 to report the fire. If calling from a campus phone you must dial 9-9-1-1. You must give your location, Bacone College, 2299 Old Bacone Road, or 2360 Shawnee Bypass if you are at the Conference Center. You should also give your building and room number if applicable.
3. Dial 918-781-7200 - 24 hours a day to notify Campus Police You **MUST** call this number after calling 9-1-1.
Post a responsible person outside to direct emergency workers.

POLICE EMERGENCIES:

If you have an emergency need for Police:

1. Call 9-1-1 to report the emergency. If calling from a campus phone you must dial 9-9-1-1. You must give your location, Bacone College, 2299 Old Bacone Road, or 2360 Shawnee Bypass if you are at the Conference Center. You should also give your building and room number if applicable
2. Call the Bacone College Campus Police 24 hours a day at 918-781-7200, or dial 0 from any campus phone to reach our help desk at the Conference Center
3. Seek out others so you are NOT alone.
If you feel there is a danger to anyone call 9-1-1.

If you have a non-emergency security concern call Bacone Campus Police 24 hours a day at 918-781-7200, or dial 0 from any campus phone to reach our help desk at the Conference Center.

MEDICAL EMERGENCIES:

If someone in your area is in need of emergency medical attention you should:

1. Call 9-1-1 to report the Medical Emergency. If calling from a campus phone you must dial 9-9-1-1. You must give your location, Bacone College, 2299 Old Bacone Road, or 2360 Shawnee Bypass if you are at the Conference Center. You should also give your building and room number if applicable.
2. Call the Bacone College Campus Police at the College's 24-hour emergency phone number 918-781-7200.
3. Send someone outside to wait for the Ambulance.
4. Transport of injured/ill school employees or students is not to be performed by school personnel.

MEDICAL NON-EMERGENCIES:

If faculty or staff member in your area is in need of non-emergency work-related medical attention you should contact Human Resources at 918-781-7363 or 918-781-7362.

If a student in your area is in need of non-emergency medical attention, students should seek their own physician - - Bacone College will assist them to ensure they receive help. We can alert the EMS system or provide cab fare to get to the nearest suitable medical facility. We can make sure parents or guardians are called. Refer to Student Handbook on the Bacone web site.

FOR ALL OTHER EMERGENCIES YOU SHOULD:

Call the Bacone College Campus Police 24 hours a day at 918 781-7200, or dial 0 from any campus phone to reach our help desk at the Conference Center

IN ALL CASES: YOU MUST CALL THE COLLEGE'S 24-HOUR EMERGENCY PHONE NUMBER 918-781-7200 WHEN REPORTING AN EMERGENCY ON CAMPUS.

Bacone College

Faculty & Staff Housing Procedures

Purpose:

To set forth the procedures of Bacone College with respect to the assignment of Campus housing for Faculty and Staff.

Classification of Eligible Employees:

- Full-time Faculty - who are defined as full time faculty in the Faculty handbook and have received an annual contract.
- Senior Management Staff — Full Time Staff who have senior management responsibilities.
- Management Staff — Full Time Staff who have direct management responsibility.
- Full Time Staff — Full Time Staff with specific assignments, which require on-campus responsibilities.

Availability:

Campus Housing shall be available to the above listed Classification of eligible employees using the following criteria:

- Special need of availability to the College
- Ranking from Eligible Employees - Full-time Faculty, Senior Management Staff, Management Staff, and Full-time staff. (See above)
- Length of Service to the College
- New Hire

Procedures:

Any available housing may be assigned at any time to meet the needs of the College. The President shall determine such special need. Following the Application process the successful applicant shall execute a lease and agree to payroll deduction for all due payments.

Bacone College

Family & Medical Leave Act Policy

I. FAMILY & MEDICAL LEAVE ACT POLICY

A. Family Care Leave

Bacone College provides several kinds of leaves of absence to meet the individual needs of employees and their families, and as required by various state and federal laws. Eligibility, benefits, length of leave and job protection vary, depending on the reason for leave and the length of time the employee has worked for Bacone College.

An “FMLA Eligible” employee, as used in this leave policy, means an employee who (1) has been employed by Bacone College for at least 12 months; (2) has actually worked at least 1,250 hours in the previous 12-month period; and (3) works in a location within 75 miles of at least 50 Bacone College employees. Certain military service may be counted toward the 12-month and 1,250 hour thresholds. Employees who do *not* meet these specific requirements may still be eligible for some types of leave depending on the reason and length of leave.

For purposes of measuring the maximum amount of leave available to an employee, Bacone College generally uses a rolling 12-month period; measured backward from the date the employee takes leave.

Family care leave is available only to FMLA-eligible employees in order to care for a newborn, newly adopted or newly placed foster child, or to care for a child, parent, or spouse with a serious health condition. The maximum amount of family care leave is 12 weeks in a 12-month period, though this entitlement may be offset by any medical, military exigency, or military caregiver leave the employee has taken during that period. The 12-month period is a rolling period; measured backward from the date any employee takes leave.

Leave to care for a newborn, newly adopted or newly placed foster child must be taken within 12 months of the birth or placement. When leave is taken for this reason, it must generally be taken in periods of at least two weeks. Where both spouses work for Bacone College, they have one shared 12-week leave entitlement to care for a new child or ill parent.

Leave to care for an ill family member may be taken intermittently depending on the opinion of the family member’s health care provider.

B. Medical Leave

Medical leave is available to employees who are unable to work due to a serious health condition, as certified by their health care provider. Generally, this type of leave is available only for medical conditions that result in a period of prolonged incapacity (more than three days), but is also available for chronic health conditions for which the employee is being medically supervised. All employees are eligible for

this type of leave, but reinstatement rights vary depending on whether an employee is FMLA Eligible and on the reason for leave. The maximum amount of medical leave under this policy is generally 12 weeks in a 12-month period, though this entitlement may be offset by any family care, military exigency, or military caregiver leave the employee has taken during that period. The 12-month period is a rolling period; measured backward from the date any employee takes leave. The leave may be taken intermittently or on a reduced work schedule, based on the health care provider's recommendation. Where required by law, additional leave beyond the 12-week period is available. See Human Resources for further information.

C. Military Exigency Leave

FMLA-eligible employees may take a Military Exigency Leave to deal with a qualifying exigency related to or affected by the active military duty or call to active military duty in the National Guard or Military Reserves of the employee's spouse, son, daughter or parent. Qualifying exigencies include (1) the deployment on short notice of the family member; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) other post-deployment activities; and (8) miscellaneous activities agreed to by Bacone College and the employee if the timing and duration of leave are also agreed to. The maximum period of leave is up to 12 weeks in a 12-month period, though this entitlement may be offset by any family care, military caregiver, or medical leave taken in that period.

D. Military Caregiver Leave

FMLA-eligible employees may take a Military Caregiver Leave to care for a spouse, son, daughter, parent or next of kin who is a member of the Armed Forces and who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or on the temporary disability retired list, for a serious illness or injury incurred in the line of duty while on active duty. The maximum period of leave is up to 26 weeks of leave in a 12-month period. Military Caregiver Leave is generally a one-time entitlement and has a special 12-month leave period measured forward from the first day the employee takes Military Caregiver Leave. Additional Military Caregiver Leave is available, however, if the military family member sustains a later injury or illness or for the injury or illness of a different military family member. When both spouses work for Bacone College, they are limited to a combined total of 26 weeks for Military Caregiver Leave.

E. How to Request Leave

Requests for family care, military exigency, military caregiver, and medical leave must be approved in advance by your Manager and the Human Resources Department. Employees must provide Bacone College with at least 30 days advance notice before the leave is to begin. If the need for leave is not foreseeable, and 30 days notice is not possible, notice must be given on the same day that the employee learns of the need for leave, or the next business day, unless circumstances make this impracticable. Leave requests should be made in writing and must set forth the reasons for the requested leave, the anticipated start date of the leave, and the

anticipated duration of the leave.

Employees who request a leave because of their own or a family member's health condition (including pregnancy and military caregiver leave) must submit written medical certification from a health care provider to support the leave request. If an employee fails to provide the required medical certification within 15 days of requesting leave, Bacone College may deny or delay the leave. Medical certification forms are available from the Human Resources Department.

Subject to the approval of the health care provider, employees are expected to consult with their Manager prior to the scheduling of medical treatment for themselves or a family member in order to work out a schedule which best suits the needs of both the employee and Bacone College.

Leave extension requests should be made two weeks before the end of the scheduled leave, if possible. Where the leave extension is for the employee's or a family member's serious health condition, the request must include medical certification of the need for continued leave.

Failure to comply with these notice requirements may result in denial or deferral of the requested leave.

F. Compensation and Benefits During Leave

Generally, leaves under this policy are unpaid. Employees may choose to use accrued paid leave during leave, and in some circumstances *must* use accrued paid leave, as follows:

- Sick leave *must* be used during medical leave, military caregiver, or family care leave to care for an ill family member.
- Vacation *must* be used during medical, military caregiver, military exigency, and family care leave.
- Use of vacation and/or sick leave is optional, not required, during periods the employee is receiving any kind of income replacement benefits, such as workers' compensation or disability leave benefits.

Using paid leave will not extend the maximum amount of leave available. When paid leave is exhausted, the remaining leave is unpaid. Sick leave and vacation benefits will continue to accrue only during the portion of leave during which an employee is receiving sick leave or vacation pay.

Bacone College will maintain group health insurance coverage for FMLA-eligible employees for up to a combined total of 12 weeks of family, medical or military exigency leave, and up to 26 weeks of military caregiver leave. The employee will continue to be responsible for paying the employee's portion of applicable group health insurance premiums, and for all other benefits during the period of leave if the employee wishes such benefits to continue. Employees who are not FMLA eligible or who exhaust their 12-week (or 26-week) benefit entitlement, and their 12 weeks of Short Term Disability, may continue coverage at their own expense under COBRA.

An employee who fails to return from leave may be required to repay insurance premiums paid by Bacone College during the leave.

G. Return To Work

All employees returning from medical leave must provide medical certification of their fitness to return to work.

Although Bacone College is unable to guarantee reinstatement in all cases, in general an employee who returns to work at the end of his or her leave will be returned to his or her former position or to an equivalent position, subject to certain limitations. FMLA-eligible employees who return to work within the 12-week period (or within the 26-week period from military caregiver leave) will be reinstated to the same or equivalent position, unless the employee would have been terminated for reasons unrelated to the leave (for example, position elimination), or if the employee can no longer perform the essential functions of the job. Employees returning from leave after more than 12 weeks due to a work-related injury will be reinstated except where reinstatement is unavailable due to business necessity.

Bacone College reserves the right not to reinstate FMLA-eligible employees who are considered “key” employees. Bacone College will notify such employees of their “key employee” status and the conditions under which they may be denied reinstatement, if applicable.

H. Termination

If the employee’s prior position or an equivalent position is not available at the end of the approved leave, employment will be terminated.

In addition, an employee is considered to have resigned voluntarily if:

- The employee does not return to work on the next regularly scheduled workday after the end of the approved leave period;
- The employee does not return to his or her original position or an equivalent one as soon as he or she is able;
- The employee has accepted other employment during the leave period.

II. MILITARY LEAVE

Employees who are absent from work for duty in the uniformed services will be granted an unpaid military leave and reinstatement rights in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Bacone College will continued group health benefits during leaves of up to 30 days, and thereafter the employee may continue coverage at the employee’s expense for up to 24 months under the provisions of USERRA. The maximum cumulative period of military leave during an employee’s employment with Bacone College is five years, subject to certain exemptions. Employees who have annual

military obligations are required to schedule their leave with the Human Resources Department as far in advance as possible.

Eligibility for employment reinstatement following a period of service in the uniformed services is in accordance with USERRA. Upon reinstatement, an employee's compensation, benefits, retirement eligibility, and length of service will be calculated as if he/she had been continuously employed during the service leave period.

Please contact the Human Resources Department for additional details regarding military leave.

The Family and Medical Leave Act of 1993 (FMLA) took effect on August 5, 1993. Eligible employees with at least 12 months of service may request up to 12 weeks unpaid leave in any 12-month period for one or more of the following reasons:

- To care for the employee's newborn child or child placed with the employee for adoption or foster care
- To care for employee's spouse, son or daughter, or parent, who has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the employee's job

For purposes of this Policy, a serious health condition is an illness, injury, or physical or mental condition involving inpatient care or continuing treatment by a healthcare provider. Requests for leave to care for other seriously ill family members or members of an employee's household will be considered on a case-by-case basis

FMLA - 'Servicemember Family and Medical Leave

The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for a covered family member's service in the Armed Forces ("Servicemember FMLA"). This policy supplements our FMLA policy and -, provides general notice of employee rights to such leave. Except as mentioned below, an employee's rights and obligations to Servicemember FMLA Leave are governed by our existing FMLA policy.

Employee Entitlement to Servicemember FMLA:

Leave Entitlement:

Servicemember FMLA provides eligible employees unpaid leave for anyone, or for a combination, of the following reasons:

- A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

Duration of Servicemember FMLA:

- When Leave Is Due To A “Qualifying Exigency”: An eligible employee may take up to 12 workweeks for leave during any 12-month period.
- When Leave Is To Care for an Injured or Ill Service Member. An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the servicemember. Leave to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.
- Servicemember FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

Leave under State Military Leave Laws:

A growing number of states provide leave for family members of servicemembers. The entitlements for such leave differ from state to state. Our policy is to comply with such laws in any circumstances where they apply to employees of Bacone.

Bacone College Health Insurance Portability and Accountability Compliance (HIPAA) Policy

Bacone College is not a covered entity as defined by HIPAA; however, we do maintain health care and related plans that are subject to HIPAA requirements. Thus, Bacone College has made a decision that HIPAA privacy and security provisions will apply to protected health information (PHI) maintained by Bacone College.

HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security and health information electronic transmission.

Bacone College will consider any breaches in the privacy and confidentiality of handling of PHI to be serious, and disciplinary action will be taken in accordance with our Code of Conduct.

Bacone College has designated a HIPAA compliance officer (HCO), and questions regarding policy provisions should be addressed to the HCO. This policy is supplemented by new operating procedures issued by the HCO and will be effective immediately. Bacone records that are governed by this policy will be maintained for a period of no less than six years, and when the maximum retention period has passed, the records will be subject to Bacone College's record destruction policy.

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Bacone College

Health Insurance Portability and Accountability (HIPAA)

Bacone College has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by Bacone representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

PHI refers to individually identifiable health information received by the company's group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

Bacone College has designated the Director of Human Resources as the HIPAA Compliance Officer (HCO), and any questions or issues regarding PHI should be presented to the HCO for resolution. The HCO is also charged with the responsibility for a) issuing procedural guidelines for access for PHI; b) developing a matrix for personnel who will need access to PHI; and c) developing guidelines for describing how and when PHI will be maintained, used, transferred or transmitted.

Annually or as necessary, the company performs enrollment, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures approved by the HCO. General rules follow:

Disclosures that do not qualify as PHI-protected disclosures include:

disclosure of PHI to the individual to whom the PHI belongs, requests by providers for treatment and/or payment, disclosures requested to be made to authorized parties by the individual PHI holder, disclosures to government agencies for reporting or enforcement purposes, disclosures to workers' compensation providers and those authorized by the workers' compensation providers.

Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.

Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving workers' compensation and/or short- or long-term disability and medical information received to verify ADA or FMLA status.

Personnel' record and disclosures of PHI will be maintained for a period of six years

as required by federal law, unless a state law requires a longer retention period. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data is not compromised in the future in accordance with the company record destruction policy.

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Bacone College Internet, Email, and Network Policy

Every Bacone College employee is responsible for using the College Computer System properly and in accordance with this Policy. The term computer system in this document applies to the network, both wired and wireless, Internet access, email system, and all hardware and software. Any questions about this Policy should be addressed to Human Resources.

The computer system is the property of Bacone College. It has been provided by Bacone College for use in conducting College business. All communications and information transmitted by, received from, or stored in this system are College records and the property of Bacone College. Use of the computer system for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Bacone College computer system. Bacone, in its discretion as owner of the computer system, reserves, and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the system, for any reason and without the permission of any employee.

The confidentiality of any message or file stored in, created, received, or sent from the Bacone College computer system cannot be assured. Use of passwords or other security measures does not in any way diminish Bacone College's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Employees should be aware that deletion of any E-mail messages or files would not truly eliminate the messages from the system. All E-mail and files are stored on a central back-up system in the normal course of data management.

Bacone has the right to retrieve and read any E-mail messages. All messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them. Any exception to this Policy must have the prior approval of The Office of the President.

Bacone's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

Users should routinely delete outdated or otherwise' unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users

should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memorandums written on Bacone College letterhead.

Any employee, who wishes to send out an E-mail message to all employees, must first have the message approved by their Department Team Member.

Because E-mail records and computer files may be subject to discovery in litigation, Bacone College employees are expected to avoid making statements in E-mail or computer files that would not reflect favorably on the employee or Bacone College if disclosed in litigation or otherwise.

The College has software and systems in place that can monitor and record all Internet usage.

The College reserves the right to inspect any and all files stored on campus computers and personal computers utilizing the college network on Bacone College property, in order to insure compliance with policy.

Sexually explicit, hostile or demeaning material may not be displayed, archived, stored, distributed, edited or recorded using the College network or computing resources.

Use of any College resources for illegal activity is grounds for discipline.

No employee may use the College network knowingly to download or distribute pirated software or data.

No employee may use the College's computer facility to deliberately propagate any virus, worm, Trojan horse, or trap door program code.

Employees may not use the College network to download entertainment software, music, games, or to play games over the Internet. Streaming video or audio sites are not to be accessed at any time.

All employees must keep their passwords confidential. An exception would be for passwords requested by Bacone College administration for files or programs that may need to be accessed by Bacone College.

Any file that is introduced into the Bacone College Network must be scanned for viruses before it is accessed.

Employees should not modify any computer network system settings.

Downloading of wallpaper, screen savers, etc, are prohibited. No software is to be installed unless supplied or approved by the College's IT Department.

The 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 Office of the President. Employees, if uncertain about

whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the Office of the President.

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¹⁴ 04/03/09

Bacone College Jury Duty

Employees are responsible for notifying their Supervisor, of impending jury duty, immediately upon receipt of notice to serve. Sufficient notice will allow the Supervisor to reschedule work assignments in the department or to make an appropriate request to the judge for the release or rescheduling of any staff member called for jury duty during a time when his/her absence would impair necessary College operations.

Employees who are called for jury duty will receive full pay, provided:

They give the College their jury pay and report for work on any full or partial day during which they are released from jury duty.

A copy of the jury duty summons should be attached to a signed Leave Request and turned into Human Resources.

Bacone College Keys/Fobs Requests

Issue:

Requests for room or building access.

Rationale:

To have a standard policy for all requests for a room or building access.

Policy Statement:

All requests for room or building access needs to be presented on the ACCESS REQUEST form located on the J: drive in the HR folder. The form needs to be approved by a TEAM Member and forwarded to HR.

Keys are only issued to full-time employees or DAE/Student Assistant Employees. Keys are not issued to part-time employees, temps, adjuncts, FWS, IWS or main campus students.

An e-mail will be sent when the request has been filled and the key/fob can be picked up at the Bacone Conference Center upon showing their Bacone ID.

Part-time employees, temps, adjuncts, FWS, IWS or main campus students may sign out keys at the front desk of the Bacone Conference Center of the President's Office.

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Bacone College

Non-Instruction Policy

Purpose:

All employees of Bacone College play a vital role in assisting the College in meeting its mission of providing a quality higher education in a nurturing Christian environment for its students and fellow employees. In the course of providing these educational opportunities there is the possibility for the situation to arise where a faculty member, or staff member who has been assigned an instructional role in a course, may be assigned to teach or advise an immediate family member. Since the criteria for assessing student performance includes an evaluation process that is merit-based, it is vital that this process be free from favoritism and as fair and objective as possible. To help accomplish this goal, Bacone has put into place an anti-nepotism policy regarding faculty and staff being an instructor or having any supervisory responsibility for an immediate family member.

Policy:

All Bacone faculty and staff who have been assigned an instructional role in a course or are responsible for any internship or volunteer projects for which grades or credit towards graduation are awarded are prohibited from teaching or supervising immediate family members. For the purposes of this policy, "immediate family" is defined as a close relative including: parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first cousin, spouse, domestic partner, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half brother, half sister and by guardianship and/or adoption a person residing in the immediate household except live-in household employees or roomers. Relatives of domestic partners shall be treated as relatives of spouses.

Requests for exceptions to this policy must be submitted to the Vice President and Dean of Faculty and approved by the President or the Executive Committee of the Board of Trustees as appropriate, and are at their discretion.

If you experience or observe an incident that violates the Non-Instruction Policy, you should make a report to the Campus Conduct Hotline by calling 1-866-943-5787.

Violations of this policy will be subject to discipline, up to and including termination.

¹⁶Rev 06/17/10

Bacone College Off Campus Groups Meeting Room Requests

Issue:

The campus receives a number of requests from off-campus groups requesting meeting rooms.

Rationale:

To have a standard policy for off-campus requests for meeting rooms.

Policy:

1. Each off campus group seeking to use meeting rooms must have a Team Member sponsor.
2. Housing & Hospitality will prepare a form for Team member's use and schedule meeting room requests for off-campus groups. Housing & Hospitality will establish an appropriate rental rate for the meeting room requests.
3. Meeting room rates for all Tribal /ABC groups shall be waived.
4. Snacks/meals must be ordered through Sodexo.

BACONE COLLEGE

Policy and Procedure Regarding Official Institutional Information

Bacone College requires all of its employees to follow the College's policy regarding the creation and distribution of official information through all forms of communication, i.e., email, social media, the College's website, mail, etc. Therefore, employees in any and all departments must get approval from each department's Senior Management Team member before releasing official information about the College through any form of official communication. This approval is to ensure that the information communicated is current and accurate. Examples of official information are tuition, fees, academic programs, academic policies, information contained within the Faculty Handbook, Student Handbook, General Policies Handbook, Academic Catalog, etc. Senior Management Team members requesting an addition or change in official information about the Institution must first get approval from the Office of the President and receive notification if other internal approval processes are necessary besides the President's approval.

Bacone College

Policies Under the Fair & Accurate Credit Transaction Act's Red Flag Rules

It is the policy of Bacone College to comply with the regulations of the Federal Trade Commission pertaining to the detection and prevention of identity theft, the "Red Flags Rules," which became effective November 1, 2008.

Bacone College will comply with the regulations, where applicable, as set forth below:

I. Policy on the Detection of Address Inaccuracies

A. Applicability:

This policy applies to Bacone College insofar as it uses consumer reports from consumer reporting agencies for a purpose permitted by the Fair Credit Reporting Act, such as for employment or credit verification purposes.

B. Required Response to Notice from Consumer Reporting Agency:

Verification of Information:

If Bacone College receives a notice from a consumer-reporting agency that a consumer's address that Bacone College provided to the consumer-reporting agency for the purpose of obtaining a consumer report is substantially different than the address that the agency has on file for the consumer, Bacone College shall take reasonable steps to verify that the consumer report requested relates to the consumer about whom Bacone College is seeking information.

Such reasonable steps include, but are not limited to:

Comparing the information received in the consumer report with the information Bacone College obtains and uses to verify the consumer's identity.

Comparing the information received in the consumer report with the information Bacone College maintains in its own records, such as applications, change of address notifications, etc.

Verifying the information in the consumer report with the consumer about whom the information is sought.

Response to Consumer Reporting Agency:

Once Bacone College has verified that the consumer about whom information is sought is reasonably related to the consumer identified by the consumer-reporting agency, Bacone College will furnish the consumer's address to the consumer-reporting agency as part of the information it regularly furnishes for the reporting period in which it establishes a relationship with the consumer.

II. Policy Detection and Prevention of Identity Theft

A. Applicability

This policy applies to Bacone College insofar as it offers covered accounts as defined by this policy and the Fair & Accurate Credit Transaction Act (“FACTA”). In accordance with FACTA, Bacone College has developed and implemented a written Identity Theft Prevention Program (“Program”) that is designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or any existing covered account.

This policy may also apply to Bacone College service providers to the extent that they provide covered accounts on behalf of Bacone College. Where applicable, Bacone College requires its service providers to comply with FACTA. If a service provider of Bacone College does not have a stated policy and identity theft prevention program that complies with FACTA, the service provider must comply with this policy.

B. Definitions

Covered account means:

1. An account that Bacone College offers or maintains that involves or is designed to permit multiple payments or transactions, such as a credit card account, loans, phone accounts, utility accounts, checking account, or savings account; and
2. Any other account that ‘the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of Bacone College from identity theft, including financial, operational, compliance, reputation, or litigation risks.
3. Covered accounts do not include stored value cards issued by Bacone College (such as laundry cards or dining hall cards prepaid by the cardholder) if the stored value cards do not require an electronic fund transfer from the cardholder’s account held by Bacone College for the purpose of transferring money between accounts or in exchange for money, property, goods, services or cash.

Red Flag means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

C. Bacone College Identity Theft Prevention Program

As a means of detecting and mitigating identity theft, Bacone College Program requires Bacone College to:

Identify relevant Red Flags for the covered accounts that Bacone College offers or maintains, and incorporate those Red Flags into its Program;

Detect Red Flags that have been incorporated into the Program of Bacone College;

Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft; and

Ensure the Program (including the Red Flags determined to be relevant) is updated periodically, to reflect changes in risks to covered account holders and to the safety and soundness of Bacone College from identity theft.

D. Identifying Red Flags

1. Source of Red Flags

When identifying Red Flags, Bacone College will consider:

Incidents of identity theft that Bacone College has experienced;

Methods of identity theft that Bacone College has identified that reflect changes in identity theft risks; and

Applicable supervisory guidance.

2. Categories of Red Flags

When identifying Red Flags, Bacone College will consider:

Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, including but not limited to:

- A fraud or active duty alert included with a consumer report.
- A notice of credit freezes issued in response to a request to a consumer-reporting agency for a consumer report.
- A notice of address discrepancy from a consumer-reporting agency.

A consumer report indicating a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:

- a. A recent and significant increase in the volume of inquiries;
- b. An unusual number of recently established credit relationships;

- c. A material change in the use of credit, especially with respect to recently established credit relationships; or
- d. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

The presentation of suspicious documents, including but not limited to:

- Documents provided for identification that appears to have been altered or forged.
- Identification documents where the photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
- Identification documents where the identification information is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
- Identification documents where the identification information is not consistent with readily accessible information that is on file with Bacone College, such as a signature card or a recent check.
- An application that appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

The presentation of suspicious personal identifying information, including but not limited to:

- Personal identifying information that is inconsistent when compared against external information sources used by Bacone College. For example:
 - The address does not match any address in the consumer report; or
- The Social Security Number (“SSN”) has not been issued, or is listed on the Social Security Administration’s Death Master File.
- Personal identifying information that is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.
- Personal identifying information that is associated with known fraudulent activity as indicated by internal or third party sources used by Bacone College. For example:
 - a. The address on an application is the same as the address provided on a fraudulent application; or

- b. The phone number on an application is the same as the number provided on a fraudulent application.
- Personal identifying information that is of a type commonly associated with fraudulent activity as indicated by internal or third party sources used by Bacone College. For example:

The address on an application is fictitious, a mail drop, or a prison;
or

The phone number is invalid, or is associated with a pager or answering service.

A SSN that is the same as that submitted by other persons opening an account or other covered account holders.

An address or telephone number that is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons opening accounts or other covered account holders.

An incomplete application or response to request for additional information that is incomplete.

Personal identifying information that is not consistent with personal identifying information that is on file with Bacone College.

The unusual use of, or other suspicious activity related to, a covered account, including but not limited to:

A request for a new, additional, or replacement card, or for the addition of authorized users on the account, shortly after receiving a notice of a change of address for a covered account, Bacone College receives.

Use of a new revolving credit account in a manner commonly associated with known patterns of fraud patterns. For example:

- a. The majority of available credit is used for cash advances or merchandise that is easily convertible to cash (e.g., electronics equipment); or
- b. The covered account holder fails to make the first payment or makes an initial payment but no subsequent payments.

Use of a covered account in a manner that is not consistent with established patterns of activity on the account. For example:

- a. Nonpayment when there is no history of late or missed payments;

- b. A material increase in the use of available credit;
- c. A material change in purchasing or spending patterns;
- d. A material change in electronic fund transfer patterns in connection with a deposit account; or

Use of a covered account that has been inactive for a reasonably lengthy period of time (taking into consideration the type of account, the expected pattern of usage and other relevant factors).

Circumstances where mail sent to the covered account holders is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the covered account holders' covered account.

Circumstances where Bacone College is notified that the covered account holder is not receiving paper account statements.

Circumstances where Bacone College is notified of unauthorized charges or transactions in connection with a covered account holders' covered account.

Notice regarding possible identity theft in connection with covered accounts held by Bacone College, including but not limited to:

Circumstances where Bacone College is notified by a covered account holder, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

E. Detecting Red Flags

In order to detect Red Flags in connection with the opening of covered accounts and existing covered accounts, it is the policy of Bacone College to:

- (1) Obtain identifying information about, and verify the identity of, a person opening a covered account, and
- (2) Authenticate covered account holders, monitor transactions, and verify the validity of change of address requests, in the case of existing covered accounts.

F. Responding to Detected Red Flags

Bacone College shall take appropriate responsive action to the Red Flags that Bacone College has detected, commensurate with the degree of risk posed. In determining an appropriate response, Bacone College shall consider aggravating factors that may heighten the risk of identity theft, such as a data security incident that results in unauthorized access to a covered account holders' account records held by Bacone College or notice that a covered account holder has provided information related to a covered account held by Bacone College to someone fraudulently claiming to represent Bacone College or to a fraudulent website.

Appropriate responses may include the following:

Monitoring a covered account for evidence of identity theft;

Contacting the covered account holder;

Changing any passwords, security codes, or other security devices that permit access to a covered account;

Reopening a covered account with a new account number;

Not opening a new covered account;

Closing an existing covered account;

Not attempting to collect on a covered account or not selling a covered account to a debt collector;

Notifying law enforcement; or

Determining that no response is warranted under the particular circumstances.

G. Administration & Oversight of the Program

In order to comply with its obligations under FACTA, Bacone College shall:

1. Obtain approval of the initial written Program from the Executive Committee of the Board of Trustees.
2. Involve the Executive Committee in the oversight, development, implementation and administration of the Program;
3. Train staff, as necessary, to effectively implement the Program; and
4. Exercise appropriate and effective oversight of service provider arrangements.

Appropriate and effective oversight of the Program shall include:

Oversight by the Executive Committee who are:

Assigned specific responsibility for the Program's implementation;

Responsible for reviewing reports prepared by staff regarding compliance by Bacone College;

Approving material changes to the Program as necessary to address changing identity theft risks.

H. Annual Report to Board

Staff of Bacone College who are responsible for development, implementation, and

administration of its Program should report to the Executive Committee of the Board of Trustees, at least annually, on compliance by Bacone College with this policy.

The report should address material matters related to the Program and evaluate issues such as: the effectiveness of the policies and procedures of Bacone College in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts; service provider arrangements; significant incidents involving identity theft and Bacone College response; and recommendations for material changes to the Program.

I. Annual Assessment of Covered Accounts

Bacone College shall annually determine whether it offers or maintains covered accounts. As a part of this determination, Bacone College shall conduct a risk assessment to determine whether it offers or maintains covered accounts, taking into consideration:

1. The methods it provides to open its accounts;
2. The methods it provides to access its accounts; and
3. Its previous experiences with identity theft.

J. Program Updates

Bacone College shall update the Program (including the Red Flags determined to be relevant) periodically, to reflect changes in risks to covered account holders or to the safety and soundness of Bacone College from identity theft, based on factors such as:

The experiences of Bacone College with identity theft;

Changes in methods of identity theft;

Changes in methods to detect, prevent, and mitigate identity theft;

Changes in the types of accounts that Bacone College offers; and

Changes in the business arrangements of Bacone College, including changes in service provider arrangements.

III. Policy on Responding to Change Of Address Requests & Reissuance of Student Identification Cards

Applicability:

This policy applies to Bacone College insofar as it issues cards, which may be used as credit or debit cards, such as student identification cards, which may be used as debit or credit cards. This does not include student identification cards that are stored-value cards.

This policy may also apply to Bacone College service providers to the extent that they

issue credit or debit cards on behalf of Bacone College. Where applicable, Bacone College requires its service providers to comply with FACTA. If a service provider of Bacone College does not have a stated policy that complies with FACTA, the service provider must comply with this policy.

Definitions:

Cardholder means a consumer who has been issued a credit or debit card. This includes student identification cards, which may be used as debit cards. This does not include student identification cards that are stored-value cards.

Clear and conspicuous means reasonably understandable and designed to call attention to the nature and significance of the information presented.

Stored value cards means prepaid cards (such as laundry cards or dining hall cards) that do not require an electronic fund transfer from the cardholder's account held by Bacone College for the purpose of transferring money between accounts or in exchange for money, property, goods, services or cash.

Required Response:

Pursuant to its obligations under FACTA, Bacone College shall assess the validity of a request for a change of address if:

It receives notification of a change of address for a cardholder's account and,

Within a short period of time afterwards (during at least the first 30 days after it receives such notification), Bacone College receives a request for an additional or replacement card for the same account.

Under these circumstances, Bacone College shall not issue an additional or replacement card, until it assesses the validity of the change of address through the following steps:

1. Bacone College shall notify the cardholder of the request in a clear and conspicuous provided separately from its regular correspondence:
 - a. At the cardholder's former address; or
 - b. By any other means of communication that Bacone College and the cardholders have previously agreed to use; and
2. Provide the cardholder a reasonable means of promptly reporting incorrect address changes.

Address Verification Alternative:

Bacone College may satisfy the requirements of this policy by validating an address pursuant to the method set forth above in Section C, when it receives an address change notification before it receives a request for an additional or replacement card.

Bacone College

Scholarship Adjustment, Removal or Suspension Policy

Following is the process for scholarship adjustments, removal or suspensions:

Scholarship Adjustment:

1. The Coach, Club Director or Program Director can recommend to their Management Team Member that a student scholarship be adjusted.
2. The Management Team Member approves/disapproves adjustment to the scholarship.
3. The Student can appeal to the President
4. The scholarship will be adjusted on a prorated basis
5. Student will report to Financial Aid to revise their financial aid plan.
6. Student remains with the team, club or program

Scholarship Removal:

1. The Coach, Club Director or Program Director can recommend to their Management Team member that a students scholarship be removed.
2. The Management Team Member approves removal of the scholarship.
3. The Student can appeal to the President
4. The student loses his/her scholarship on a prorated basis
5. Student will report to Financial Aid to revise their financial aid plan; Financial Aid can recommend a replacement scholarship; The Management Team will review, then approve or deny the replacement scholarship
6. Student remains with the team, club or program
7. Student can request a housing exemption if the student is a Junior or Senior
8. If the student cannot complete an approved financial aid plan, the student would be administratively withdrawn

Suspension from Team, Club or Program:

1. The Coach, Club Director or Program Director can recommend to their Management Team member that a student be suspended from the team, club or program.
2. The Management Team Member approves suspension.
3. The Student can appeal to the President
4. The scholarship will be adjusted on a prorated basis for duration of suspension
5. Coach, Club Director or Program Director will direct student to Financial Aid to revise their financial aid plan; Financial Aid can recommend a replacement scholarship; the Management Team will review, then approve or deny the replacement scholarship.
6. Student remains with the team, club or program.
7. If student cannot complete an approved financial aid plan, the student would be administratively withdrawn.

Removal from Team, Club or Program:

1. The Coach, Club Director or Program Director can recommend to their Management Team member that a student be removed from the team, club or program.
2. The Management Team Member approves removal
3. The Student can appeal to the President.
4. The student loses scholarship on a prorated basis.
5. Student will report to Financial Aid to revise their financial aid plan: Financial Aid can recommend a replacement scholarship; the Management Team will review, then approve or deny the replacement scholarship.
6. Student will be relocated in housing if rooms are available.
7. Students can request a housing exemption if they are Junior or Senior.
8. If student cannot complete an approved financial aid plan, the student would be administratively withdrawn.

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Bacone College Sexual Harassment Policy

Policy:

Bacone College is committed to providing a professional working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially and which is free of intimidation, fear, coercion, and reprisal, including sexual harassment. Sexual harassment in any form will not be tolerated at Bacone College.

Sexual harassment by the faculty, staff, and students of Bacone College is prohibited.

For the purpose of this policy, sexual harassment is defined as: (1) unwelcome sexual advances; or (2) unwelcome requests for sexual favors; and (3) other behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a College-sponsored educational program or activity; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

Conduct prohibited under this policy may manifest itself in many different ways. Sexual harassment may, for example, be as undisguised as a direct solicitation of sexual favors, or solicitation accompanied by overt threats. Harassment may also arise from behavior which has the effect of creating an intimidating, hostile, or offensive educational or working environment. In this regard, the following types of acts, if pervasive and continuous, are more likely-than-not to result in allegations of sexual harassment: unwelcome physical contact, sexual remarks about a person's clothing, body or sexual relations, conversation of a sexual nature or similar jokes and stories, and the display of sexually explicit materials in the workplace or used in the classroom which are without defensible educational purpose.

Especially injurious is harassment in relationships characterized by inequality of power, where one party has institutional authority over the other. Inherent in these relationships is the power and fear of reprisal. Typically, such relationships are found between employer and employee; senior faculty and junior faculty; graduate teaching assistant and undergraduate; and faculty and student, when the student is enrolled in a faculty member's class or when the student is in a continuing position to require

evaluation of work or letters of recommendation from the faculty. Such relationships can be immediate or based upon future expectations, e.g., the need for future evaluations and references. Sexual harassment may occur between persons of the same or different genders.

Education and awareness are the best tools for the elimination of sexual harassment. Bacone College is committed to taking appropriate action against those who violate the provisions of the policy and protecting targets of harassment from retaliation.

Procedure:

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. Confidentiality, however, cannot be guaranteed. When the investigation is completed, you will be informed of the outcome of the investigation.

If you experience or observe an incident of sexual harassment you should make a report to one of the following:

- The Campus Conduct Hotline by calling 1-866-943-5787.
- The On-Campus Police by calling 918-781-7200;
- Off-Campus Police by calling 911;

Any faculty, staff, or student who violates this policy is subject to appropriate discipline. If an investigation results in a finding that this policy has been violated discipline may include, but is not limited to, expulsion, suspension, and/or termination. Persons who violate this policy also are subject to civil damages and/or criminal penalties.

The College prohibits any retaliation against any individual that reports an incident of sexual harassment. Violation of this policy will be subject to discipline, up to and including termination.

Bacone College Social Networking Policy

Purpose:

The purpose of this document is to establish a standard for use and creation of social network accounts representing Bacone College.

Definitions:

Social Network: Any website or program used to communicate and share information with people around the world. IE(YouTube.com, Facebook.com, Twitter.com, etc)

Personal Account: Any account or blog opened on a social network that has not been created through Bacone's social network creation process. See guidelines below.

Guidelines:

Bacone realizes that social networks are a great tool for online promotion of Bacone and Bacone entities. Bacone has established web outlets for those seeking to find a way to promote a Bacone entity through social networks. If you are seeking to create a social network you must follow the following procedure:

1. Send an email to promo@bacone.edu This e-mail address is being protected from spambots. You need JavaScript enabled to view it with the following information included:

- Detailed reason for request
- Name of entity to be represented
- How you intend to use the social network

2. Your request will be processed and you will be notified of your requests approval or denial

3. Upon approval, an account will be set up by the Director of Web Design and your will be set up as a user on the account. ALL OFFICIAL ACCOUNTS MUST BE ESTABLISHED BY THE DIRECTOR OF WEB DESIGN.

Policy:

1. Personal accounts cannot officially represent Bacone.

2. The creation of personal accounts unofficially representing Bacone is discouraged and should have clear disclaimers stating that the views expressed by the author(s) on the in account are the author's alone and do not represent the views of Bacone. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of Bacone.

3. Information published on your personal accounts should comply with Bacone's

confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.

4. Be respectful to Bacone, other employees, customers, partners, and competitors.

5. Social Networking activities should not interfere with work commitments.

6. Your online presence reflects Bacone. Be aware that your actions captured via images, posts, or comments can reflect that of our school.

7. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.

8. Company logos and trademarks may not be used without written consent.

DISCLAIMER:

Bacone reserves the right to modify these terms at any time without prior notification. A notification of all modifications will be published with a campus wide email. By continuing to be an employee of Bacone, you signify your agreement to be bound by the terms.

Bacone College Staff and Faculty Tuition Waivers

- Includes Full-time faculty, staff, current spouse, and dependent.
- The term *dependent* shall be interpreted to mean a person under the age of 24 who is listed on the employee's most recent IRS filing as a dependent, or who is clearly a dependent due to a documented court action, i.e., divorce decree.
- Summer school and night school classes are included in the benefit.
- Adult Education enrollment is included (book fees will be deducted from the module tuition which is inclusive and are not included as a part of the waiver). These books may be purchased in the Bacone Bookstore.
- Enrollment in the BSN program is included (book fees will be deducted from the nursing school tuition which is inclusive and are not included as a part of the waiver). These books may be purchased in the Bacone Bookstore.
- Regular undergraduate courses are covered by the tuition waiver policy provided the recipient would not be one of the minimum number needed for the class to be offered. For example, if a minimum of six enrollees is needed, recipient will not count as one of the six.
- This policy provides for a maximum of 136 attempted academic hours or attainment of the individual's first bachelor's degree.
- Any employee who terminates at any given time during a term will assume responsibility for payment of the prorated balance of tuition for the individual covered by the waiver.
- Any student receiving tuition remission from the College who does not attain a grade of "D" or higher for the course for which tuition remission was given, will be required to pay an administrative fee of \$100 for that course/class. Any student receiving tuition remission from the College who "drops out" of the course after the second week of class will be required to pay an administrative fee of \$500. The student shall pay tuition for an "F" rather than the fee and pay tuition for a repeat of courses with an "F".
- Full time employees are limited to 3 credit hours taken during business hours. Employees should be encouraged to utilize Adult Education classes.
- Daytime classes must be approved by their Supervisor, and the President's Office to confirm there won't be a disruption to the department.
- Non-exempt employees must punch in and out for classes. They will not be paid for class time. Classes will result in a shortage of hours for the pay period.
- A lunch hour must be taken each day; lunch hours cannot be used to attend

classes.

- Require FAFSA application for those who are eligible to receive the tuition waiver.

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Bacone College

Student Action Requiring Written Notification

Issue:

The President's Office has received appeals concerning the student not receiving written notification regarding adverse actions taken concerning the student.

Rationale:

All students should be informed in writing of any adverse action taken concerning the student.

Policy Statement:

Faculty and Staff shall inform the student in writing of any adverse action concerning the student this includes but not limited to academic programs, discipline, scholarships etc.

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Bacone College Policy Regarding Suicidal Thoughts And/Or Emotional Distress

When a student, faculty, staff or coach presents with suicidal thoughts and/or emotional distress contact Bacone College Campus Police by calling 911 or 918-781-7200.

BCCP Officers have received training on how to assist persons having suicidal thoughts and/or emotional distress.

BCCP Incident reports related to suicidal thoughts and/or emotional distress shall be forwarded to the Center for Christian ministries Counseling Center for follow-up contact.

Bacone College and BCCP recommend the following hotlines:

New Hope Now

Right now you can chat privately with a New Hope Counselor with the Crystal Cathedral. New Hope's volunteer crisis counselors are caring Christians who want to support you.

(714) NEW-HOPE or (714) 639-4673

“Putting strong wings on heavy hearts” 24 hours a day since 1965

1-800-SUICIDE (1-800-784-2433)

1-800-273-TALK (1-800-273-8255)

Bacone College Tobacco Policy

Bacone College hereby adopts this Policy prohibiting tobacco use in indoor campus areas. This Policy is instituted to promote the health and well being of the campus community; to preserve and protect College property; and to provide a clean and healthy environment that is conducive to academic and athletic pursuits of students, faculty and staff.

The use of tobacco (includes, but is not limited to, cigarette, cigar, chew, pipe, snuff, pouch, and all other tobacco related products) is prohibited in all indoor areas of property owned or controlled by Bacone College, the Residence Halls, Student Union and classrooms. Any-area within 25 feet of an entrance door is also a prohibited area.

Procedures:

Responsibility and Implementation of Policy:

- A. The President, Team Members and all other Supervisors are generally responsible for the implementation and enforcement of this Tobacco Policy. Bacone College expects, in light of the health issues involved, that people will comply with this Policy out of self-interest and concern for others. However, complaints regarding this Policy, or disputes regarding its implementation, should be referred to their immediate Supervisor for resolution.
- B. All Department Heads will be responsible for assuring that this policy is communicated to everyone within their jurisdictions and to all new members of the campus community.
- C. Responsibility for honoring the provisions of this Policy will be the obligation of all employee, students and visitors of Bacone College.

Resolution of Complaints and Enforcement of Policy:

The standard used in resolving complaints of disputes concerning the Tobacco Policy will be that the right to breathe clean air and function in a tobacco-free environment is superior to the choice of using tobacco. The success of the Tobacco Policy for Bacone College depends upon the thoughtfulness, consideration, and cooperation of tobacco and non-tobacco users. All members of the campus community have a responsibility to observe this no tobacco use policy. All employees and students are encouraged to remind others of the restrictions of the Tobacco Policy when appropriate.

Bacone College Travel Policy

It is the responsibility of the President to review and approve all travel transactions by Cabinet Members for expenses anticipated and/or incurred in the course of travel on official business of Bacone.

It is the responsibility of the Team members to review and approve all travel transactions by Bacone employees for expenses anticipated and/or incurred in the course of travel on official business of Bacone. The Team members are charged with the responsibility of administering the travel budgets provided to their departments and ensure compliance with the provisions of these guidelines. The Team members are responsible for the adequacy of documentation of transactions processed by their staffs and submitted to the accounts payable office within two (2) business days.

The following specific regulations are intended to serve as universal standards, which must be applied to travel transactions processed through Bacone. These regulations cover most travel requirements that arise in the normal course of business. Should situations arise which are not specifically addressed by these regulations or if exceptions to these regulations are required, the advance approval of the Chief Financial Officer is necessary.

The Team members may prepare departmental travel regulations as they pertain to their particular circumstances, incorporating the regulations contained herein, and including such additional regulations, as may be required or alternate per diem expenses. A copy of each specific travel regulations must be filed with the Chief Financial Officer after the President has approved them.

Unless a grant or a donor dictates per diem or other specific travel expenses for employees, these regulations are applicable.

The Chief Financial Officer reserves the right to recommend to the Cabinet amendments to these regulations as conditions warrant. The President may also waive or grant exception to any provision of these regulations under special, unique or emergency circumstances.

Section I. Allowable Expense:

Allowable travel expenses are defined as those, which are essential to transacting the official business of Bacone College. Examples of allowable expenses would include transportation, lodging, meals, etc. which are incurred as a result of Bacone business. Personal expenses such as laundry, movies, babysitter, clothing, personal grooming, reading matter, gifts, cleaning and pressing, personal telephone calls (other than noted above), flight insurance, entertainment, and so on, are not necessary travel expenses, and as such are not reimbursable. Lost or stolen cash or property is not reimbursable. Unusual situations may be discussed with the Chief Financial Officer.

- Reimbursement for tips, gratuities and similar fees (other than for meals) are permitted, provided the amounts paid are within normally acknowledged standards.
- Reimbursement for sales taxes is authorized within the approved allowances for travel and subsistence.
- Room service is not an authorized charge unless the dining facilities in the hotel are closed upon check-in or the hour is late, causing the employee to be uncomfortable in that environment. An employee can use room service if the cost does not exceed the per diem allowance for that meal. In any case, room service shall not be reimbursed when the charge for such service is excessive.
- Reimbursements from third parties for expenses related to Bacone activities must be disclosed by the employee on the face of the travel expense voucher. If reimbursements are received or to be received, then Bacone shall not reimburse the employee for the same charges.

OFFICIAL STATION:

An official station is defined as the office or headquarters provided by Bacone College to which the employee is regularly assigned. The official station shall be designated by the Team member. No reimbursement of transportation costs shall be allowed between the employee's official station and place of residence.

When it is necessary to assign an employee to another office, headquarters or field task, the place to which the employee is assigned shall be designated by the Team member as a temporary official station. Transportation costs to such temporary official stations or work sites shall be reimbursable under one of the following travel assignments.

- If such assignments are infrequent or irregular, reimbursement shall be on the basis of total travel cost from home to the temporary station, less total normal travel costs from home to the official station.

- Travel on non-scheduled workdays or holidays to anywhere other than the official station is reimbursable from the employee's home.

REIMBURSEMENT GUIDELINES:

Employees will not be routinely issued checks for anticipated travel expenses in advance of leaving for a trip. Instead, the employee should use either a Bacone travel card or personal credit card to pay expenses associated with travel on Bacone business and then submit the travel expense reporting form. In case of emergency or special circumstances, checks will be issued for travel advances. Requested travel advances must be approved by the Team member including sufficient detail to demonstrate the need for the advance.

Employees should submit their travel expenses invoices as soon after the conclusion of the travel event as possible. Original receipts for all expenses shall be attached to all requests for reimbursement except those defined as per diem expenses.

Receipts for charges less than \$5 for regular employees and \$25.00 for Cabinet members are waived. Normally, receipts are required for all charges except where per diem is concerned.

Section II. Approval for Travel

TRAVEL EVENTS DEFINITION (CONVENTIONS, CONFERENCES, STAFF TRAINING, SEMINARS, AND REGULAR BACONE BUSINESS)

Travel events in which Bacone employees may be involved are of various types. A distinction should be made at the time an event is established as to the nature of the proceedings. The following definitions are intended to assist in differentiating between the three types of travel events in which Bacone employees may participate:

- "Conventions and conferences" are distinct from formal staff training and seminars, although some training may take place at such events. These are general programs, sponsored by professional associations on a regular basis that address subjects of particular interest to an agency or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge in a particular field related to Bacone operations.
- "Staff training and seminars" include all regularly scheduled, formal residential or nonresidential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility. Efforts should be made to take advantage of training and seminars regionally before nationally, i.e., same seminar offered in Dallas should be attended rather than San Diego.

- "Regular Bacone business" includes all regular official business travel, including attendance at meetings, conferences and any other gatherings that are not covered by the definitions included above. An example involving conferences/conventions would be when an employee is managing a booth or giving a presentation and is not a participant of the event.

APPROVAL PROCEDURES:

All travel in connection with official Bacone business shall be approved in advance by the Team member except for events at which more than three individuals from the department are to attend. Advance approval is the responsibility of each area. When three or more individuals from the same department are attending the same event, the advance approval of the President must be obtained.

Occasionally situations arise in which an employee traveling on Bacone business cannot obtain prior approval of the Team member, sufficiently in advance of the departure date. In those instances, justification must be included in the text of the Travel Expense Form. Approval of the Team member should be obtained in all such cases after the travel event has been concluded. Travel to conferences, conventions and symposiums are not considered to be emergencies and should not be approved after the fact.

Athletic team travel, athletic staff travel (presented in an up to amount), admissions staff travel, and development staff travel must be approved by the president on a Travel Spreadsheet or PO following approval of the appropriate Team member.

TRAVEL EXPENSE FORM REQUIREMENTS:

The Travel Expense Form must be completed by the employee to document the details of the travel event, including dates, destinations and details of categories of expense. The Travel Expense Form must be signed by the employee to certify to the validity of the charges for which reimbursement is sought. The form should also bear the signature of the Athletic Director or Team member.

When travel includes use of a personal automobile, the employee must have personal automobile insurance. When travel is authorized in the employee's own automobile on a mileage basis, the points between which travel was made and the distance traveled between each place shall be shown. The Travel Expense Form (available on-line) shall be used to reimburse Bacone employees who make claims for reimbursement of travel expenses. The form shall be itemized and stated in accordance with these regulations. Persons not considered regular Bacone employees, prospective employees and outside vendors, shall make claims for reimbursement of travel expenses on a regular check request.

Reimbursement requests shall be supported by other receipts as the Team member may require. Documentation for requests for travel reimbursement shall show the dates and individual points of travel, number of miles traveled between such points

(Internet mapping sites are acceptable basis for miles traveled and should be attached) and kind of conveyance used. If the distance traveled between any given point is greater than the usual route between these points, the reason for the greater distance shall be stated. Reimbursement requests which are not submitted in a sufficiently timely manner as to be processed by the close of the fiscal year shall not be payable.

Where travel is not by the most economical, usually traveled route, the employee reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival and an explanation for the use of costlier travel arrangements.

RECORD OF EXPENDITURES:

All persons authorized to travel on business for Bacone College shall keep a record of expenditures properly chargeable to Bacone, noting each item at the time the expense is incurred, together with the date it is incurred. Information thus accumulated will be available for the proper preparation of travel reimbursement requests.

Section III. Travel Transportation

DEFINITION:

When used in these regulations, the term "transportation" is meant to include all necessary official travel on railroads, airlines, buses, taxicabs, rental cars and other usual means of transportation. The provisions of this section apply to all travel, whether for regular Bacone business, convention or conference attendance or for attendance at staff training or seminars.

AIR TRAVEL:

Air travel is authorized when it is determined that air transportation is advantageous to the conduct of Bacone business. The most economical air travel will be used, including the use of discounted and special rates. Our designated travel service provider (Yahoo Travel) will search for arrivals and departures within 90 minutes of your intended flight times. They will look for savings for non-stop vs. connecting flight savings as well as recommend alternative carriers and airports savings in excess of \$150. They will also recommend Saturday night stays where Bacone will save as the result of this circumstance. This must be considered by the employee but is not mandatory.

Any benefits earned (such as future travel or financial vouchers given to individuals by carriers, as for flight delays) are the property of the employee. Employees may receive "Frequent Flyer" benefits accruing from Bacone-funded travel.

GROUND TRAVEL:

Necessary taxicab charges are permitted. However, travel to and from airports and downtown areas should normally be confined to regularly scheduled shuttle service,

whenever such service is less costly than taxicab service. If shuttle service between the airport and downtown destination is not available or causes an employee to wait an inordinate amount of time for service, taxicabs may be used.

The rental of a "stretch limousine" is neither authorized nor reimbursable unless several travelers are sharing the expense which proves to be less expensive than taxicabs, scheduled shuttle service, the use of a personally owned vehicle or the use of such is deemed necessary by the Chief Financial Officer.

Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of Bacone business, are neither authorized nor reimbursable. Justification must accompany any request for car rentals. If approved, the most economical scheduling of car rental is to be used, including the use of subcompacts, if appropriate, discounted and special rates.

Admissions, Development, Athletics and Student Life departments have special circumstances that are addressed by the specific department. The Travel Expense Form shall indicate the reasons for 'special' rentals supporting these departments.

DIRECT ROUTE:

All travel shall be by the most direct, economical and usually-traveled route. Travel by other routes is allowed when its official necessity is satisfactorily established in advance of such travel. In any case where a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical and usually traveled route.

ROUTE OR INTERRUPTED TRAVEL:

Where, for the traveler's personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the subsistence allowed shall not exceed that which is incurred on non-interrupted travel by the most economical, usually-traveled route.

SPECIAL CONVEYANCES:

The rental or hire of a boat, aircraft or other special conveyance is allowed only when neither public nor regular means of transportation is available or when such regular means of transportation cannot be used advantageously in the interest of Bacone. In such cases, prior approval by the vice president is required. A satisfactory explanation must accompany these requests for approval.

- If the hire of a special conveyance requires payment by the traveler of incidental expenses connected therewith, such payments shall be made first, if practical, by the person furnishing the accommodation, or his operator, and itemized in the bill.

- Where two or more employees travel by means of such special conveyance, that fact, together with the names of those accompanying the employee requesting reimbursement shall be stated by each traveler in his report(s), as described in Section 2.3. This must be approved in advance by the Chief Financial Officer.

PERSONALLY-OWNED AUTOMOBILES (MILEAGE BASIS):

At no time should the Bacone card be used to fuel private vehicles. Mileage in lieu of all actual expenses of transportation is allowed for an employee traveling by his own automobile on official business at the rate set by the Chief Financial Officer on an annual basis, provided such mode of travel is previously approved by the Team member. The current mileage rate is included in appendix A. Parking and toll charges are allowed in addition to mileage allowance. Reimbursement for travel to points outside the state by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation. In determining the relative costs of private and public transportation, all associated costs (i.e., tolls, taxicabs, airport or station transfers, etc) should be considered.

BACONE-OWNED AUTOMOBILES:

Responsibility for the management, control and regulatory supervision of Bacone-owned vehicles falls within the jurisdiction of the Special Assistant to the President for Operations. Bacone-owned vehicles shall be operated in accordance with the regulations and instructions promulgated, as appropriate. Operators of Bacone-owned vehicles are responsible for payment of fines for parking or moving motor vehicle violations while engaged in Bacone business.

MOTOR VEHICLE ACCIDENT:

The reporting of accidents involving vehicles used in the course of Bacone business shall be made in accordance with procedures set forth by the Special Assistant to the President for Operations. All accidents must be reported within 24 hours.

Section IV. Approval for Travel Subsistence

OVERNIGHT LODGING AND PER DIEM ALLOWANCES:

One-day trips that do not involve overnight lodging are not eligible for reimbursement and are not covered by the regulations.

For all official business travel, allowable per diem lodging reimbursement for housing and meals will be actual reasonable costs. Lodging expenses may exceed the normally acceptable rate if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of reasonable rates. "Reasonable" per diem expenses are defined in appendix A. Every attempt should be made to secure lodging that is the most efficient and economical, including inquiring as to the availability of "discounts" for educational use. The Team member must approve any excess to this amount. Receipts are required for hotel expenses.

Receipts shall be submitted when per diem reimbursement for meals exceeds the per diem allowance. Per Diem meal expenses that fall under the allowance listed in appendix A do not require receipts. The total meal expense guideline is defined in appendix A. When travel covers only part of a day, the appropriate amount from the chart may be claimed. Meals covered by conference fees or other sources are not to be additionally charged. Entertaining a guest of the College (e.g., alumnus/a) dictates different standards requiring receipts, and must be approved by the Team member. In all cases, documentation must be filed as to the name of the individual(s) and purpose of the entertainment to the appropriate office.

In any cases in which the total per diem reimbursement is greater than the allowable rates all costs will be considered to be excessive in the absence of substantial justification accompanying the Travel Expense Form submitted by the employee.

Reimbursement is approved for the full cost of an official convention meal, which the employee attends when such meal is scheduled as an integral part of the convention or conference proceedings. If a meal or meals are included in the registration fee, the allowance for said meal or meals (see above) is to be deducted from the per diem subsistence allowance.

Personal charges appearing on a hotel bill shall be deducted and the deduction shown on the bill.

- Charges for alcoholic beverages are not normally reimbursable.
- Under ordinary circumstances, no subsistence expenses are allowed an employee at his official station, at the employee's residence or within a radius of ten miles from such station.
- No allowance is made for meals served as part of transportation accommodations when the cost is included in the transportation charge.
- If alcoholic beverages are considered to be integral to the successful conclusion of the event, then upon the discretion of the Team member, such expenses will be reimbursed.

SUBSISTENCE FURNISHED TO A BACONE EMPLOYEE BY A FAMILY MEMBER, ANOTHER BACONE EMPLOYEE OR BY A MEMBER OF THE FAMILY OF ANOTHER BACONE EMPLOYEE:

Actual subsistence expenses are not reimbursable if paid by the traveler to a member of his family, to another Bacone employee or to a member of the family of another Bacone employee. Subsistence expenses under such conditions may be paid only if a satisfactory explanation is furnished, showing that the expense was not incurred because of such personal or official relationship, that it was impracticable to obtain subsistence otherwise and that the member of the family furnishing the

subsistence was not dependent upon the employee for support or that the arrangement will save Bacone money. The material facts shall be reported on the Travel Expense Form.

SHARING OF LODGING:

When lodging is shared jointly with others, that fact shall be stated on the Travel Expense Form.

TIME OF DEPARTURE AND ARRIVAL:

The time of arrival at and departure from a place is considered an hour before the train, airplane, boat, bus or other conveyance used by the traveler actually leaves or arrives at its regular terminal.

- All requests to incur reimbursable expenses involving per diem allowances shall state the time of departure from and return to official station. This information shall also be furnished on the Travel Expense Form.
- If duty at a particular place within the traveler's itinerary is prolonged beyond thirty days, the Travel Expense Form shall state the approximate period covered by his duty assignment at such place or the approximate date of return to official headquarters, or both, as well as any other pertinent facts that show that this duty is temporary.

Section V. Miscellaneous

TELEPHONE SERVICE

- LOCAL AND TOLL CALLS

Charges for telephone calls on official business are allowed, i.e., checking your voice mail. The Travel Expense Form shall show the dates on which such calls were made, the points between which each call was made and the cost per call. No reverse charges or third party calls are permitted. Every attempt should be made to place business calls at the lowest possible cost to the College.

- NON-REIMBURSABLE CALLS

Telephone calls applying for and inquiring about leaves of absence or extensions thereof, inquiries as to payment of salary or expense vouchers or calls concerning any matter of a purely personal nature are not reimbursable with the exception that two personal calls, unless an emergency exists, is reimbursable while the employee is on overnight stay.

OTHER:

- Charges for necessary stenographic or computer services or rental of

equipment in connection with the preparation of reports or correspondence; clerical assistance; services of guides, interpreters, packers or drivers of vehicles and storage of property used on official business are allowed when authorized or approved by the Team member.

- Neither payment nor reimbursement for personal services is allowed under any agreement made by the traveler with an officer or employee of Bacone College.
- Charges for the handling, storage and checking of baggage at stations are authorized for reimbursement.
- Registration fees required as part of attendance at conventions, conferences and official meetings are authorized.
- When necessary to reserve a room in a hotel or other place in order to transact official business, a separate charge is allowed when authorized by the Team member or his authorized agent.
- Miscellaneous expenses not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, are allowed only when the necessity and nature of the expense are clearly and fully explained on the Travel Expense Form and is approved by the vice president or his authorized agent.
- When the employee submits a Travel Expense Form for reimbursement, the form shall show the dates of services, quantity, unit price and such other particulars as are necessary for a clear understanding of the charges.

PAYMENTS TO OTHER BACONE EMPLOYEES:

Reimbursement is not allowed for payments made to other Bacone employees for travel or subsistence except in case of necessity, which shall be satisfactorily explained.

BUSINESS MEETING:

When a business meeting is held when authorized travel is not involved, the College will reimburse employees for reasonable meal expenses, including beverages under the following conditions with Presidential approval prior to the event:

- The purpose of the meeting is to discuss College business.
- It is necessary to hold the meeting in conjunction with a meal.
- Both College employees and non-College personnel have to attend the meeting.

When a business meeting is held attended by College personnel, employees will be reimbursed for reasonable meal costs including a beverage for:

- Breakfast and dinner meetings necessary for the conduct of College business.
- Formally organized luncheon meetings necessary to carry out the business of various official committees of the College.

Travel Policy

Appendix A – Per Diem Rates

The following rates are effective August 1, 2009

Mileage Rate: The current mileage reimbursement amount is .50 per mile. Mileage computations can be made using Map Quest or similar site.

General Per Diem Expenses with overnight requested:

	Low End Market Areas	Intermediate Market Areas	Prime Market Areas
	\$36.00	\$40.00	\$50.00
Breakfast	\$7.00	\$8.00	\$9.00
Lunch	\$7.00	\$8.00	\$9.00
Dinner	\$20.00	\$22.00	\$30.00
Incidentals	\$2.00	\$2.00	\$2.00
Hotel	\$75.00	\$150.00	\$225.00

(Prime travel markets: Boston, Los Angeles, New York City, San Francisco, and Washington DC)

Per Diem Expenses for recruitment: Athletics, Admissions, Clubs with overnight requested:

	Staff	Students
	\$30.00	\$25.00
Breakfast	\$6.00	\$5.00
Lunch	\$7.00	\$7.00
Dinner	\$15.00	\$13.00
Incidentals	\$2.00	\$0.00
Hotel	\$75.00	Quad

Daily Per Diem for Day Trips:

	Staff	Students

	\$15.00	\$10.00
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Bacone College Vehicle Requests

Issue:

To provide increased security for the school vehicles and provide 24 hr. access to pick up or drop off vehicles. We also need to know the identity of all passengers being transported.

Rationale:

The best location to park the vehicles and maintain the keys and paperwork is the Bacone Conference Center. The vehicles can be monitored and the desk is staffed 24 hours a day.

Policy Statement:

Therefore I am directing that all reservations for Bacone vehicles driven by staff or faculty follow the following procedure.

1. The Vehicle Request form located on the J drive must be completed following the instructions on the form.
2. Upon approval the trip will be entered on the Vehicle Calendar.
3. The form will be brought to the Conference Center by the assigned driver. The Conference Center representative will confirm the trip by checking the calendar and the driver before handing out the keys. A copy of the form will be kept at the Conference Center.
4. Upon completion of the trip, the driver will provide the completed form to the Conference Center. The desk personnel will make a copy and give it to the driver.

Bacone College Fraudulent, Illegal or Dishonest Conduct and Whistleblower Policy

Bacone College will investigate any possible fraudulent, illegal or dishonest use or misuse of College resources or property by anyone associated or affiliated with Bacone College. Anyone found to have engaged in a fraudulent, illegal or dishonest conduct is subject to disciplinary action by the College up to and including dismissal or expulsion, and civil or criminal prosecution when warranted. A whistleblower as defined by this policy is any member of the College community who reports an activity that he/she considers to be fraudulent, illegal or dishonest.

The allegation of suspected improper conduct must be reported as soon as possible and no later than one (1) year after the event(s) giving rise to the allegation, unless there is good cause to explain the delay.

Bacone College will use best efforts to protect whistleblowers against retaliation, as described below. It cannot guarantee confidentiality, however, and there is no such thing as an “unofficial” or “off the record” report. To the extent reasonably possible, the whistleblower’s identity will remain confidential, unless (1) the person agrees to be identified; (2) identification is necessary to allow Bacone College or law enforcement officials to investigate or respond effectively to the report; (3) identification is required by law; or (4) the person accused of violations is entitled to the information as a matter of legal right in disciplinary proceedings.

Whistleblowers and others who make protected disclosures in good faith shall not be retaliated against in any manner, with the intent of adversely affecting the terms or conditions of employment or enrollment (including, but not limited to, threats or physical harm, loss of job, adverse or punitive work assignments or impact on salary or wages) and shall be protected from such retaliation by Bacone College. This protection from retaliation is not intended to prohibit supervisors or administrators from taking action, including disciplinary action, in the usual scope of their duties and based upon valid performance-related factors.

Whistleblowers and others who believe they are the subjects of prohibited retaliation should promptly report such actions by calling the Campus Conduct Hotline at 1-866-943-5787 within 90 days from the effective date of the action.

A Whistleblower who makes a claim under this policy in bad faith, or knows or has reason to know that such claim is false or materially inaccurate, shall be subject to disciplinary sanctions, including reprimand, suspension, demotion or, under appropriate circumstances, termination. In appropriate cases, Bacone College may also impose a fine on the Whistleblower equal to the costs of conducting the investigation.

The College reserves the right to amend this policy from time to time as the interests of the College may require. This policy is intended as guidance for the reporting and investigating of allegations of suspected of Improper Conduct. This policy does not create, nor should it be viewed as creating a contractual obligation between the College and any faculty, employee, students and other person.

All members of the College community are encouraged to report possible fraudulent, illegal or dishonest conduct by calling the Campus Conduct Hotline at 1-866-943-5787.²⁴

²⁴ 06/17/10