

POLICIES & PROCEDURES

THE HONOR  SOCIETY OF

PHI KAPPA PHI

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PHI KAPPA PHI
7576 GOODWOOD BLVD | BATON ROUGE, LA 70806

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THE HONOR



SOCIETY OF

PHI KAPPA PHI

POLICIES & PROCEDURES

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PERSONNEL POLICIES

FIRST THINGS

We will be fair, sensitive, honest, trusting, and trustworthy in all our dealings among ourselves, with customers, with vendors, and with the community at large. We will obey all laws in fact and in spirit, and we will always try, to the best of our abilities, to do the right thing in every situation. And, if we fail, we will do whatever is required to make amends.

- adapted from *Love and Profit* by James A. Autry

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FOREWORD

Founded in 1897 and headquartered in Baton Rouge, Louisiana, Phi Kappa Phi is the nation's oldest, largest, and most selective all-discipline honor society. Phi Kappa Phi inducts annually more than 30,000 students, faculty, professional staff, and alumni. The Society has chapters on more than 300 select colleges and universities in North America and the Philippines. Membership is by invitation only to the top 10 percent of seniors and graduate students and 7.5 percent of juniors. Faculty, professional staff, and alumni who have achieved scholarly distinction also qualify.

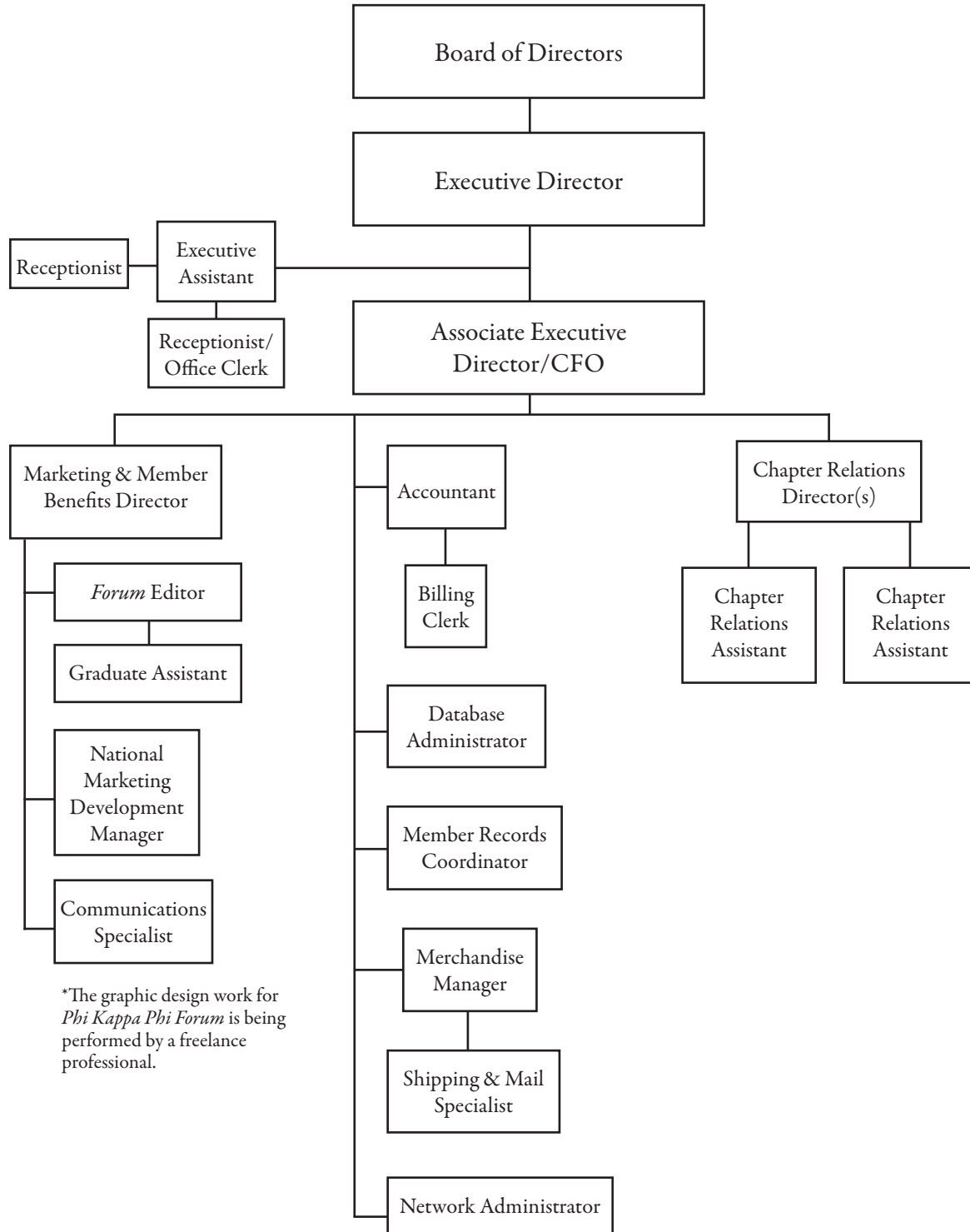
Since its founding, more than 1 million members have been initiated. The Society has awarded approximately \$12.7 million since the inception of its awards program in 1932. Today, more than \$700,000 is awarded annually to qualifying members and non-members through fellowships, undergraduate study abroad scholarships, love of learning and emerging scholar awards, member and chapter awards, and grants for local and national literacy initiatives. The Society's mission is "To recognize and promote academic excellence in all fields of higher education and to engage the community of scholars in service to others."

It is an honor and a privilege to be a member of the staff of America's oldest and most highly-selective all-discipline honor society. It is the goal of all members of the staff that you have a rewarding, productive, and successful association with The Honor Society of Phi Kappa Phi. Employees of Phi Kappa Phi are considered its most valuable resource.

There are several things which are important to keep in mind about this handbook. First, it is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Associate Executive Director/CFO.

ORGANIZATIONAL STRUCTURE CHART

Detailed job descriptions and job summaries are available in Appendix A.



*The graphic design work for *Phi Kappa Phi Forum* is being performed by a freelance professional.

INTRODUCTION

INDIVIDUALS AND CONDUCT COVERED

The policies contained in this handbook apply to all applicants and employees of the Society.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity has been, and will continue to be, a fundamental principle of Phi Kappa Phi, where employment is based upon personal capabilities and qualifications and not on the basis of race, color, religion, sex, age, national origin, disability, or any other protected characteristic established by law.

Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, and all other terms and conditions of employment. Phi Kappa Phi prohibits and will not tolerate any discrimination or harassment by any of its employees or others doing business with Phi Kappa Phi. The Executive Director has overall responsibility for this policy and the Associate Executive Director/CFO maintains reporting and monitoring procedures. Questions or concerns are to be promptly referred to the Associate Executive Director/CFO. Appropriate disciplinary action, including dismissal, will be taken against anyone violating this policy.

ANTI-NEPOTISM POLICY

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if in Phi Kappa Phi's opinion employment would:

- Create a supervisor/subordinate relationship with a family member;
- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy will also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, members of household. Employee's are obligated to disclose current or future family relationships.

OPEN DOOR POLICY

Phi Kappa Phi is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere, one which promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Phi Kappa Phi expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

Headquarters staff wishes to promote an atmosphere of trust in which employees can talk freely with colleagues. Employees are strongly encouraged to discuss with their supervisor any concerns so that appropriate action may be taken. If the supervisor cannot be of assistance, the Associate Executive Director/CFO is always available for consultation and guidance. Phi Kappa Phi is interested in all of its employees' successes and happiness.

If an employee's concerns are not resolved within a reasonable amount of time from the time the complaint is discussed with the employee's immediate supervisor, it should be brought to the attention of the Associate Executive Director/CFO or Executive Director with written documentation. The Society will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible.

EXCEPTIONS

Certainly there may be those rare circumstances when the best solution to a problem or concern deviates from these policies. However, the request for an exception to the policies must be presented in writing for appropriate consideration. If granted, all exceptions must be approved by the Associate Executive Director/CFO and the Executive Director before implementation.

EMPLOYMENT

WORKING HOURS

The Society Headquarters office observes a five (5)-day, forty (40)-hour workweek. The hours are from 8:00 a.m. to 4:30 p.m. The lunch hour shall be one-half hour period.

Employees are expected to come to the office ready to work and devote full time to their jobs during work hours. Morning and afternoon breaks of fifteen (15) minutes each are encouraged in conjunction with one's supervisor.

POLICY REGARDING FLEXIBLE TIME

Those employees participating in a flexible time schedule will work an additional one (1) hour per day and take off every Friday afternoon. Each unit must be represented at all times at least by one employee. The accrued hours balance must not be in the negative for more than two pay periods in a row. On June 30, the Accrued Hours balance must be positive. If you are not able to flex on Friday, you may choose another weekday to flex. **[Note: Under the FLSA, an employee can only use flex time in the same week that it is earned. It cannot be carried forward into another week. If an employee does not use their flex time in any given week, you must pay the employee overtime for any hours worked in excess of forty hours in that workweek.]**

ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY

Since Phi Kappa Phi depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times for continued employment. As such, employees are to work all scheduled workdays during all scheduled work hours and report to work on time. An employee must notify his or her supervisor or the Associate Executive Director/CFO as far in advance as possible but not later than 9:00 a.m. for

full-time employees or one hour prior to the scheduled starting time for part-time employees if he or she expects to be late or absent. An employee who fails to contact his or her immediate supervisor or the Associate Executive Director/CFO will be subject to disciplinary action up to including dismissal. A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record. Absenteeism and lateness bear a negative impact on an employee's performance appraisal and wage/salary review.

COOPERATION

Employees are to comply with all lawful requests made by supervisors. The staff is small in number and often projects require assistance from all employees to complete. Phi Kappa Phi recognizes that many requested tasks may be outside the employees' regular job duties; however, full cooperation is expected. Failure to act in accordance with requests, or any other form of insubordination, is subject to disciplinary action, including dismissal.

INTERPERSONAL BEHAVIOR

Employees are to deal with others in a respectful manner at all times and in all environments; others include colleagues, members, visitors, volunteers, and vendors. Offensive, profane, rude, or ill-tempered remarks or behavior will not be tolerated. All employees are to treat coworkers with the same respect with which they would wish to be treated. It should also be understood that degrading or derogatory remarks to or about fellow employees, vendors, or other business associates will not be tolerated within or outside of the workplace and will result in disciplinary action, including dismissal.

DRESS CODE

It is important for all employees to project a professional image of Phi Kappa Phi. Because members and others form opinions of Phi Kappa Phi by the dress, grooming, and demeanor of its employees, a favorable appearance is a necessity. First impressions are significant in our relationships with the various publics we serve. Everything we, as service providers, do sends messages. All personnel are to dress in a proper manner at all times. This is to assist you in assessing what attire is proper and what is not.

	APPROPRIATE ATTIRE	INAPPROPRIATE ATTIRE
CLOTHES	Business suit and tie	Sweatshirts (<i>except Phi Kappa Phi</i>)
	Jackets/blazers	T-shirts/t-shirt sets
	Dress shirts with collars	Men's shirts without collars
	Blazers/skirts	Crop tops/tank tops
	Matching or coordinated pant suits	Strapless tops/midribs
	Sweaters/cardigans	Jeans (<i>regardless of material</i>)*
	Vests/dress shirts	Sweat pants
	Turtlenecks/mock turtlenecks	Stretch pants
	Dress slacks	Warm-up suits
	Khaki style slacks	Shorts or short sets
	Tailored dresses	Cargo/oversized pants
	Skirts (<i>no mini-skirts</i>)	Spaghetti straps/sundresses
	Polo/Golf shirts (<i>with collars</i>)	(<i>sleeveless, low cut front and back</i>)
	Dressy denim shirts/skirts/dresses	Skorts
Cropped/Capri pants (<i>mid-calf to ankle length</i>)		
SHOES	Dress shoes	Casual sandals (<i>flip-flops</i>)
	Flats/pumps	Athletic/running shoes (<i>sneakers</i>)**
	Loafers	Hiking boots
	Dress sandals and slip-on shoes	

EXCEPTIONS

Dress for “Casual Friday” should be discernibly different than the business dress of Monday through Thursday. Sneakers/tennis shoes may be worn on Fridays.

* May be worn if job responsibilities require and supervisor approves.

**May be worn if job responsibilities require and supervisor approves; and/or if necessary for health reasons.

EMPLOYMENT CATEGORIES

Employees of Phi Kappa Phi will be designated by the following categories:

NONEXEMPT / EXEMPT

INTRODUCTORY

FULL-TIME

PART-TIME

REGULAR

TEMPORARY

STUDENT

Employment categories may be changed only upon written notification by the Associate Executive Director/CFO.

INTRODUCTORY PERIOD

During the introductory period, the employee will have an opportunity to learn about the Society and to find out if he or she is suited to the new position. The introductory employment period of up to 60 days gives the employee’s supervisor a reasonable period of time to evaluate his or her performance. Introductory employees are not eligible for some benefits. Upon successful completion of the introductory period, employees become eligible for the benefits. Introductory employees may be discharged at any time during this period if his or her supervisor concludes that he or she is not progressing or performing satisfactorily. Under appropriate circumstances, the introductory period may be extended at Phi Kappa Phi’s sole discretion.

NON-EXEMPT

Non-exempt employees are hired and designated as such and are entitled to overtime pay for work performed for the Society over forty (40) hours per workweek.

EXEMPT

Exempt employees are hired and classified as such if their job duties are exempt by law from the overtime. Therefore, exempt employees are not eligible for overtime pay.

FULL-TIME

Full-time employees are hired and designated as such and are regularly scheduled to work at least forty (40) hours per week.

PART-TIME

Part-time employees are hired and designated as such and are regularly scheduled to work less than forty (40) hours per week. Part-time employees whether regular, temporary, or students are not eligible for employee benefits provided by the Society other than retirement benefits (described on following page) and prorated leave time.

REGULAR PART-TIME

A regular part-time employee is hired for an indefinite period of time and is paid by the hour.

TEMPORARY EMPLOYEE

A temporary employee is hired and designated as such for a specified project or for a maximum of 180 days.

CONFLICT OF INTEREST

All employees are to conduct Society business according to the highest ethical standards of conduct. Employees are to devote their best efforts to the interests of the Society. Business dealings which create or appear to create a conflict between the interests of the Society and an employee are unacceptable.

While Phi Kappa Phi recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to its business, employees must disclose any possible conflicts so that the Society may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision which may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings, in-laws, and business associates of any of the foregoing) as a result of Phi Kappa Phi's business dealings.

Although it is not possible to specify every action which might create a conflict of interest, this policy sets forth those most frequently presented problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she is to contact immediately the Executive Director or the Associate Executive Director/CFO to obtain advice on the issue. A violation of this policy may result in disciplinary action, up to and including termination of employment.

OUTSIDE EMPLOYMENT

All employees (including students and part-time) are required to submit an Outside Employment Form (Appendix B) to their supervisor before participating in outside work activities. Approval will be granted unless the activity conflicts with Phi Kappa Phi's interest. In general, outside work activities are not allowed when they:

- prevent the employee from fully performing work for which he or she is employed by Phi Kappa Phi, including overtime or other special assignments;
- result in interruption of an employee's regular workday;
- involve organizations that are doing or seeking to do business with the Society, including actual or potential vendors or customers; or
- violate any law or the Society's policies or rules.

From time to time, Phi Kappa Phi employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the Society must be given priority. Employees are hired and continue in Phi Kappa Phi's employ with the understanding that Phi Kappa Phi is their primary employer and that other employment or commercial involvement in conflict with the business interests of Phi Kappa Phi is strictly prohibited.

PERSONAL BELIEFS

Phi Kappa Phi recognizes that its employees may hold a wide variety of personal beliefs, values, and commitments. These beliefs, values, and commitments present a conflict of interest only when they prevent an employee from fulfilling his or her job responsibilities; an employee attempts to use Phi Kappa Phi time and facilities to further them; or if an employee attempts to convince others of their personal beliefs after they have been asked once to stop.

GIFTS, FAVORS, ENTERTAINMENT, AND PAYMENTS

Employees are not to seek or accept for themselves or others any gifts, favors, entertainment, or payments from any persons or business organizations which do or seek to do business with or is a competitor of the Society except common courtesies usually associated with customary business practices.

ACCEPTABLE

- Lunch and/or dinner with vendors, sometimes including spouses, as long as the invitation is extended by the vendor.
- Gifts of small value (less than \$50) from vendors such as calendars, pens, pads, etc.
- Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor and the vendor accompanies the associate to the event.
- Overnight outings are acceptable if individuals from the other company (or vendor) is/are in attendance.
- Gifts of perishable items usually given during the holidays (e.g., nuts, etc.) are acceptable.
- Day outings such as fishing, hunting, and golf if the vendor is present. Participation by the employee's family members is not acceptable.

UNACCEPTABLE

- The acceptance of alcoholic beverages is discouraged.
- Use of vendors' facilities (vacation homes, etc.) by associates or families for personal use is prohibited.
- It is never permissible to accept a gift of cash or cash equivalent, such as stocks, gift cards, or other forms of marketable securities of any amount, from any member, vendor, or other individual in business with the Society.

NON-DISCRIMINATION & ANTI-HARASSMENT

It has been Phi Kappa Phi's long standing policy to maintain a working environment free of harassment or discrimination of any type including that which may relate in any way to an individual's race, color, sex, age, religion, national origin, disability, or any other protected status. Accordingly, Phi Kappa Phi will not tolerate any offensive, intimidating or hostile conduct that may interfere with the performance of an employee's job or endangers the safety and well-being of anyone while on our premises. Employee behavior should always be above reproach. Employees must use mature judgment and maintain the highest standards of performance and personal conduct at all times.

Some examples of prohibited conduct are:

1. All types of sexual harassment, including creating or perpetuating a hostile work environment;
2. Verbal abuse, physical or visual harassment, sexual, racial or ethnic slurs, jokes or “kidding” that is uninvited or considered unwanted or offensive to another person;
3. Threatening or profane language towards others;
4. Fighting, assaulting or injuring another person;
5. Pranks, practical jokes or other conduct considered disorderly by Phi Kappa Phi including the circulation of written or graphic material that designates or shows hostility or aversion to a person or group; or
6. Creating a working environment that is intimidating, hostile or offensive or adversely affects an employee’s work performance because of sexually explicit photographs or other materials, unwelcome or unwanted conversations, suggestions, comments, slurs, requests, demands, jokes, physical contacts or attentions.

Employees who believe they have been subjected to any kind of harassment or have any knowledge of any kind of prohibited behavior are to promptly report the incident to the Associate Executive Director/CFO or Executive Director. Phi Kappa Phi will not tolerate any type of retaliation, direct or indirect, against any employee or other person who, in good faith, complains about or witnesses harassment of any kind.

All supervisors and managers are to be alert to the possible presence of harassment in the workplace, to take appropriate action to prevent incidents from occurring and to institute prompt investigatory measures and appropriate remedial action. **All allegations are to be reported, at a minimum, to the Associate Executive Director/CFO.** All allegations of harassment will be treated in a serious and professional manner and every reasonable effort will be made to protect confidentiality.

Any person found to have violated the policy is subject to immediate disciplinary action which, in the case of employees, supervisors, or managers, may include dismissal.

This policy applies to all employees, supervisors, members, volunteers, managers as well as vendors, service/sales representatives and all others doing business with Phi Kappa Phi. **Under no circumstances should an inappropriate situation be allowed to continue by not reporting it, regardless of the offending party. No Phi Kappa Phi employee is exempt from this policy.**

AMERICANS WITH DISABILITIES ACT

The Honor Society of Phi Kappa Phi is committed to complying with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA) and other related federal and state laws. The Society will not discriminate against any qualified employee or applicant on the basis of a disability; however, employees must be able to perform the essential functions of the job.

Phi Kappa Phi will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has requested an accommodation, provided that such accommodation does not constitute an undue hardship on the Society.

DISCIPLINE

PROGRESSIVE DISCIPLINE

To promote the common good and welfare of the Society and its employees, Phi Kappa Phi has established certain rules of conduct. Failure to comply with any of the policies, procedures or rules listed in this handbook may result in disciplinary action which will be administered in an impartial and consistent manner, and only after considering the relevant facts. Phi Kappa Phi's policy is to counsel and assist employees in a sincere effort to convert the problem so employees may become and continue to be successful contributors to our team effort

Normally, the corrective disciplinary action process provides for a series of progressively stronger actions should previous measures not result in sustained acceptable improvement. However, the severity, nature or scope of the problem may warrant beginning this process at any one of the steps listed below:

- VERBAL WARNING,
- WRITTEN WARNING,
- FINAL WARNING AND/OR PROBATION, OR
- TERMINATION

Must be coordinated through and approved by the Associate Executive Director/CFO and Executive Director.

REASONS FOR DISCIPLINARY ACTION

The following is a list of behaviors that are subject to disciplinary action up to and including termination. This list has been compiled for informational purposes and is not intended to be all-inclusive. Any action which violates the standards of reasonable conduct in Phi Kappa Phi's sole opinion is considered serious.

- Reporting time inaccurately.
- Dishonesty; falsification or misrepresentation on application for employment or other Phi Kappa Phi records; falsifying reasons for sick leave, other leaves of absence or other data requested by Phi Kappa Phi; alteration of Phi Kappa Phi records or documents.
- Tardiness or quitting during normally scheduled work without supervisory approval.
- Failure (through inability or lack of effort) to perform work to Phi Kappa Phi's expectations.
- Creating or contributing to unsanitary, unsafe, or unclean conditions.
- Unauthorized use/reckless use/damage to Society property and equipment or that of others.
- Spreading gossip and/or rumors; engaging in behavior which creates discord or lack of harmony; wasting time, interfering with another employee on the job; restricting work output or encouraging others to do the same.
- Posting, removing or altering notices without permission on any bulletin board on Phi Kappa Phi property.
- Any action that is detrimental to the Society's efforts to operate effectively, courteously, and profitably.

- Repeated absenteeism, or absenteeism from work for three consecutive days without proper notification or appropriate documentation.
- Involvement in fighting, sleeping (or appearance thereof), possession/use of drugs or alcohol, immoral, or indecent conduct, and/or possession of weapons.
- Violation of harassment/discrimination policies.
- Insubordination, such as refusing to obey valid instructions or requests, of the manager or supervisor.
- Neglect or carelessness which results or could have resulted in damage or destruction of Society property, or endangers the life or health of any person; disparaging the Society, its services, or its staff.
- Commission of a crime or a felony conviction.
- Failure to report on-the-job accidents or illnesses immediately.
- Unauthorized access, use or disclosure of customer information, associate records, client information, or other Society records.

PRIVACY

CONFIDENTIAL NATURE OF WORK

All Phi Kappa Phi records and information relating to Phi Kappa Phi, its members or employees are confidential and employees must, therefore, treat all matters accordingly. No Phi Kappa Phi-related information, including, without limitation, documents, notes, files, records, oral information, computer files, or similar materials (except in the ordinary course of performing duties on behalf of Phi Kappa Phi) may be removed from Phi Kappa Phi premises without permission. Additionally, the contents of Phi Kappa Phi's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees may be subject to disciplinary action, up to and including termination of employment, for revealing information of a confidential nature.

No personnel or medical information is to be shared with any Phi Kappa Phi employee unless the recipient is part of Phi Kappa Phi management and absolutely needs the information to fulfill the duties of their employment obligation. Curiosity does not qualify as a reason for needing personnel or medical information. Any Phi Kappa Phi employee who receives personnel or medical information about a Phi Kappa Phi employee must scrupulously guard the confidentiality of such information.

ACCURACY OF PERSONNEL RECORDS

To keep necessary Phi Kappa Phi records up to date, it is extremely important that employees notify the Associate Executive Director/CFO and Accountant of any changes in:

Name and/or marital status	W-4 deductions or change in marital status
Address and/or telephone number	Person to contact in case of emergency
# of eligible dependents (<i>ages and school status of each</i>)	

MONITORING OF COMMUNICATIONS

ELECTRONIC COMMUNICATIONS

Phi Kappa Phi's computers, electronic mail, fax machines, telephones and voice mail (collective referred to as electronic systems) are intended for conducting Society business. The incidental or occasional personal use of Society electronic systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

Electronic systems are only to be used by authorized personnel and may not be used for personal purposes to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic systems are not to be used to create any offensive or disruptive messages or which violate any Society policy, governmental laws or regulations. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic systems 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 Associate Executive Director/CFO.

Although Phi Kappa Phi provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entries obtaining unauthorized access, employees should understand that these systems are intended for business use, and all electronic systems data and messages are to be considered as Phi Kappa Phi records. It is a violation of Phi Kappa Phi's policy for an employee to destroy or otherwise delete business-related e-mail communications except in the normal course of business. Furthermore, it is a violation of Society policy to delete e-mail communications when expressly instructed to hold all such materials in an active format on an employee's system and to print hard copies.

Phi Kappa Phi reserves the right to access electronic systems' data and messages left on or transmitted over its systems. Employees should not assume that such messages are private and confidential or that the Society is designated representatives will not have a need to access and review this information. **In using Phi Kappa Phi's electronic systems, employees should also have no expectation that any information stored on their equipment – whether the information is contained on a computer hard drive, computer disks or in any other manner – will be private.**

INTERNET USAGE POLICY

This describes Phi Kappa Phi's policy with regard to the access and research function of the Internet. All rules, policies and procedures concerning work-related activities and correspondence apply equally to the use of electronic mail and Internet access.

Phi Kappa Phi respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or the use of Phi Kappa Phi's computer equipment. You should be aware that this policy and the guidelines set forth herein may affect your privacy rights in the workplace. By using Phi Kappa Phi's Internet web access you are agreeing to adhere to the policy as set forth herein.

PERSONAL USE OF INTERNET

Phi Kappa Phi provides Internet web access to employees to meet particular job-related needs. This access should be used for business purposes only. Occasional personal use of the Internet is permitted. However, Phi Kappa Phi reserves the right to monitor use of Internet access to ensure that it complies with all stated policies and professional conduct standards.

Any person misusing Internet access will be subject to disciplinary action up to and including termination of employment.

UNACCEPTABLE BEHAVIOUR

You may not use Internet web access in any way that may be seen as insulting, disruptive or offensive by other person, or harmful to the productivity of Phi Kappa Phi or to morale.

In particular the following is deemed unacceptable use or behaviour by employees:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Phi Kappa Phi, your colleagues and/or our members on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of malicious software into the corporate network
- using streaming video/audio/etc applications or websites without permission of management

COMPANY-OWNED INFORMATION HELD ON THIRD-PARTY WEBSITES

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of [business name]. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook and LinkedIn.

MONITORING

Phi Kappa Phi accepts that the use of the internet as a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business. In addition, all of Phi Kappa Phi's internet-related resources are provided for business purposes. Therefore, Phi Kappa Phi maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

SANCTIONS

Where it is believed that an employee has failed to comply with this policy, they will face Phi Kappa Phi's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

AGREEMENT

All company employees, contractors or temporary staff who have been granted the right to use Phi Kappa Phi's Internet access are required to sign this agreement confirming their understanding and acceptance of this policy.

PERSONAL MAIL

Employees should not receive personal mail or packages through the Society's mailing address or have parcels directed to the Headquarters physical address. These mail services are reserved for Society business only. All mail received by the Society is opened immediately by a designated member of the staff before distribution. An employee should not expect any privacy in the event that such correspondence is delivered to the Society even if addressed to the employee.

SAFETY

SAFETY MANAGEMENT

All employees will be provided care, first-aid, and emergency service, as required, for injuries or illnesses while on Phi Kappa Phi premises. Employees are to contact immediately their supervisor, the Executive Director, the Associate Executive Director/CFO, and/or police in case of an accident or emergency. Similarly, if an injury is sustained while at work, it must be reported immediately to the employee's supervisor or the Associate Executive Director/CFO.

For purposes of both personal and building safety, staff members are not to work alone in the Headquarters building after 6:00p.m. Leaving the premises after dark is discouraged; if it is an absolute necessity to do so, staff members are strongly encouraged not to leave alone.

First aid kits will be readily available, and employees will be informed of their locations of these kits. The first aid kit should be periodically inspected to make sure it is complete.

VIOLENCE IN THE WORKPLACE

Acts of violence will not be tolerated. Any instances of violence must be reported to the Associate Executive Director/CFO immediately. All complaints will be fully investigated and documented. The Society will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, including termination.

ROMANTIC OR SEXUAL RELATIONSHIPS

Consenting "romantic" or sexual relationships between a supervisor and an employee may lead to complications and difficulties for the employee, the supervisor, and the Society. Such relationships may, therefore, be contrary to the best interests of Phi Kappa Phi. Should such a relationship develop, it shall be the responsibility and mandatory obligation of the supervisor to promptly disclose the existence of the relationship to the Executive Director or the Associate Executive Director/CFO.

DRUG TESTING POLICY

Phi Kappa Phi prohibits the use, abuse, and presence of illegal or unauthorized drugs and other prohibited substances by its employees while on duty, on call, or engaged in business on or off Phi Kappa Phi premises. The presence of illegal or unauthorized drugs and other prohibited substances in a vehicle used for Society business while on duty is also prohibited. “Illegal or unauthorized drugs” includes any drug which is not legally obtainable; any drug which is legally obtainable but has been illegally obtained; prescription drugs not being used in accordance with physician’s orders; or any substance which adversely affects the employee’s ability to perform assigned duties safely and competently.

TRAVEL

GENERAL GUIDELINES

1. Travel by members of the Board of Directors, Headquarters staff, and members of Society committees is necessary to the well-being and further development of The Honor Society of Phi Kappa Phi. Expenses of Society members approved for travel on official Society business shall be reimbursed within the limits of the Society’s triennial budget.
2. Travel should always be arranged to serve the best interest of the Society and to provide the most efficient combination of cost economy, use of time, and convenience. Meeting sites should also be selected in accordance with these four factors. Non-Phi Kappa Phi segments of a trip shall not be charged to the Society.
3. Travel by Board members, Headquarters staff, and other Phi Kappa Phi members performing official Society functions shall have prior approval by the Executive Director acting in accordance with the provisions of this Travel Policy. Travel by the Executive Director shall have prior approval by the President or by the Board as a whole, consistent with the provisions of this Travel Policy.
4. Full travel reimbursement shall be granted to one designated chapter delegate attending a Triennial Convention or a Partnering for Success Workshop. Chapter officers attending Cluster Meetings will be reimbursed at a rate not to exceed mileage to and from the meeting location. Travel by former board members, board candidates and invited participants to Society meetings and conventions will also be fully reimbursed.

For complete details, please see the Travel Policy in the Appendix of this manual.

USE OF SOCIETY PROPERTY

WORK PRODUCT OWNERSHIP

Phi Kappa Phi employees be advised that Phi Kappa Phi retains legal ownership of its work product. No work product created while employed by Phi Kappa Phi can be claimed, construed, or presented as property of the individual, even after employment by Phi Kappa Phi has been terminated or the relevant project completed.

DRIVING FOR THE SOCIETY

Prior to driving a personal vehicle on Phi Kappa Phi business or the Society vehicle, the following information must be provided by the employee to the Associate Executive Director/CFO:

- A copy of the front and back of current driver's license
- A copy of proof of insurance for the vehicle

All information will be kept confidential. It is the employee's responsibility to keep this information up to date and to report to the Associate Executive Director/CFO any moving violations or changes in driving status within five (5) days of the violation or change. Failure to do this is subject to disciplinary action, including termination.

Any employee accumulating more than two moving violations on personal time may lose driving privileges on Phi Kappa Phi business for a period up to a year. Any employee committing a moving violation while on Phi Kappa Phi business will be subject to disciplinary action, including termination.

Safe driving practices, speed limits and other rules of the road are to be diligently observed at all times. Employees must report any accidents, no matter how minor, to the police before leaving the scene of the accident and as soon as possible to the Associate Executive Director/CFO. Regardless of the circumstances, employees are not to acknowledge or admit to any responsibility associated with the accident.

COMPENSATION

The wage or salary of every employee is established at the time of initial employment which is externally competitive and internally equitable to the extent that is economically feasible. Wages and salaries may be adjusted for meritorious work and/or to reflect increases in the cost of living. Salary increments are subject to approval (if necessary) by the Board of Directors.

TIME RECORDS

Employees are responsible for calculating their own hours on a daily basis. Each day, the time the employee starts and finishes work must be recorded on a time record. Once an employee signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records. The employee's supervisor must approve his or her hours worked at the end of each pay period.

No one may change an entry on a time sheet without the employee's consent. Time sheets which are incomplete, illegible, or inaccurate are unacceptable. Failure to accurately report time worked may result in disciplinary action up to and including termination.

PAYMENT OF SALARY

Salary accrued by the 15th or 30th/31st is paid respectively on the 16th or 1st of each month. Paydays for hourly employees are made on the same schedule. Overtime payment, which is included with the non-exempt employee's base salary payment, is also paid at this time for the prior pay period. If the normal payday falls on a Society-observed holiday or weekend, paychecks will be distributed one workday prior to the aforementioned schedule.

Employee paychecks will be administered only through direct deposit of funds to either a savings or checking account of your choice (providing the bank has direct deposit capability). To activate direct deposit, obtain your Authorization form from the Accountant and have your bank complete the form. The completed form must then be returned with a voided personal check to be kept on file in accounting. Due to banking requirements, it may take several weeks for activation of the direct deposit. During transitional periods, checks will be provided directly to the employee. No salary advances will be made.

OVERTIME PAY

Depending on Society work needs, employees will be required to work overtime when requested to do so. Prior approval of the Associate Executive Director/CFO is required before any employee works overtime. All overtime worked must be approved by a supervisor each day. Additionally, time records with overtime must be countersigned by the supervisor and must be to the Accountant by 9:00 a.m. two (2) working days before payday in order for an employee's pay to be processed for payday. Employees working overtime without approval will be subject to disciplinary action up to and including termination.

Non-exempt employees are eligible for additional pay for work performed beyond forty (40) hours within the same workweek. These additional hours will be compensated at a rate of 1½ times the regular hourly rate. Non-exempt employees must calculate their overtime on a weekly basis (see overtime section for further explanation).

Related to this, job responsibilities are to be given high priority and employees are not to request relief from overtime or other special work assignments simply for personal convenience. Being available for such assignments and maintaining a reliable means of contact with the Society are necessary requirements for continued employment with Phi Kappa Phi.

PERFORMANCE APPRAISAL AND COMPENSATION PROGRAMS

To attract and retain a highly qualified and competent work force, Phi Kappa Phi will annually conduct performance appraisals in order to give employees feedback on their job performance. This review will be conducted by the Associate Executive Director/CFO and seeks to ensure that employees are compensated in an equitable manner based upon demonstrated job performance. Through this program, employees will receive constructive work reviews designed to address performance and skill developmental needs and interests.

Employees will receive a performance appraisal and wage/salary review annually. If an employee's job responsibilities change substantially at any time after the start date, evaluation may occur prior to the next annual review, after the new assignment has begun. No employee is guaranteed an annual increase in wage/salary.

TRANSFERS AND PROMOTIONS

Phi Kappa Phi encourages employees to apply for higher-level positions or lateral transfers for which they qualify. As Phi Kappa Phi maintains a relatively small staff, employees are generally aware of new opportunities that exist within the office. Employees may request to be considered for such positions, thus will be considered for the new position along with all other applicants. Each transfer is judged on an individual basis, depending on the needs of the departments involved. No employee is guaranteed a “first right” of transfer.

The Executive Director and the Associate Executive Director/CFO will make all final decisions regarding transfers and promotions. Employees should also feel free to discuss their career aspirations with the Executive Director or the Associate Executive Director/CFO at any time.

BENEFITS

Phi Kappa Phi may modify, add or delete the benefits it offers at any time. In all cases, official plan documents will prevail concerning any questions of eligibility or interpretation.

GROUP HOSPITALIZATION – CURRENT AND RETIREMENT BENEFITS

Phi Kappa Phi provides a group hospitalization plan for its employees. All full-time employees who have completed the sixty (60)-day waiting period will be eligible to receive these benefits. Refer to the summary plan description for details about this benefit.

The Phi Kappa Phi Cafeteria Plan (Plan # 501) is a flexible benefits plan established to allow employees to choose among certain benefits. The plan is administrated by the Society. These benefits include medical and dependent care flexible spending accounts that allow employees to put aside money on pre-tax basis for certain unreimbursed medical and dependent care expenses. For more details about your eligibility for these benefits, see the Associate Executive Director/CFO.

In the case of injury or illness, the Society will pay \$250 of the deductible. This benefit applies only to the employee and does not extend to dependents.

If an employees retires on or after age 65 and has worked for the Society for at least 10 years, the Society will reimburse the employee for his Medicare part B premium. Like all benefits, the Society reserves the right to amend or terminate this benefit for both retired employees and/or for employees who have not yet retired.

DENTAL & VISUAL INSURANCE

Dental and visual insurance plan is provided by the Society to full-time employees, and after a sixty (60)-day introductory period, the employee will be provided with a brochure of benefits. You must refer to the summary plan description for details about this benefit.

LONG-TERM DISABILITY TERM LIFE INSURANCE

The Society provides a group disability plan for full-time employees. After the sixty (60)-day introductory period, the employee will be provided with a brochure. Refer to the summary plan description for details about this benefit.

TERM LIFE INSURANCE

A term life insurance plan for \$50,000 is provided by the Society for full-time employees. After the sixty (60)-day introductory period, the employee will be provided with a brochure. You must refer to the summary plan description for details about this benefit.

HOLIDAYS

The Society Headquarters observes the following holidays each year:

Martin Luther King Day	Third Monday in January
Easter	Good Friday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Thanksgiving	Thanksgiving Day and the following Friday
Christmas/New Year's	December 23rd through January 1st

When a holiday falls on a non-working day (Saturday or Sunday), an appropriate adjustment will be made. Only full-time employees will be paid for holidays. To qualify for holiday pay, employees must be on "active" work status and work the first scheduled workday immediately before and after the holiday. Only certain excused absences will be exceptions to this policy (certified illness or disability), funeral leave, jury duty, and military leave).

GROUP INVESTMENT

Employees may participate in a tax-sheltered annuity (403B). Employees may join this program only at the first of January (January 1) or the first of the fiscal year (July 1) after completing six (6) months of employment. If employees choose to participate, their contributions will be handled through a payroll deduction.

BOND

All employees of Phi Kappa Phi are bonded at the expense of the Society.

TRAVEL INSURANCE

Individuals traveling on Society business are covered by travel insurance. The Society's policy is issued by Hartford Life Insurance Company and, in the event of death, pays beneficiaries up to \$250,000.

TUITION/PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM

If an employee is a regular, full-time employee and has worked for the Society for at least one (1) year, he or she may be eligible to participate in the Phi Kappa Phi tuition assistance program. In the event the Society approves an employee's request for academic assistance, and believes that the employee's general job performance warrants such assistance, the Society will advance the employee the cost of tuition for one three (3) or four (4)-hour course (including fees, tuition, and text materials) or a professional development class. Pending approval of the Executive Director or the Associate Executive Director, Phi Kappa Phi is also willing to provide assistance for the equivalency in special-skill seminars and vo-tech courses during the same periods.

To be eligible for this program, an employee must do the following:

- Complete a Tuition Assistance Form (see the Associate Executive Director/CFO for details).
- Obtain approval of the Executive Director.
- Attach receipts for course materials and the final grades to a copy of the initial Tuition Assistance Form and give them to the Associate Executive Director/CFO.
- Within thirty (30) days, the employee will be required to repay tuition fees based on the following schedule:
 - 0% for an A, all costs are covered by the Society
 - 25% for a B
 - 50% for a C

Employees will be required to repay the entire cost of tuition for receiving anything below a C

If an employee resigns or is terminated before receiving a grade, the employee will be required to repay the entire cost of tuition assistance. If an employee resigns or is terminated within twelve (12) months after receiving assistance, the employee must repay the Society in full.

PERSONAL COMPUTER SOFTWARE

As a benefit to employees, if software can be purchased at a reduced rate for employee's personal home use, an employee may purchase the software from the Society. All software purchases must be pre-paid by the employee and are non-refundable and non-returnable.

RETIREMENT PLANS

The Society sponsors a money purchase retirement plan for each eligible employee, financed by the Society. The retirement fund is held by TIAA-CREF. Employees become eligible the on January 1 or July 1 that next follows six (6) months of employment. The Society contributes an amount equal to 11% of the employee's base pay (after joining date) [this last rule basing contributions only on compensation while a participant does not appear to be in the money purchase plan document] will be paid into the retirement fund by the Society. On January 1 or July 1 that next follows six (6) months of employment, employees may contribute to a separate section 403(b) plan. You must refer to the summary plan descriptions for details about these plans.

LEAVE

ANNUAL LEAVE

Time away from work to relax and pursue special interests is important to everyone. All full-time employees are eligible to accumulate annual leave. This is a gratuitous benefit that is gifted to employees in return for good service. Employees have no vested right to annual leave until it has been granted to the employee under Phi Kappa Phi's policy. Annual leave is not "wages." During the first calendar year of employment at Phi Kappa Phi, full-time employees' annual leave will be pro-rated for that calendar year after completing three (3) months of service. Annual leave should be used rather than be allowed to accumulate. All personnel are encouraged to take their annual leave each year, as the requirements of the job will permit. Use of annual leave should be planned several weeks ahead and be approved by the Associate Executive Director/CFO and the Executive Director. Annual leave will be handled according to the accompanying tables.

Side notes concerning Annual Leave:

- Employees are to make their annual leave requests as far in advance as possible.
- No more than two (2) consecutive weeks at a time (in a six (6)-month period) of annual leave may be taken unless under extenuating circumstances as determined by the Executive Director or Associate Executive Director/CFO (i.e., ill family member, maternity leave).
- Based upon department needs, Phi Kappa Phi will make a reasonable attempt to grant an employee the annual leave dates he or she requests.
- When a holiday falls during a scheduled annual leave, it is not counted against annual leave day.
- Any employee who becomes ill during a scheduled annual leave cannot change an annual leave day to a sick day. Scheduled annual leave days count as annual leave even if an employee would ordinarily take a sick day.
- Employees leaving Phi Kappa Phi due to voluntary resignation, retirement, or dismissal will be eligible to be paid for their unused annual leave for up to 300 hours.
- Part-time employees may earn paid leave on a prorated basis in proportion to hours worked.
- New employees who have not yet accumulated sick leave may be advanced up to sixteen (16) hours (two (2) days) of paid leave for the purpose of handling personal emergencies only. This time will be deducted from the individual's leave as it is being accumulated.
- Time off covered by workers compensation or taken without pay is not eligible for annual pay.

ALL PERSONNEL

Years of Service	Earn/Month	Accumulate*
years < 5	~10 hours	300 + 80 hours
5 > years < 10	13.33 hours	300 + 80 hours
years > 10	16 hours	300 + 80 hours Terminal leave payment for up to 300 hours unused leave

ABSENCE DUE TO ILLNESS

To keep the work of the Society and of its departments running smoothly and efficiently, it is extremely important that every employee be on the job on time regularly. For this reason, careful attention is given to promptness, absence record and overall dependability. Phi Kappa Phi recognizes, however, that an employee may occasionally be injured, or ill. As a result, the Absence Due to Illness Policy is designed to provide assistance to employees against loss of income during unavoidable illness or injury. Sick leave is leave with pay granted to an employee who is incapable of performing his or her duties as a result of accident, illness, childbearing or who requires medical, dental or optical consultation or treatment. Sick leave must be used only after it is available under this policy. If enough sick leave has not been accumulated, sick time may be covered by annual leave or leave without pay.

ALL PERSONNEL

Years of Service	Earn/Month	Accumulate**
years < 10	8 hours	Unlimited
years > 10	12 hours	

** Sick leave may accumulate from year to year, but up to forty (40) hours of sick leave may be carried over from one year to the next. There is no terminal sick leave. For extended periods of illness (longer than five (5) working days), the employee must provide certification from an attending physician.

All full-time employees who are unable to perform their jobs due to illness or injury are eligible for sick days at the rate of one (1) day per month. Sick leave benefits are intended to provide income assistance in the event of actual illness or injury. Sick days can be carried over from one fiscal year to the next. However, only sixty (60) days worth of sick leave can be used within one (1) fiscal year. Employees are eligible for payment of unused sick leave for up to 200 hours upon termination of employment.

To be eligible for sick pay, employees unable to report to work due to illness must telephone their supervisor directly no later than 9 a.m. If their supervisor is not available, the Associate Executive Director is to be contacted. If an employee is unable to make the call personally, a family member or a friend should contact the supervisor.

If Phi Kappa Phi has questions about the nature or length of an employee's sick leave, a written certification from the attending physician or licensed health care professional may be required. An absence due to illness of more than twenty-four (24) hours/three (3) workdays requires a doctor's excuse upon request.

New employees who are not yet eligible for sick leave will be advanced up to sixteen (16) hours (two (2) days) of paid sick leave. This time will be retroactively deducted from the individual's accumulated leave as it is earned.

Part-time employees may earn paid sick leave on a prorated basis in proportion to hours worked.

LEAVE WITH PAY

The Executive Director or Associate Executive Director/CFO may grant leave with pay for the following reasons:

ENVIRONMENT

If it is determined by the Executive Director or Associate Executive Director/CFO that local conditions make it impossible or impractical for the employee to report to work.

EXTENUATING CIRCUMSTANCES

If it is determined by the Executive Director or Associate Executive Director/CFO that a local, state, or national crisis or disruption makes it necessary for an employee to not report to work.

BEREAVEMENT LEAVE

In the event of a death in the employee's immediate family, a leave of absence of up to two (2) days with pay may be granted. These two (2) days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, unless otherwise approved by the Associate Executive Director/CFO. For this purpose, immediate family is defined as:

- spouse
- parent/step-parent
- child/step-child
- sibling/step-sibling
- other relations as may be approved by the Executive Director or Associate Executive Director/CFO
- grandparent
- grandchild
- aunt/uncle
- in-laws

Employees are to make their supervisor aware of their situation. The supervisor will notify the Executive Director or the Associate Executive Director/CFO of the reason and length of the employee's absence.

JURY DUTY

A leave of absence with pay for jury duty will be granted for up to five (5) working days to any full-time employee who has been notified to serve. An employee on jury duty is to report to work any day or part of a day he or she is excused from jury duty, unless prohibited by the presiding judge. Jury duty extending beyond five (5) working days is unpaid, however, the employee may use available annual leave.

Upon receipt of the notice to serve jury duty, the employee is to immediately notify his or her supervisor, as well as the Associate Executive Director/CFO and a copy of the notice to serve jury duty needs to be attached to the employee's attendance record.

If the jury duty falls at a time when the employee cannot be away from work, the Society may request that the court allow the employee to choose a more convenient time to serve. The employee must cooperate with this request.

MILITARY LEAVE

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with similar seniority, status, and pay. Further military leave rights may be obtained from the Associate Executive Director/CFO.

Leave for Active or Reserve Duty—Upon receipt of orders for active or reserve duty, an employee is to notify his or her supervisor, as well as the Executive Director or Associate Executive Director/CFO, as soon as possible, and submit a copy of the military orders to his or her supervisor and the Associate Executive Director/CFO (unless he or she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).

Leave for Training and Other Related Obligations (e.g., fitness for service examinations) — Employees will also be granted time off for military training (normally fourteen (14) days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service. Employees should advise their supervisor and/or department head of their training schedule and/or other related obligations as far in advance as possible.

TIME OFF TO VOTE

On days when elections for public office are scheduled work, schedules will be changed as needed so that employees will have the opportunity to vote.

EXTENDED LEAVE

It is the policy of Phi Kappa Phi to grant up to twelve (12) weeks of family and medical leave during any rolling twelve (12)-month period for a serious health condition of an employee or an employee's family member when the Executive Director determines that granting the leave is in the best interest of the eligible employee and the Society. The leave may be paid, unpaid or a combination of paid and unpaid leave depending on the circumstances of the leave.

In order to qualify for extended leave under this policy, the employee must meet all of the following conditions:

- The employee must have worked for the Society for at least twelve (12) months, or fifty-two (52) weeks.
- The employee must have worked at least 1,250 hours during the twelve (12)-month period immediately before the date when the leave is requested to commence. Time spent on paid or unpaid leave are not counted as hours worked.

In order to qualify for extended leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child;
- The placement of a child for adoption or foster care, and to care for the newly-placed child;
- To care for a spouse, child, or parent with a serious health condition; or
- The serious health condition of the employee. A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice or residential medical care facility including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition which requires continuing care by a licensed health care provider.
- Extended leave may also be granted under special circumstances upon approval by the Executive Director and the Associate Executive Director.

EMPLOYEE STATUS & BENEFITS DURING LEAVE

If the employee has accumulated paid leave, the employee must use paid leave first and take the remainder of the twelve (12) weeks as unpaid leave.

An employee who is taking leave because of the employee's own serious health condition or the serious health condition of a family member must use all sick and annual leave (and Workers' Compensation, if applicable) prior to being eligible for unpaid leave.

While an employee is on leave, Phi Kappa Phi will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the employee is required to reimburse the Society the amount it paid for the employee's health insurance premium during the leave period.

Under current policy, the Society pays the entire health care premium. While on paid leave, the employer will continue to pay the employee's share of the premium.

Any employee on extended leave which is unpaid leave should consult with the Associate Executive Director/CFO regarding payment for premiums on insurance policies.

EMPLOYEE STATUS AFTER LEAVE

An employee who takes FMLA leave will generally be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits, and working conditions. The Society may choose to exempt certain compensated employees from this requirement and not return them to the same or similar position.

LEAVING PHI KAPPA PHI

Normally, employees involuntarily terminated by Phi Kappa Phi will not be eligible for re-employment.

REFERENCE CHECKS

All inquiries regarding a current or former Phi Kappa Phi employee must be referred to the Executive Director or the Associate Executive Director/CFO.

If an employee receives a written request for a reference, the request must be referred to the Associate Executive Director/CFO. No Phi Kappa Phi employee may issue a reference letter to any current or former employee without the permission of the Executive Director or the Associate Executive Director/CFO.

In response to a request for information regarding a current or former Phi Kappa Phi employee, the Associate Executive Director/CFO will verify only an employee's name, dates of employment, job title, and department unless the employee authorizes Phi Kappa Phi to furnish additional information in writing and releases Phi Kappa Phi from liability in connection with the furnishing of information.

RETIREMENT BENEFITS

Employees who have participated in the retirement fund administered by TIAA-CREF should contact TIAA-CREF prior to their anticipated retirement date concerning benefits.

RETURN OF SOCIETY PROPERTY

Upon termination of employment, any property of the Society must be returned to the Associate Executive Director / CFO including, but not limited to, any of the following:

1. Office keys
2. Computer equipment
3. Any other property owned by the Society

APPENDIX:
ADDITIONAL FORMS & POLICIES

TRAVEL POLICY

I. BASIC POLICY

A. GENERAL GUIDELINES

1. Travel by members of the Board of Directors, Headquarters staff, and members of Society committees is necessary to the well-being and further development of The Honor Society of Phi Kappa Phi. Expenses of Society members approved for travel on official Society business shall be reimbursed within the limits of the Society's triennial budget.
2. Travel should always be arranged to serve the best interest of the Society and to provide the most efficient combination of cost economy, use of time, and convenience. Meeting sites should also be selected in accordance with these four factors. Non-Phi Kappa Phi segments of a trip shall not be charged to the Society.
3. Travel by Board members, Headquarters staff, and other Phi Kappa Phi members performing official Society functions shall have prior approval by the Executive Director acting in accordance with the provisions of this Travel Policy. Travel by the Executive Director shall have prior approval by the President or by the Board as a whole, consistent with the provisions of this Travel Policy.
4. Full travel reimbursement shall be granted to one designated chapter delegate attending a Triennial Convention or a Partnering for Success Workshop. Chapter officers attending Cluster Meetings will be reimbursed at a rate not to exceed mileage to and from the meeting location. Travel by former board members, board candidates and invited participants to Society meetings and conventions will also be fully reimbursed.

B. MEETINGS

1. Board Meetings. Meetings of the Board of Directors should be scheduled in facilities providing adequate services at moderate costs and be readily accessible by air travel.
2. Partnering for Success Workshops. A Partnering for Success Workshop is the responsibility of a Board sub-group aided by the Headquarters staff. There are funds in the budget to support the travel to these meetings of two Board members and two staff members. One representative from each chapter will be reimbursed for travel expenses.
3. Conventions. Board members shall be supported to attend the Biennial Convention of the Society occurring within their tenure in office. Candidates for office as well as persons selected or elected to the Board during the Triennial Convention or taking office during the Convention shall also be reimbursed for the additional expenses incurred as a result of their new position on the Board.

4. **Committee Meetings.** The number of official meetings of a Society committee will vary according to the committee's duties. With the exception of the Fellowship Committee, the Executive Committee, the Investment Committee and Board subcommittees that meet in conjunction with Board meetings, Society committees are not expected to meet face to face more than once during the triennium unless special circumstances require additional meetings.

Committees are encouraged to conduct as much business as possible through electronic correspondence and conference calls. Meetings of ad hoc or special committees, and additional meetings of standing committees, must have prior approval of the Executive Director in consultation with Society President.

5. **Cluster Meetings.** Cluster meetings are designed for chapters within approximately a three-hour driving distance of a designated strategic location. Financial support from the hosting chapter should be sought for these meetings. Chapters will be reimbursed for the mileage to and from the meeting at the mileage rate currently approved by the federal government.

C. VISITS TO CHAPTERS

1. **Invited visits.** When a Board member accepts an invitation to participate in a chapter activity, the Society shall reimburse for travel. Local expenses for the requested period (lodging, transportation to/from airport, and meals) shall be provided by the local chapter. In special cases, if the chapter has inadequate funds, the Society may support all or most expenses. Barring exceptions, local chapters should not host Board members more than twice during a triennium. Exceptions may be made if the local chapter covers all of the expenses. Board members shall not accept personal financial gifts for their visits. If a local chapter wishes fully or partially to defray the Society costs for the Board member's visit, it may make a contribution in the member's name to the Phi Kappa Phi Foundation.
2. **Special visits.** A Board member, special Board representative or Chapter Relations staff may need to visit a chapter that is experiencing serious problems or is on the verge of deactivation. In accordance with the approval procedures in this policy, this travel expense shall be reimbursed.
3. **Campus visits to petitioning chapters.** Travel by a team making a final evaluation campus visit to a college or university petitioning for a chapter shall be reimbursed. Local expenses for the period (lodging, transportation to/from airport, and meals) shall be provided by the petitioning institution. Normally, the campus visit shall be conducted by a two-member team chaired by the regional vice president (or by the Regent if the regional vice president is unavailable) with the second team member being the Executive Director or his/her designee.

D. OFFICERS AND OTHER MEMBERS

1. The President, President Elect, Society Vice President, Regent, Director of Fellowships, and Past President should carefully select from opportunities to speak at chapter functions, represent the Society at formal occasions, and participate in related activities in order to insure that travel and related costs are justified. The officer shall inform the appropriate regional vice president before visiting a chapter in his/her region and should confer with the regional vice president concerning the chapter(s) to be visited.
2. Regional Vice Presidents. To further the development of chapter programs and to provide liaison with the Board of Directors, a regional vice president is encouraged to visit chapters in her/his region once during a triennium. Travel itineraries should be arranged to provide maximum contact for the time and expense involved. More than one visit by a regional vice president to a chapter during a triennium must be approved in advance by the President or the Executive Director. Regional vice presidents also have the obligation to carry out evaluation visits to prospective chapters and to install new chapters; these activities shall be supported by the Society.
3. Executive Director and other Society Headquarters staff members. In addition to campus visits, the Executive Director shall undertake travel necessary to carry out the assigned duties relating to the Society, including participation in Board meetings, meetings of professional groups, and meetings pursuant to carrying out Board directives. Travel for other staff members shall have prior approval by the Executive Director. The Executive Director or other staff members should inform the appropriate regional vice president before visiting a chapter in her/his region and should confer with the regional vice president concerning the chapter.
4. Other Phi Kappa Phi members. Travel reimbursement for other Society members is permitted when they are requested by the President or the Executive Director to perform official Society activities, e.g., representing Phi Kappa Phi at academic presidential installations.

II. IMPLEMENTATION DETAILS

- A. Commercial air travel shall be reimbursed only at the 21-day advance economy or otherwise designated lowest cost standard fare for guaranteed space, unless the expense voucher is accompanied by a statement showing that economy rates were unavailable or impractical. Exceptions to this policy may be made by the Executive Director or President.
- B. Reimbursement for use of personal automobiles shall be at the mileage rate currently approved by the federal government; but reimbursement shall not exceed the cost of air fare as indicated in Item A above and associated ground transportation and expenses that would have been incurred if air travel had been used.
- C. Reimbursement for a single room, or a double room when accompanied by spouse, shall be provided only for periods directly related to Society business.
- D. Accompaniment of spouses on Society travel is encouraged, but provision for expenses is limited to lodging, as stated in Item C above, and to invited attendance at Board of Directors and other official Society functions.

- E. Receipts must be submitted for all meal, lodging, parking, air travel, and local transportation expenses. Each claimed expenditure in the amount of \$10.00 or more must be accompanied by a receipt or full explanation of expenditure. Persons shall not ordinarily be reimbursed for purchases of alcoholic beverages except in special circumstances.
- F. To assure appropriate insurance coverage and to document intent to travel, a “Notice of Intention to Travel on Society Business” form (stating purpose, location, and estimated transportation cost) shall be filed with the Society Headquarters by all persons traveling on Society business prior to undertaking travel.
- G. The Executive Director or Associate Executive Director shall review travel expense reports, request missing information, inform claimants of items significantly outside of norms, and forward questionable items to the President or Board of Directors for action.
- H. In unavoidable circumstances, the Society shall reimburse for the cancellation costs of an advanced economy nonrefundable flight reservation.
- I. If requested, reimbursement for incurred expenditures (such as prepaid airline ticket) may be made prior to a scheduled meeting.
- J. Requests for cash advances for expenses not yet incurred will not normally be honored. If made, such requests must itemize and justify the anticipated costs and be submitted at least 10 days in advance.
- K. At each Board meeting, a written report will be presented which will include the use of travel funds by each Society officer and staff member.
- L. If a Board member, committee member, staff member, or other claimant objects to a travel or reimbursement decision by the Executive Director or by the President, he/she may appeal to the Board.

Revised Travel Policy Adopted October 24, 2008

CONFLICT OF INTEREST POLICY

INTRODUCTION

The purpose of this Conflict of Interest Policy is to protect the Society's tax-exempt status by preventing excess benefit transactions and ensuring that the Society engages primarily in activities which accomplish one or more of its tax-exempt purposes. This policy is intended to supplement applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations as well as the Society Headquarters Personnel Policy.

The Society expects its Directors, employees and other volunteers to conduct business according to the highest ethical standards of conduct. Directors, employees and other volunteers are expected to devote their best efforts to the interests of the Society. Business dealings which create or appear to create a conflict between the interests of a Director, an employee or other volunteer and the interests of the Society are unacceptable.

The Society recognizes that Directors, other volunteers and employees engage in activities which are of a private nature and unrelated to the Society's business.

A potential or actual conflict of interest occurs whenever a Director, employee or other volunteer is in a position to influence a decision which may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings, in-laws and business associates of any of the foregoing) as a result of the Society's business dealings.

Although it is not possible to specify every action which might create a conflict of interest, this policy sets forth those most frequently presented problems. If a Director, employee or other volunteer has any question whether an action or proposed course of conduct would create a conflict of interest, he/she should immediately contact the Executive Director or the Associate Executive Director/CFO to obtain advise on the issue. The purpose of this policy is to protect Directors, other volunteers and employees from any conflict of interest which might arise.

OBJECTIVES

The objective of the Society's Conflict of Interest Policy is to establish a method for identifying and avoiding potential conflicts of interest.

REPORTING RESPONSIBILITY

Each member of the Board of Directors (“Director”) and each Society employee shall disclose in writing any direct or indirect arrangement, agreement, investment or other activity with any vendor, supplier, or other party doing business with the Society. Each Director shall disclose in writing any personal interest which he/she or any member of his/her immediate family has in any matter pending before the Board of Directors prior to any action being taken by the Board on such matter.

Each Director and each Society employee shall annually sign a statement provided by the Society which affirms such person: (1) has received a copy of the conflicts of interest policy; (2) has read and understands the policy; (3) has agreed to comply with the policy and (4) discloses any potential conflicts of interest which the Society should be aware of.

PROHIBITED ACTIVITIES

- No Director who has a personal interest in any matter pending before the Board shall participate in the discussion of or any decision on any matter in which he/she has a personal interest.
- No Director shall participate in the discussion of or any decision on any matter in which an immediate family member has a personal interest.
- No Director who is an officer, board member, committee member, staff member or consultant to a vendor of the Society shall participate in any discussion or decision affecting the vendor.
- No Director who has an immediate family member who is an officer, board member, committee member, staff member or consultant to a vendor of the Society shall participate in any discussion or decision affecting the vendor.
- No Director shall receive directly or indirectly, any salary payments, loans or gifts of any kind, any free service or discount or other fees from or on behalf of any person or organization engaged in any transaction with the Society. This policy shall not prohibit Directors from receiving any free service or discount which is made available to all members of the Society or to the public at large or from obtaining a loan on terms available to all members of the Society or to similarly situated members of the public at large.
- No Director or employee shall be employed by an organizations which is or is seeking to do business with the Society, including actual or potential vendors or customers.
- No Director, employee or other volunteer shall attempt to use the Society’s time or facilities to further any personal belief or to convince others of their personal beliefs after they have been asked once to stop.

GIFTS, FAVORS, ENTERTAINMENT AND PAYMENTS

Directors, employees and other volunteers shall not seek or accept for themselves or others any gifts, favors, entertainment or payments from any person or business organization which do or seek to do business with or is a competitor of the Society except common courtesies usually associated with customary business practices.

The following gifts shall not be prohibited by this policy:

- A meal with a vendor which includes the spouse of the Director, other volunteer or employee, as long as the invitation was extended by the vendor.
- Gifts valued at less than \$50 from vendors such as calendars, pens or other items with the vendor's logo.
- Overnight outings if a representative of the vendor is in attendance.
- Holiday gifts of food items valued at less than \$50.
- Day outings such as fishing, hunting, and golf if the vendor is present; however, no member of the employee's family may participate without paying the expenses associated with the outing.

The following gifts are not acceptable:

- Alcoholic beverages.
- Participation by a family member in a day outing such as fishing, hunting or golf at the expense of a vendor.
- Use of vendors' facilities (vacation homes, etc.) by associates or families for personal use.
- Cash or cash equivalents, such as stocks, gift cards or other forms of marketable securities of any amount from any member, vendor or other individual which does business with the Society.

PROCEDURES FOR HANDLING POTENTIAL CONFLICTS OF INTEREST

Upon receipt of a disclosure pursuant to this policy, the Board of Directors shall determine whether the Society can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity which would not give rise to a potential conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a potential conflict of interest, the Board of Directors shall determine by majority vote of the disinterested directors whether the transaction or arrangement is in the Society's best interest, for its own benefit and whether the transaction is fair and reasonable.

The minutes of any meeting in which a potential conflict of interest arises shall include a copy of the disclosure and the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including and alternatives to the proposed

transaction or arrangement and a record of any votes taken in connection with the proceedings. This policy shall not prevent a Director from making a presentation to the Board of Directors; however, after the presentation, he/she shall leave the meeting during the discussion or and the vote on the any proposed transaction or arrangement involving the possible conflict of interest.

VIOLATIONS OF THIS POLICY

If the Board of Directors determines that a Director or an employee failed to disclose an actual or a possible conflict of interest, it shall inform the member or employee of the basis for such determination and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the Director's or employee's response and conducting such other investigation as is warranted by the circumstances, the Board of Directors determines the member or employee has failed to disclose an actual or possible conflict of interest, it shall take appropriate action which may include termination of employment or dismissal from a volunteer position.

Adopted October 2008

GIFT ACCEPTANCE POLICY

The Honor Society of Phi Kappa Phi (hereinafter the “Organization”) relies on charitable contributions to fulfill its mission. In light of this, the Organization adopts the following policies regarding the acceptance of gifts.

1. **RESTRICTED GIFTS.** The Organization will honor donor-imposed restrictions on gifts that are consistent with the Organization’s tax-exempt mission. The Organization reserves the right to refuse a gift if it is determined to be outside of the mission. In the event that a proposed donor-imposed restriction would be illegal, unethical, or inconsistent with the Organization’s tax-exempt mission, the Organization shall respectfully decline the gift unless the donor agrees to make the gift without restriction.
2. **DONOR ADVISED FUNDS AND SPLIT INTEREST GIFTS.** The Organization shall not accept any gifts to create a “donor advised fund” as that term is used in the Internal Revenue Code and applicable regulations. Any proposed gifts with respect to which the Organization will receive less than a full interest will be reviewed by the Organization’s legal counsel and certified public accountant before acceptance.
3. **GIFTS OF CASH.** The Organization will accept all gifts of cash to support the mission of the Organization.
4. **GIFTS OF EQUIPMENT/FURNITURE.** The Organization will accept gifts of new or used equipment/furniture that are determined to be of use to the organization and the Executive Director shall make such determination. Gifts of equipment or furniture will not be accepted with the intent to sell such items.
5. **GIFTS OF AIRLINE TICKETS.** The Organization will accept gifts of tickets for coach travel to be used by staff or board members to attend conferences/meetings as approved by the Executive Director in furtherance of the Organization’s mission and programs.
6. **GIFTS OF SECURITIES.** The Organization will accept gifts of publicly traded securities. Such gifts will be reviewed by the Audit/Finance Committee and such securities may be sold immediately upon receipt or may be retained in the Organization’s investment portfolio if consistent with the Organization’s investment policy.

7. **OTHER TYPES OF GIFTS.** Gifts not mentioned above will be reviewed by the Audit Finance Committee to determine the appropriate disposition or the right to refuse the gift.

8. **ACKNOWLEDGMENT OF GIFTS.** The Organization shall promptly acknowledge each gift and donors will be informed of how the gift will be recognized. Specific requests about acknowledgment will be honored when consistent with the Organization's practice.

WHISTLEBLOWER POLICY & PROCEDURES

INTRODUCTION

The Society is committed to lawful and ethical behavior in all of its activities and requires all directors, employees and volunteers (“Society Representatives”) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Each Society Representative must fulfill his/her responsibilities honestly, with integrity and in compliance with applicable laws and policies.

Every Society Representative is responsible for implementing this policy. Every Society Representative shall cooperate with the investigation of any good faith suspicion of illegal, unethical or inappropriate activity.

Any Society Representative who in good faith reports any suspicion of illegal, unethical or inappropriate activity shall not be subject to harassment, threats, discrimination, adverse consequences or retaliation.

OBJECTIVES

The objectives of the Society’s Whistleblower Policy and Procedures are to establish a method to:

- Prevent or detect and correct improper activities;
- Encourage Society Representatives to report suspicion of illegal, unethical or inappropriate activity;
- Ensure the receipt, documentation, retention of records and resolution of reports received under this policy; and
- Protect Society Representatives who report suspicion of illegal, unethical or inappropriate activity from harassment, threats, discrimination, adverse consequences or retaliation.

REPORTING RESPONSIBILITY

Every Society Representative has an obligation to report suspicion of illegal, unethical or inappropriate activity by the Society or by any Society Representative. The following are examples of matters which should be reported:

- False or misleading information on the Society’s financial documents, grant reports, tax returns or other public documents;
- False information to or withholding material information from the Society’s auditors, accountants, lawyers, directors or other representatives responsible for ensuring compliance with fiscal and legal responsibilities;
- Misappropriation of Society funds or Society property;
- Material violation of Society policy including but not limited to confidentiality, conflict of interest, whistleblower, ethics and document retention;

- Discrimination based on race, gender, sexual orientation, ethnicity or disability; and
- Facilitating or concealing any of the above or similar activities.

REPORTING PROCEDURES FOR EMPLOYEES

Whenever possible, an employee should seek to resolve concerns by reporting suspicions directly to his/her supervisor then to the next level of management as needed until matters are satisfactorily resolved.

If any employee in good faith believes that a policy or practice the Society or of a Society Representative is illegal, unethical or inappropriate, the employee shall report the concern in writing to the employee's immediate supervisor, the Associate Executive Director/CFO, or the Executive Director immediately.

If the employee feels uncomfortable reporting the concern to the employee's immediate supervisor, the Associate Executive Director/CFO and the Executive Director or if the employee does not believe the report was properly addressed, the employee shall report the concern in writing to the Society President.

REPORTING PROCEDURES FOR DIRECTORS AND OTHER VOLUNTEERS

If any director or other volunteer in good faith believes that a policy or practice of the Society or of a Society Representative is illegal, unethical or inappropriate, the director or other volunteer shall report the concern in writing to the Society President, Executive Director or Associate Executive Director/CFO.

If the director or other volunteer is not comfortable reporting to the suspicion to the Society President, Executive Director or Associate Executive Director or if he/she does not believe the concern was properly addressed, the director or other volunteer shall report the concern in writing to any member of the Board of Directors.

Reports may be submitted anonymously to the Society President, Executive Director or Associate Executive Director/CFO; however, in order for a proper investigation to be conducted of an anonymous complaint, the complaint must contain specific information.

PROCEDURES FOR HANDLING REPORTS

The Society will investigate all reports filed in accordance with this policy with due care and promptness. Matters reported internally without initial resolution will be investigated by the Society President, Executive Director or Associate Executive Director/CFO to determine if the allegations are verifiable, whether the policy or practice is a violation of applicable laws or policies and what actions are necessary to correct the concern.

The Society will issue a full report of each concern filed under this policy to its Board of Directors at the Board meeting following the conclusion of the investigation. The Board of Directors may conduct further investigation upon receiving the report.

The Society President, Executive Director or Associate Executive Director/CFO shall have the authority to obtain outside legal counsel, accountants, private investigators and any other resources deemed necessary to conduct a full and complete investigation of the allegations.

ACTING IN GOOD FAITH

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is illegal, unethical or inappropriate. Anyone who maliciously, recklessly, negligently or with the foreknowledge reports false information shall be subject to disciplinary action which may include termination of employment or dismissal from a volunteer position. Additionally, the Society may take any legal action appropriate or necessary to protect of the Society, its reputation or resources, employees, directors or other volunteers.

CONFIDENTIALITY

Reports of concerns and investigations pertaining thereto shall be kept confidential to the extent possible; however, where necessary to conduct an adequate investigation, the Society reserves to disclose any information concerning the investigation.

Disclosure of information relating to an investigation under this policy by Society employees, directors or other volunteers involved with an investigation to individuals not involved in the investigation may subject the individual to disciplinary action which may include termination of employment or dismissal from a volunteer position. Additionally, the Society may take any legal action appropriate or necessary to protect the Society, its reputation or resources, employees, directors or other volunteers.

Adopted October 2008

THE HONOR SOCIETY OF PHI KAPPA PHI

PERSONNEL POLICIES RECEIPT & ACKNOWLEDGMENT

THIS PAGE IS TO BE SIGNED, DATED AND RETURNED IMMEDIATELY UPON RECEIPT OF THIS HANDBOOK.

I have received my personal copy of The Honor Society of Phi Kappa Phi's (hereinafter "Phi Kappa Phi" or "the Society") Personnel Policies. My signature certifies that **I will read, become familiar and comply with the provisions contained in this handbook.** I fully acknowledge that any or all portions of this handbook may be modified or deleted at any time at Phi Kappa Phi's sole discretion.

Furthermore, I understand that this handbook provides general summary information on various personnel policies and benefits and is not intended as an addition to, alteration or interpretation of Phi Kappa Phi's formal policies or employee benefit plan documents. The applicability of personnel policies or employee benefit plans, eligibility for, and entitlement to benefits will be in accordance with the terms and conditions of official plan documents and any formal amendments to them.

I also agree to comply with the rules, policies, procedures, and directives of Phi Kappa Phi and its authorized representatives. In addition, because Phi Kappa Phi does not offer contracts of employment, except those which are approved by Phi Kappa Phi's Board and signed by its Executive Director, **I understand that nothing contained in this handbook is intended to create, nor creates, an express or implied employment contract between Phi Kappa Phi and me for either employment or the provision of any benefit or compensation.**

I fully understand that the employment relationship between me and Phi Kappa Phi is voluntary on the part of both, and either party may terminate that relationship at will. I agree, if in the future, there is a policy or practice that I do not understand, I will seek clarification from the Associate Executive Director/CFO.

EMPLOYEE SIGNATURE

DATE

FOR PHI KAPPA PHI

DATE

ACKNOWLEDGEMENT OF RECEIPT
OF THE HONOR SOCIETY OF PHI KAPPA PHI'S
CONFLICT OF INTEREST AND
WHISTLEBLOWER POLICIES

I, _____, hereby certify that:

1. I have received a copy of the Conflict of Interest Policy and of the Whistleblower Policy;
2. I have read and understand the policies; and
3. I agree to comply with the policies.

Except as described below, I am not now nor at any time during the past year have I been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment or other activity with any vendor, supplier, or other party doing business with the Society which has resulted or could result in a personal benefit to me or any member of my immediate family.
2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Society.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of any interest, whether direct or indirect, which I have or have had during the past year.

Please list any exceptions to the statements above: _____

Please list any interests, arrangements, agreements or investments which could give rise to a conflict:

Date: _____

Signature: _____

Printed Name: _____