




**PROX**  
**EMPLOYER**  
**HANDBOOK**  
**HANDBOOK**  
**HANDBOOK**  
**HANDBOOK**

# TABLE OF CONTENTS



**01**

WELCOME AND  
INTRODUCTION

**02**

EMPLOYER HOST  
EXPECTATIONS

**03**

CODE OF CONDUCT RULES  
AND POLICIES

**APPENDIX 1**

Guidelines For Interactions with  
Participants

# SECTION 1

# INTRODUCTION

*Thank you for your participation and commitment to the ProX program. Your engagement is critical to the success of this program this summer and for the future of our region.*

The purpose of this Handbook is to familiarize you - the ProX program (“ProX or “The Program”) Employer participant - with the policies, rules and other key aspects of ProX. 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 communicated to you in your orientation is required for all employers. The Program reserves the right to interpret this Handbook's content as it sees fit, and to deviate from policy when it deems necessary.

## **1.1. 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!

## **1.2 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 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 and 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. From the completion of an authentic application including a personal statement of interest, to the preparatory workshop to learn about resume writing and presenting themselves 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 young people 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.

# SECTION 1

# INTRODUCTION

CONTINUED

## 1.3. 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 Employer 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 or the Employer Development Manager, Asia Campbell at [asia@proxsummer.org](mailto:asia@proxsummer.org) or [acampbell@kauffman.org](mailto:acampbell@kauffman.org)



# SECTION 2

# EMPLOYER HOST EXPECTATIONS



ProX is a Real World Learning initiative providing summer professional experiences for high school students. The program supports focused learning and capacity building while creating paid opportunities for Participants to earn Market Value Assets (MVAs), learn essential skills and build social capital. The desire is for the programmatic activity of ProX during the summer to build capacity within Employers, students and educators to advance year-round implementation of Real World Learning experiences, increasing Market Value Asset attainment for all students in our region.

## 2.1 Managers & Participants

Each Employer must designate a manager who will supervise each Participant's work and coordinate the participation in the Program (hereafter the "Designated Manager"). Each day a Participant is on site with the Employer, the Employer's Designated Manager must be present. If the Designated Manager is offsite, another Pro X Program Director or Employer Development Manager approved adult must be present to supervise the Participant, or the Employer should request that the Participant should NOT report to work that day. All Designated Managers and other approved adults must be in compliance with background check requirements as outlined in the Employer MOU. All Alternative Designated Managers will be identified by the Employer on the "Employer Background Check Verification Form" provided by the Employer Development Manager.

## 2.2 Host Site Policies

Participants are expected to comply with all policies that are established by an Employer Host. It is expected that Employer Hosts will clearly communicate applicable policies to Participants. Likewise, Participants are expected to exhibit professional behavior in the workplace.

## 2.3 Schedule

An Employer's Designated Manager, and Participants, in coordination with each Participant's Coach, will determine mutually agreed upon schedules for in person and remote work. Hybrid schedules may be approved based on the Employer and operational needs. Participants will be expected to work in accordance with the agreed upon schedule.

Participants are expected to begin and end each shift at the day and time appointed. If a Participant will be absent or late, he or she is expected to inform his/her Designated Manager and ProX Coach prior to the start of the workday. Permission to leave early must be obtained from the Participant's Designated Manager and reported to the Participant's ProX 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 from the Program. Failing to call one's Designated Coach or report to work for consecutive work days without permission will be considered voluntary resignation and result in removal from the Program. Any Participant terminated from the Program will be ineligible to receive the Stipend payment and academic credit awarded to Participants that complete the Program requirements.

# **SECTION 2**

# **RESPONSIBILITIES**

# **AND EXPECTATIONS**

**CONTINUED**

## **2.4 Request for Time Off and Reporting Absences**

A Participant requiring time off from work must request time off from his/her Designated Manager and inform his/her ProX Coach and obtain approval for such time off from both the Participant's ProX Coach and Designated Manager. For planned leave, Participants are expected to submit requests for time off at least 3 days in advance. Emergency leave must be requested as soon as possible.

## **2.5 Staying Safe**

Safety in the workplace is The Program's number one priority. Employers are responsible for communicating safety requirements and practices to Participants and Participants are expected to comply with all such requirements and practices. A Participant is required to inform his/her ProX Coach, as well as his Designated Manager, of any unsafe conditions, accidents or injuries.

## **2.6 Meals & Breaks**

Unless defined otherwise by Missouri state law, Participants should be granted an at least 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.

## **2.7 Dress Code Policy**

Employers should communicate requirements or expectations for dress code, including any requirements to wear employer-issued attire, with Participants during onboarding and orientation. If an Employer has specific uniform or equipment requirements (e.g.- work boots, hair nets), the Employer should notify ProX Program Staff prior to Employer orientation. Participants must adhere to the dress code requirements established by an Employer. Grooming styles dictated by religion and ethnicity should not be restricted. Regardless, Participants are expected to wear work-appropriate clothing at all times and wear any mandated safety equipment.



# **SECTION 2**

# **RESPONSIBILITIES**

# **AND EXPECTATIONS**

**CONTINUED**

## **2.8 Participant Cell Phone Use**

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting coworkers. Participants may only use cell phones on his/her own personal time (such as breaks and meal periods) or as otherwise permitted by an Employer. If cell phone use interferes with an Employer's operations in any way, a Participants' cell phone privilege may be rescinded and disciplinary action, up to and including termination of an internship or participation in ProX may result. Employers who witness behaviors contrary to these policies should engage the Coach assigned to their student Participant(s).

## **2.9 Reasonable Cooperation**

Employer agrees to reasonably cooperate with ProX (including potentially sharing communications, recordings or other records that may exist) in the event ProX is investigating or evaluating a complaint made against a Participant or Employer's personnel that arise in the course of participation in the Program.





# SECTION 3

# CODE OF CONDUCT RULES AND POLICIES

All Employers, Coaches and Participants must adhere to the ProX policies and are expected to exhibit a high level of professionalism, good judgment, and positive behavior while participating in the Program.

The policies set forth below form the basis of a Code of Conduct with which Employers are expected to comply while participating in the Program. Among specific behaviors that violate this Code of Conduct are the following:

1. Failure to participate in required elements of the program as established by the ProX Program Director and as may be set forth in this Handbook.
2. Violation of the terms of the ProX Participant Memorandum of Understanding signed by an Employer or any ProX policy, including, but not limited to, the policies set forth in this Handbook;
3. Employer Personnel should not use their personal or company vehicles to drive Participants to/from Monday professional development sessions or to/from job sites.
4. Employer personnel should not administer medicines or medication to Participants without prior consent from the Participant's ProX Coach.
5. Employer personnel should exhibit respect in all interactions with Participants and others involved in the ProX program. As such the following types of activities are not permitted:
  - Threats or language directed against another person;
  - Discriminatory jokes or language;
  - Sharing sexually explicit or violent language or material;
  - Posting (or threatening to post) someone's personal information;
  - Personal insults, especially if using racist or sexist terms;
  - Advocating for, or encouraging, the above behavior;
  - Providing the use of alcohol or drugs to any Participant;
  - Harassment of others, including continuing with objectionable behaviors after a person has asked that a behavior be discontinued.
6. Any additional expectations or rules pertinent to a specific event or interactions may be announced by The ProX Program Director and shall be observed as part of this Code of Conduct.

## **3.1 Electronic Communications Policy**

ProX requires that Employers and Participants use specified applications, tools or means of electronic communications in interacting with and reporting Participant activities for the Program. Information that Participants and Employers provide to ProX using the required tools are the Property of ProX and ProX will own that information. For electronic communications to ProX using other tools (e.g.- an Employer's own e-mail system or a text from an Employer owned phone), ProX reserves a right to review and maintain a copy of the communication and use it for its own internal purposes, but ProX does not own the communication or retain a right to distribute the communication to individuals that are not employees or contractors for the Program.





# SECTION 3

# CODE OF CONDUCT RULES AND POLICIES

CONTINUED

All Employers, Coaches and Participants must adhere to the ProX policies and are expected to exhibit a high level of professionalism, good judgment, and positive behavior while participating in the Program.

The policies set forth below form the basis of a Code of Conduct with which Employers are expected to comply while participating in the Program. Among specific behaviors that violate this Code of Conduct are the following:

1. Failure to participate in required elements of the program as established by the ProX Program Director and as may be set forth in this Handbook.
2. Violation of the terms of the ProX Participant Memorandum of Understanding signed by an Employer or any ProX policy, including, but not limited to, the policies set forth in this Handbook;
3. Employer Personnel should not use their personal or company vehicles to drive Participants to/from Monday professional development sessions or to/from job sites.
4. Employer personnel should not administer medicines or medication to Participants without prior consent from the Participant's ProX Coach.
5. Employer personnel should exhibit respect in all interactions with Participants and others involved in the ProX program. As such the following types of activities are not permitted:
  - Threats or language directed against another person;
  - Discriminatory jokes or language;
  - Sharing sexually explicit or violent language or material;
  - Posting (or threatening to post) someone's personal information;
  - Personal insults, especially if using racist or sexist terms;
  - Advocating for, or encouraging, the above behavior;
  - Providing the use of alcohol or drugs to any Participant;
  - Harassment of others, including continuing with objectionable behaviors after a person has asked that a behavior be discontinued.
6. Any additional expectations or rules pertinent to a specific event or interactions may be announced by The ProX Program Director and shall be observed as part of this Code of Conduct.

## **3.1 Electronic Communications Policy**

ProX requires that Employers and Participants use specified applications, tools or means of electronic communications in interacting with and reporting Participant activities for the Program. Information that Participants and Employers provide to ProX using the required tools are the Property of ProX and ProX will own that information. For electronic communications to ProX using other tools (e.g.- an Employer's own e-mail system or a text from an Employer owned phone), ProX reserves a right to review and maintain a copy of the communication and use it for its own internal purposes, but ProX does not own the communication or retain a right to distribute the communication to individuals that are not employees or contractors for the Program.



# SECTION 3

# CODE OF CONDUCT RULES AND POLICIES

CONTINUED

## 3.1. Continued

It is a Program expectation that a Participant's use of his/her own personal electronic device(s) be limited to his/her personal time or as otherwise permitted by an Employer. An Employer is expected to communicate any limitations or policies regarding a Participant's use of personal devices to the Participant. A Participant's access to the Internet and other types of employer-paid computer/communication systems are to be used by Participants only for an Employer's business or Program-related purposes. The Program does not require Participants to provide any personal equipment in order to participate in the Program. Employers must advise ProX prior to orientation if a Participant will be expected to provide any equipment in order to provide services for Employer as part of the Program.

Use of electronic communications in the following manners will be considered a violation of Program expectations and may result in termination of Employer's participation in the Program:

- Violation of ProX policies, including the Student Protection Policy
- Any criminal behavior,
- Defamation,
- Copyright or trademark infringement or misappropriation of trade secrets,
- Discrimination, harassment, or similar conduct.

Access to the Internet and other types of Participant (employer) paid computer access are to be used for Program-related business only or as otherwise permitted by an Employer. ProX 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 policy or law occurs.

## 3.2. Media Policy

The ProX Communications team handles all media requests, matching inquiries with relevant resources and spokespeople. ProX specifically requests that media inquiries about the Program be referred to the ProX Communications Team and that all interactions with media about the Program be managed in collaboration with the ProX Communications team.





# SECTION 3

# PROX POLICIES AND CODE OF CONDUCT

CONTINUED

## **3.3. Substance Free Workplace**

The manufacturing, distribution, dispensing, possession or use of a controlled substance or the possession, use or distribution of alcohol or alcoholic beverages by any Participant or Employer personnel around a Participant or while the Employer is participating in ProX activities is strictly prohibited.

## **3.4. Non-Discrimination Policy**

ProX does not discriminate on the basis of race, color, national origin, ethnic origin, age, religion, creed, sex, sexual orientation, veteran's status, disability, or any other legally recognized classification in administration of the ProX program, enforcement of policies, admission into the program, contracting, employment and other program activities. Employers are expected to refrain from such activities as well.

## **3.5. 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.

## **3.6. 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, Covered Individuals should follow the following guidelines when interacting with Participants:

1. Don't be alone with a Participant, regardless of the setting.
2. Don't transport a Participant. When providing transportation is unavoidable, you must comply with guideline 1;
3. Don't interject yourself into a Participant's personal life;
4. Don't invite a Participant into your own personal life.

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



# SECTION 3

# PROX POLICIES AND CODE OF CONDUCT

CONTINUED

## 3.7. 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](http://www.realworldinitiatives.ethicspoint.com)
3. Calling or e-mailing ProX’s legal counsel:
  - a. John Tyler, General Counsel (816-932-1293, or [jtyler@kauffman.org](mailto:jtyler@kauffman.org)).
  - b. Dana Tippin-Cutler, independent outside counsel (816-471-8575 x303, or [drcutler@tippinlawfirm.com](mailto:drcutler@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](mailto:mrobins@kauffman.org) or 816-932-1274).

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.

## 3.8. 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

# SECTION 3

# PROX POLICIES AND CODE OF CONDUCT

CONTINUED

## 3.9. 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.

Employers are expected to provide reasonable cooperation in any investigation involving a complaint of Abuse or Molestation.

## 3.10. Retaliation Prohibited

ProX prohibits any retaliation against anyone, including Covered Individuals, who (1) report or allege incidents of Abuse or Molestation in good faith, or (2) participate in the investigation of a report of Abuse or Molestation. Any person who improperly retaliates against one of the foregoing individuals will be subject to discipline, up to and including termination.

## 3.11. Discipline

Covered Individuals reasonably suspected or believed to have committed Abuse or Molestation will be appropriately disciplined, up to and including termination of employment, contract or program participation and reporting the individual's actions to appropriate law enforcement and/or child protective authorities.

Any Covered Individuals who fail to report Abuse or Misconduct in accordance with this policy will be appropriately disciplined for the failure to report up to and including termination of employment, contract or program participation.

Intentionally false or malicious reports of Abuse or Molestation are prohibited and a violation of this policy. Any individual who makes such a report will also be subject to appropriate discipline up to and including termination of employment, contract or program participation.

## 3.12. Anti-Harassment and Anti-Discrimination Policy

Real World Initiatives and its ProX program (“RWI”) recognize our obligations to ensure that none of our Directors, associates, Coaches, or other representatives of RWI (collectively “Associates” or individually an “Associate”) 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](http://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.



# SECTION 3

# PROX POLICIES AND CODE OF CONDUCT

CONTINUED

## 3.14. 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/have 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](http://www.realworldinitiatives.ethicspoint.com) or by calling 833-256-9032.

All reports of inappropriate conduct submitted in reasonable 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 his/her/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](mailto:mrobins@kauffman.org)

RWI General Counsel & Secretary: John E. Tyler, III- [jtyler@kauffman.org](mailto:jtyler@kauffman.org)

RWI Deputy General Counsel: Tim Racer- [tracer@kauffman.org](mailto:tracer@kauffman.org)

RWI Chief People Officer: Brandy Johnson- [bjohnson@kauffman.org](mailto:bjohnson@kauffman.org)

RWI Outside Counsel: Dana Tippin-Cutler- [dcutler@tippinlawfirm.com](mailto:dcutler@tippinlawfirm.com)

RWI Board of Directors: Kristin Bechard, Chair- [kbechard@kauffman.org](mailto:kbechard@kauffman.org)

Bill Nicely, President- [bnicely@kauffman.org](mailto:bnicely@kauffman.org)

Susan Klusmeier- [sklusmeier@kauffman.org](mailto:sklusmeier@kauffman.org)

Ethicspoint: [www.realworldinitiatives.ethicspoint.com](http://www.realworldinitiatives.ethicspoint.com) 833-256-9032

# APPENDIX 1

## GUIDELINES FOR INTERACTIONS WITH PARTICIPANTS

To protect Participants and Covered Individuals alike, the following guidelines have been established to govern the relationship between Covered Individuals and Participants. These guidelines must be followed when Covered Individuals interact with Participants:

1. Covered Individuals should take proactive steps to avoid being alone in a room with a Participant. There should be at least two adults present for meetings with a Participant. When this is not possible, a Covered Individual should meet with multiple Participants at once. In the event a one-on-one meeting between a Covered Individual and Participant is unavoidable, the meeting should occur in an open-door, well-lit, easily viewable setting.

2. Closed Door Individual Meetings between Covered Individuals and a Participant should be infrequent and rare and should not occur unless the ProX Program Director is aware of the meeting's purpose and location prior to the beginning of the meeting. The Covered Individual in such a meeting must document the time spent behind closed doors and the specific purpose for such meeting in {{official record keeping system}}. A meeting room that is windowed, highly visible and/or observable should be utilized for such a meeting.

3. In-person Participant activities should always occur in well-lit and easily accessible areas. Intimate or secluded settings are to be avoided.

4. Covered Individuals should generally avoid touching Participants (other than greeting handshakes), especially by initiating contact. If a Participant hugs a Covered Individual; the contact should be shoulder-to-shoulder rather than (face to face). Covered Individuals must honor any "boundaries" regarding contact or reasonable proximity that may be established by Participants. Patting Participants on the seat as a sign of congratulation or encouragement, as often observed in athletics, is forbidden.

5. Covered Individuals should not visit Participants in their home/residence without first obtaining permission from the Program Director of ProX. Permission should not be granted unless highly unusual circumstances warrant such permission.

6. Meetings between Participants and Covered Individuals should occur only during publicly posted office hours and all interactions with Participants should be documented in {{official record keeping system}}.

7. Covered Individuals should use their best efforts to not enter bathrooms with Participants.

8. All ProX Participants are under the legal drinking age. Covered Individuals are prohibited from providing alcohol, pornography or drugs of any kind to any Participant.



# APPENDIX 1

## GUIDELINES FOR INTERACTIONS WITH PARTICIPANTS

9. Covered Individuals should not provide transportation to any Participant. In those rare instances where providing transportation is necessary, Covered Individuals must ensure that another adult is present in the vehicle during the time the Participant is being transported. Covered Individuals should get permission from the ProX Program Director (Michael Robins- mrobins@kauffman.org or 816-932-1274 prior to transporting a Participant and the instance of transportation must be documented in {{official record keeping system}}).

10. Coaches/Employers should be alert to signs of a Participant being uncomfortable with any Covered Individuals. Coaches/Employers should confirm with Participants that they are comfortable working with the individuals the Participant works with at an Employer location. Coaches/Employers should seek to have different individuals assigned to work with the Participant or to reassign a Participant to a different Employer when a Participant shares discomfort.

11. Under no circumstances may Covered Individuals: (i) bring a Participant alone into a Covered Individual's home or rented room, (ii) kiss a Participant, (iii) request personal favors from a Participant, or (iv) insinuate that a Participant's completion of a ProX program requirement is dependent on personally pleasing or satisfying the Covered Individuals.

12. The following interactions with a Participant will, in most instances, fall within the definition of Abuse and Molestation and should be avoided:

- Developing or attempting to develop sexual or intimate social relationships with a Participant, or the family members of a Participant;
- Intentional physical contact with a Participant that is not invited or results in an injury;
- Intentional physical contact by a Covered Individual with a Participant involving the breasts, buttocks or pelvic areas;
- Any otherwise nonerotic activities involving a Participant for which the true intended result is sexual arousal or gratification;

## EMPLOYER ACKNOWLEDGEMENT

I hereby acknowledge receipt of the ProX Employer Handbook (hereinafter referred to as “ProX Employer 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 Employer Handbook is not an employment contract for any specific period of employment/partnership or for continuing or long-term employment/partnership.

Therefore, I acknowledge and understand that unless I have a written employment agreement with *TalentLaunch/Stivers that provides otherwise, I have the right to resign from/terminate my employment/partnership with The Program at any time with or without notice and with or without cause, and that The Program has the right to terminate my employment/partnership at any time with or without notice and with or without cause.*

I have read, understand, and agree to all the above.

*I have also acknowledged that the ProX Employer Handbook was covered with me.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

## CONFIDENTIALITY POLICY AND PLEDGE

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

The disclosure, distribution, electronic transmission, or copying of The Program’s confidential information is prohibited. Any Employer who discloses confidential information of The Program 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