



**PROX
PARTICIPANT
HANDBOOK
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HANDBOOK**




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CONGRATULATIONS!

YOU are a ProX Participant.

STRATEGIES FOR A SUCCESSFUL INTERN EXPERIENCE:

- Follow the ProX handbook and Employer policies related to cell phone use and limitations.
- Follow the dress code of the company or program. Always be neat and clean.
- Learn as much as you can about the company. Look at the company's website.
- Ask questions. When you are unsure of something, be sure to ask your coach and/or manager.
- Alert your coach and/or manager of any potential problem.

Go Above and Beyond:

You will receive favorable reviews if you are willing to exceed your employer's expectations.

Display Energy and Enthusiasm:

Smile! Show enthusiasm, the most successful interns are those who display an upbeat attitude and a genuine interest in performing their role.

Network:

This is your opportunity to:

Meet people who can assist you in your career choice.

Learn what skills and education are necessary for this field of interest. Absorb more information about this industry.

Expand your Portfolio:

Be sure to list your intern experience in your resume and/or your portfolio.

List summaries of projects completed. List positive feedback from your employer.

Show Appreciation:

Upon completion of your internship, be sure to write a thank you note to the company and supervisor for the summer opportunity. This is required as part of your academic credit earned during the internship.



SECTION 1

INTRODUCTION

1.1. Purpose of this Handbook

The purpose of this Handbook is to familiarize you - the ProX program Participant - with the policies, rules and other key aspects of ProX ("The Program"). The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this Handbook and the expectations set forth in your orientation is required for all Participants. The Program reserves the right to interpret this Handbook's content as it sees fit, and to deviate from policy when it deems necessary.

1.2 ProX Purpose Statement

The purpose of the ProX program is to create a coordinated regional access point for employers and high school students to come together for summer professional experiences. This coordination of support, both administrative and direct service, and emphasis on ensuring quality Real World Learning experiences sets the program apart from other local and national efforts. We hope you are as proud as we are to be a part of it!

1.3 ProX Program History

First piloted in 2022, the ProX program was established as a direct outcome of several influencing factors.

- 1.The Kansas City region needed more opportunities for students and employers to come together for professional experiences and those opportunities needed to be easier to access and administer.
- 2.Value for student participants needed to be significant – compensation at a reasonable amount and academic credit should be available to all students.
- 3.Experiences offered needed consistent quality requirements in order to scale
- 4.Individual programs serving small numbers of students did not have the capacity to facilitate the administrative requirements of large-scale applications, interviewing, hiring and onboarding, compensation and employer preparation for participants.

Since 2022, thousands of students have completed an application and preparatory workshop, nearly 1,000 students have completed the full program. While the numbers are impressive, the demonstration of how each individual student grows through the course of the student journey is the real story.



SECTION 1

INTRODUCTION

Continued

From the completion of an authentic application including a personal statement of interest, to the preparatory workshop to learn about resume writing and presenting yourself as a professional, to showing up at the hiring fair alongside hundreds of peers to interview for real opportunities, to completing hiring and onboarding paperwork for perhaps the first time ever, to learning through professional development and immersive experiences and projects with employers, to showcasing their work at the culmination of the program...it's all designed to support a young person on their journey to understand who they are and what they might want to do with their talents, and build new skills along the way.

1.4. Changes of Policy

ProX reserves the right to change this Handbook's content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the student Handbook and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact your ProX Coach.

1.5 Confidentiality

This Handbook expressly prohibits the unauthorized disclosure of confidential Program information, via any means of communication, including, but not limited to, face-to-face, over the phone and via the Internet, for the Participant's own benefit or the benefit of any third party.



SECTION 2

PROGRAM REQUIREMENTS AND STIPEND ELIGIBILITY

2.1 Academic Credit

Performance Evaluation Scoring Participants will receive a grade to assess his/her/their overall performance during the five (5) week period. Participants will be graded weekly by their performance in six (6) competency areas:

- Attendance (Executive Function) 60% (Complete 125 Hours as measured by the ImBlaze Application)
- Quality of Work (Critical Thinking) 20%
- Communication skills (Employers and Coaches) 5%
- Engagement level (Empathy) 5%
- Collaboration 5%
- Proactivity 5%

Participants will receive weekly feedback from their assigned Coach; however, the overall evaluation will include feedback from both the Coach and Employer. The evaluation will consist of a rating system that will determine the course grade issued for academic credit.

The grading scale is as follows:

Total Points

90-100 Participant is Outstanding

80-89 Participant Exceeds Expectations

70-79 Participant Meets Expectations

60-69 Participant Needs Improvement

0-59 Participant is Unacceptable

Letter Grade Combined Average

P 60 or above

F 0 - 59.9%

Any Participant receiving a combined average of less than 60% will be ineligible for the stipend or academic credit.

2.2 Academic Credit

Participants who score 60% or higher in their performance evaluation and complete 125 Hours will be eligible for one (1) elective credit hour through Crossroads Academy or their sending school. Crossroads Academy will house the credit. A transcript will be emailed to the Participant's Parent/Guardian. It is the responsibility of the Parent/Guardian to report the academic credit to the Participant's home school.

SECTION 2

TERMS & DEFINITIONS

continued

2.3 Stipend

Participants will be eligible for a \$1,250 stipend upon successful completion of The Program. Participants will receive payment by direct deposit or pay card by Monday, July 29, 2024.



SECTION 3

EMPLOYMENT AND PAYROLL



3.1 Employer of Record

TalentLaunch/Stivers, Inc. is the Employer Of Record for The Program. An Employer Of Record (EOR) is an organization that serves as the employer for tax purposes while the independent contractor (Participant) works at the matched internship.

3.2 Independent Contractor Status

The ProX program is a learning experience that uses immersive professional experiences for Participants to better understand the professional world, from what it takes to get hired through what it takes to successfully complete a project. As such, Participants are hired as independent contractors. Participants are not assigned work equal to employees at Employer host sites, and accomplishing their work/project goals are directed by the program development process, not by the Employer hosts.

3.3 Tax Reporting

Participants will be hired as independent contractors and will be legally obligated to complete and submit his/her/their W-9 for payroll purposes. TalentLaunch/Stivers Inc, is required by the Internal Revenue Service to obtain this information to determine if the company must issue a 1099 at year-end.

3.4 State and Federal Taxes

The Company will not:

- Withhold FICA (Social Security and Medicare taxes) from Participant's payments or make FICA payments on Participant's behalf
- Make state or federal unemployment compensation contributions on Participant's behalf, or withhold state or federal income tax from Participant's payments.

Participants(s) shall pay all taxes incurred while working with The Program. The Employer Of Record will issue each Participant a 1099 before February 1, 2025.

3.5 Attendance Reporting

Attendance/Time worked includes all time that Participants are performing duties for the Employer or for The Program. The following are included as time worked:

- Work at Employer site or home (Virtual/Hybrid) if approved by Employer
- Break time - Rest periods of 15 minutes or less are counted as time worked and will be established by The Employer.

SECTION 3

EMPLOYMENT AND PAYROLL

continued



3.6 Timekeeping

Participants will be required to record his/her/their attendance at the beginning and ending of each shift in ImBlaze. This may include answering the daily questions in ImBlaze. Additionally, Participants will be required to document any split shift or departure from work for personal reasons.

For internships and Client-Connected Projects, the Coach and Employer are mutually responsible for submitting and approving his/her/their Participant's time record. In the event of an error in reporting time, the Participant and/or Employer must immediately report the problem to their Coach for correction.

3.7 Enforcement

Altering, falsifying, and/or tampering with time records or recording time on another Participant's time record may result in disciplinary action, up to and including termination of employment.





SECTION 4

PROFESSIONAL EXPECTATIONS

4.1 Schedule

Employers, Coaches, and Participants will determine mutually agreed-upon schedules for in-person and remote work. Hybrid schedules have been approved based on the employer's and operational needs.

4.2 Reporting for Work

Participants are expected to begin and end each shift at the day and time appointed. If the Participant will be absent or late, they must inform their Employer and Coach prior to the start of the workday. Permission to leave early must be obtained from the Employer and Coach. Absences and late arrivals will be recorded. Should absences or tardiness exceed a reasonable limit, Participants will be subject to disciplinary action up to and including termination. Failing to call one's supervisor and Coach or report to work for consecutive work days without permission will be considered voluntary resignation and result in removal from the program, payroll, and forfeiture of internship benefits.

4.3 Workplace Safety

Workplace safety is a top priority for the ProX program and includes a safe and healthy place for Participants whether they are on site with the Program or with their Employers. A successful safety program depends on everyone being alert and committed to safety. Participants are expected to obey all safety rules and be careful at work. Participants are expected to immediately report any unsafe condition to their Coach, manager, or program staff. If Participants violate any safety standards, they may be subject to further disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation and/or failing to report a hazardous or dangerous situation.

4.4 Request for Time Off and Reporting Absences

Participants requiring time off from work must inform his/her/their Coach. All leave must be approved by the Coach and Employer. For planned leave, Participants must submit requests at least 3 days in advance. Emergency leave must be requested as soon as possible.

SECTION 4

PROFESSIONAL EXPECTATIONS

continued

4.5 Meals & Breaks

Unless defined otherwise by Missouri state law, Participants are entitled to a paid 15-minute break for every four hours of work, as well as a 30-minute meal break for any shift lasting longer than five hours.

4.6 Professionalism

Participants must adhere to policies of the Employer and The Program while exhibiting a high level of professionalism.

4.7 Dress Code

All Participants must adhere to the requirements set forth by their Employers. Grooming styles dictated by religion and ethnicity are not restricted. All clothes must be work-appropriate based on The Program or Employer guidelines and should project professionalism.

4.8 Program Electronics and Email Policy

ProX Participants are required to use various forms of electronic communications in their work for The Program and Employers including, but not limited to computers, email, telephones, voicemail, instant message, text message, Internet, cell phones, and smartphones. All communications transmitted by the above-mentioned electronic means remain the sole property of The Program and are to be used for Program business only and not for personal use.

Participants who misuse electronic communications and engage in any form of criminal behavior, or behavior that is detrimental to The Program's interests, including but not limited to: defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions, will be subject to discipline, up to and including immediate termination, and may be referred to the appropriate authorities when necessary.

Participants' personal electronic devices may only be used during breaks. Access to the Internet and other types of Employer-paid computer access are to be used for Program-related business only. The Program reserves the right to access and review electronic files, messages, internet use, blogs, "Xs" ("tweets"), instant messages, text messages, email, voice mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Program policy or any law occurs.

SECTION 4

PROFESSIONAL EXPECTATIONS

continued

4.9 Cell Phone Use

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting coworkers. They may only be used during personal time (e.g.- breaks and meal periods) or as otherwise permitted by an Employer or ProX personnel. If cell phone use interferes with operations in any way, a Participants' cell phone privilege may be rescinded and disciplinary action, up to and including termination, may be used.

SECTION 5

CODE OF CONDUCT

RULES AND POLICIES



5.1 Social Media Policy

Engaging in social media provides opportunities both professionally and personally. Real World Initiatives (the “Organization”) and the ProX Program realize that social media is a valuable vehicle for disseminating content and information important to or about the Organization and its stakeholders. The Organization also recognizes the potential for problems, even inadvertent ones. However, Real World Initiatives encourages Participants to engage in social media only to the extent they are comfortable doing so. To support this activity, the Organization provides the following guidelines and cautions:

Personal and Professional Accounts:

Personal social media accounts are just that, personal social accounts. Personal accounts should not be 100% professional/program content. There should be an intentional balance of personal- life and professional- life content. Remember, though, that even postings to your purely personal account could reflect poorly on the Organization and on you—especially (but not limited to) if you identify your relationship to the Organization. Impermissible actions outlined in our employee handbook, including the Student Protection Policy, are similarly impermissible on social media.

That said, we encourage Participants to share Program news that they value on their personal social media accounts. You are our most trusted ambassadors, and by sharing our news, you’re communicating to your networks that the Organization’s work is important.

TIP: *If you share Organization, ProX Program or Foundation news on your personal account, it’s best to disclose your relationship to the Foundation in your bio. It is not required to disclose your relationship to the Foundation in your bio, but if you wish to share Kauffman-related information, it might help your network understand why Kauffman content is present on your feed.*

Program Participants and partners are prohibited from using the “Kauffman” or “Real World Initiatives” name or any of its iterations, brands, programs, or marks as part of their social media usernames, handles, background designs, or other name and identification of personal social media accounts.

Please consult with your Coach if you have questions or concerns regarding your personal social media use during the program.

SECTION 5

CODE OF CONDUCT

RULES AND POLICIES

continued

5.2 Equipment and Personal Belongings

The Program does not require or advise any Coach or staff member to use a Participants' personal equipment (camera, iPhone, iPad, etc.) for program use. The Program is not responsible for valuables, cash, or personal effects that Participants bring to any sessions or activities.

5.3 Drug Free Workplace

The manufacture, distribution, dispensing, possession, or use of a controlled substance or the possession, use, or distribution of alcohol or alcoholic beverages by a Participant in the workplace is strictly prohibited.

5.4 Confidentiality


No current Participant may disclose or give access to confidential Program, Employer, or client information; in any way or at any time, unless otherwise authorized by Management.

5.5 Equal Opportunity Employment Policy

The Program provides equal employment opportunities to all applicants, without regard to unlawful considerations of discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of employment with The Program. As a Participant, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

5.6 Performance Reporting Structure

Performance management helps Participants set goals and assists them in reaching their full potential. The ProX Coach is the primary point of contact for an Employer to share any positive feedback or concern regarding a Participants' performance. Concerns will be addressed in a timely manner and appropriate corrective actions will be taken. Any issues regarding a ProX Coach's performance, responsiveness, etc. should be directed to the Lead Coaches. All feedback is highly encouraged.



SECTION 5

CODE OF CONDUCT

RULES AND POLICIES

continued

5.7 Anti-Harassment & Anti-Discrimination

Real World Initiatives and its ProX program (“RWI”) recognizes our obligations to ensure that none of our Participants are subjected to discrimination and/or harassment in any term or condition of employment on the basis of race, color, national origin, ethnic background, citizenship, sex, gender, age, religion, disability, pregnancy status, sexual orientation, gender identity, veteran status, or other status protected by law (collectively a “Protected Status”). It is RWI’s goal to ensure conduct never rises to the level of “unlawful” behavior.

It is RWI's policy not to engage in or permit discrimination or harassment in violation of the law or RWI's policies against Associates, program Participants, visitors, guests, contractors, consultants, vendors and other recipients of RWI's programming (“Covered Persons”).

It is also RWI's policy to prohibit any unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward a Covered Person because of his/her/their Protected Status.

Some examples of prohibited conduct include but are not limited to:

- Offensive, sexist, off-color or sexual remarks, jokes, slurs or propositions or comments that disparage a person or group on the basis of a Protected Status.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, or gestures.
- Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.
- Unsolicited sexual advances, requests, or demands, explicit or implicit, for sexual favors.

Any Covered Person who has a question, concern, or complaint of discrimination or harassment based on a Protected Status is encouraged to bring the matter to the immediate attention of his/her/their supervisor, an RWI representative or any of the individuals listed in the Reporting Options section below. Reports may also be made on a confidential basis through RWI’s Ethicspoint reporting portal at www.realworldinitiatives.ethicspoint.com or by calling 833-256-9032. Any supervisor or member of management who becomes aware of potential violations of this Policy is required to contact RWI’s Chief People Officer or General Counsel immediately.

Real World Initiatives and its ProX program (“RWI”) recognizes our obligations to ensure that none of our Participants are subjected to discrimination and/or harassment in any term or condition of employment on the basis of race, color, national origin, ethnic background, citizenship, sex, gender, age, religion, disability, pregnancy status, sexual orientation, gender identity, veteran status, or other status protected by law (collectively a “Protected Status”). It is RWI’s goal to ensure conduct never rises to the level of “unlawful” behavior.

SECTION 5

CODE OF CONDUCT

RULES AND POLICIES

continued

5.7 continued

RWI prohibits retaliation against any Covered Person for reporting in good faith any discrimination/harassment, assisting in making a discrimination/harassment complaint, or cooperating in a discrimination/harassment investigation. Any person who believes he/she/they has experienced or witnessed retaliation should immediately notify his/her/their supervisor or any of the individuals listed in the Reporting Options section below. Reports may also be made on a confidential basis through RWI's Ethicspoint reporting portal at www.realworldinitiatives.ethicspoint.com or by calling 833-256-9032.

All reports of inappropriate conduct submitted in reasonably good faith will be promptly and thoroughly investigated, and RWI will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any Covered Person who violates the Policy will be subject to the full range of corrective action, up to and including termination of employment with RWI. RWI will inform the complaining Covered Person, if their identity is known, of the resolution of the complaint as appropriate.

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment consequences from RWI as a result of making a reasonable, good faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be in violation of this policy and subject to the full range of corrective action, up to and including termination of employment with RWI.

Reporting Options Contact Information:

RWI Program Director: Michael Robins- mrobins@kauffman.org
RWI General Counsel & Secretary: John E. Tyler, III- jtyler@kauffman.org
RWI Deputy General Counsel: Tim Racer- tracer@kauffman.org
RWI Chief People Officer: Brandy Johnson- bjohnson@kauffman.org
RWI Outside Counsel: Dana Tippin-Cutler- dtcutler@tippinlawfirm.com
RWI Board of Directors: Kristin Bechard, Chair- kbechard@kauffman.org
Bill Nicely, President- bnicely@kauffman.org
Susan Klusmeier- sklusmeier@kauffman.org
Ethicspoint: www.realworldinitiatives.ethicspoint.com 833-256-9032



SECTION 5

CODE OF CONDUCT

RULES AND POLICIES

continued

5.8 Student Protection Policy

It is the expressed policy of ProX that employees, contractors (including Coaches), volunteers, funders, board members and the staff for participating Employers who interact with ProX Participants (collectively “Covered Individuals”) shall not engage in or permit any Abuse or Molestation. To make this “zero-tolerance” policy clear, Covered Individuals are required to report any information about an Act of Abuse or Molestation as outlined below.

Abuse or Molestation as used in this policy encompasses any sexually oriented communication, touching, or affectionate conversations between Covered Individuals and a Participant, or by a Participant against another Participant.

5.9 Behavior Guidelines

In an effort to avoid any Abuse or Molestation, as well as the potential for any misunderstandings that could lead to allegations that particular conduct is Abuse or Molestation, Participants should follow the following guidelines when interacting with Covered Individuals:

1. Don't be alone with a covered individual, regardless of the setting.
2. Don't ride with a covered individual. When receiving transportation assistance is unavoidable, you must comply with guideline 1;
3. Don't interject yourself into a covered individual's personal life;
4. Don't invite a covered individual into your own personal life.
- 5.

A more explicit set of guidelines to follow when interacting with covered individuals is outlined in Appendix 1.

5.10 Reporting

Reports of Abuse and Molestation should be reported to ProX in one of the following ways:

1. Calling the ProX reporting hotline (“EthicsPoint”) at 833-256-9032,
2. Filing a report online in EthicsPoint at www.realworldinitiatives.ethicspoint.com
3. Calling or e-mailing ProX's legal counsel:
4. John Tyler, General Counsel (816-932-1293, or jtyler@kauffman.org).

Dana Tippin-Cutler, independent outside counsel (816-471-8575 x303, or dcutler@tippinlawfirm.com)

Participants (or their families) may also report Abuse or Molestation to any ProX representative with whom the reporting individual is comfortable. This could include any employee, a trusted Coach or the ProX Program Director, Michael Robins (Michael Robins- mrobins@kauffman.org or 816-932-1274).

SECTION 5

CODE OF CONDUCT

RULES AND POLICIES

continued

5.10 continued

Covered Individuals must report any information about Abuse or Molestation using one of the three enumerated reporting mechanisms above.

Reports made via EthicsPoint may be filed anonymously, but sufficient information must be provided to enable follow-up on and investigation of the report.

It is not required that a victim directly confront the person against whom a report of Abuse or Molestation is made before reporting an incident.

5.11 Reporting to Law Enforcement or Protective Services

Actions falling within the definition of Abuse or Molestation may also be crimes. ProX is committed to reporting acts of Abuse or Misconduct to appropriate law enforcement, prosecution or child welfare authorities and will support the prosecution of any crimes arising out of acts of Abuse or Molestation to the fullest extent of the law.

Missouri Child Abuse Hotline: 1-800-392-3738

Kansas Child Abuse Hotline: 1-800-922-5330

5.12 Investigation & Follow Up

ProX legal counsel will lead the investigation(s) of any report(s) of Abuse or Molestation. Every reasonable measure to ensure that those named in any complaint of Abuse or Molestation or who are too closely associated with those involved in the complaint will not be part of the investigative team.

All reports will be received and acted on in confidence to the extent possible given legal requirements and the need to gather facts, conduct an effective investigation and take necessary corrective action. Those who report or are the victim named in a report can expect that such reports will be handled fairly, timely and consistently so that matters are resolved as quickly as possible.

ProX will cooperate fully with any investigation conducted by law enforcement or protective services agencies. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

SECTION 5

CODE OF CONDUCT

RULES AND POLICIES

continued

5.13 Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment. Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

5.14 Complaint Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the Program Director will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained and secured.

5.15 Complaint Procedure

The Program has established the following procedure for lodging a complaint of harassment, discrimination, or retaliation. The Program will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. Complaints should be submitted immediately after an incident has occurred verbally and in writing.
2. Upon receiving a complaint or being advised by a Participant or staff member that a violation of policy may be occurring,
3. The Program Director will begin a formal investigation.
4. The Program Director will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of policy occurred.
5. If necessary, the complainant and the respondent will be separated during the course of the investigation.
6. During the investigation, The Program Director will interview the complainant, the respondent, and any witnesses to determine whether the alleged conduct occurred.

SECTION 5

CODE OF CONDUCT

RULES AND POLICIES

continued

5.15 continued

7. Following the investigation if it is determined that a violation of policy has occurred, The Program Director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:

- a. the severity, frequency and pervasiveness of the conduct.
- b. prior complaints made against the respondent; and
- c. the quality of the evidence (e.g., firsthand knowledge, credible corroboration). If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, The Program Director may recommend appropriate preventive action and/or discipline up to and including termination.

8. The Program Director will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

5.16 Disciplinary Action

The Program takes disciplinary matters very seriously and will exact discipline as it sees fit for any unacceptable action or behavior. These may include:

- Excessive lateness and/or absence
- Improper or indecent conduct
- Poor communication
- Uncooperative attitude
- Abuse, perfunctory or unauthorized use, or unauthorized possession of Company property
- Unauthorized use or disclosure of Program information
- Possession and/or use of illegal drugs, weapons or explosives
- Illegal harassment and/or discrimination - of any kind
- Violations of Program policy

Disciplinary action may consist of anything from verbal/written warnings and counseling, to demotion, transfer, suspension or termination. Rather than follow rote procedures, the Program will handle each matter individually to ensure fairness to all involved.

ACKNOWLEDGMENT OF RECEIPT OF PROX INTERN HANDBOOK

I hereby acknowledge receipt of the ProX Participant Handbook (hereinafter referred to as “ProX Participant Handbook”). I understand that it is my continuing responsibility to read and fully understand the contents contained within. I also understand and agree that the ProX Participant Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with ProX and Stivers that provides otherwise, I have the right to resign from my employment with ProX and Stivers at any time with or without notice and with or without cause, and that ProX and Stivers has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand, and agree to all of the above. I have also acknowledged that the ProX and Stivers ProX Participant Handbook was covered with me. I agree to return the Participant Handbook upon termination of my employment.

SIGNATURE

PRINT NAME

DATE

CONFIDENTIALITY POLICY AND PLEDGE

Any information that a ProX Participant learns about ProX, its affiliates, its members, or donors, as a result of working for ProX that is not otherwise publicly available constitutes confidential information. Participants may not disclose confidential information to anyone who is not employed by ProX who do not have access to such information to assist in rendering services.

The disclosure, distribution, electronic transmission, or copying of ProX confidential information is prohibited. Any employee who discloses confidential ProX information will be subject to disciplinary action including possible separation, even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

SIGNATURE

PRINT NAME

DATE



ProXsummer.org
info@proxsummer.org
816-547-2860