

of dependent coverage, each eligible beneficiary may make a separate election for a maximum of 36 months.

Employees who have been laid off but are subject to recall should notify the Fiscal Department within five (5) calendar days of their lay off should they desire to continue their insurance benefits. In this instance, said employees must make insurance premium payments to Northwest Community Action, Inc. Other affected employees will make said payments directly to the insurance company.

#### ARTICLE XIV - EMPLOYEE MORALE PROGRAM

Northwest Community Action, Inc. operates a number of Federal, State - and, in some cases - local grant programs. Participants of these various programs - and, the community as a whole - can best benefit from the efforts of our organization if all of our employees - no matter in what program they may be working - feel an integral part of one, cohesive organization whose purpose is to serve our particular participants and our community.

To ensure this corporate identity and to promote an attractive workplace and a motivated group of helpful employees, this corporation has established the following policy to enhance -to the greatest extent practical - employee morale and overall welfare.

The following actions and activities may be available to increase the dedication of employees to Northwest Community Action, Inc. and to their work with our various groups of participants:

- . Annual organization-wide picnics and/or retreats.
- . Luncheons
- . Employee information publications.
- . Coffee
- . Flowers sent in cases of employee sickness, special event, or, a death in an employee's family.

All costs will be equitable apportioned to all of the corporation's grants, programs, contracts and activities.

If there is income generated from any of these activities - because of user's fee; or, partial payments by employees - it will be used to offset expenses

The costs of a program of this sort are specifically allowed for private, non-profit corporations by OMB Circular A-122, Attachment B, Paragraph 11.

## ARTICLE XV - EMPLOYEE CONDUCT

### Section 15.1 - Personal Appearance

All employees have contact with the public and therefore represent the Agency in their appearance, as well as their actions. The personal appearance of all employees is to be governed by the following standards:

1. Clothing shall be appropriate to the work station;
2. Clothing shall be clean; and
3. Clothing shall be neat.
4. The following articles of clothing will not be allowed:
  - a. Halter, tank tops
  - b. Shorts, cut offs,
  - c. Athletic style jogging suits and sweat suits,
  - d. See through attire.
5. Skorts/dressy shorts will be allowed.

### Section 15.2 - Drug-Free Workplace Policy

Northwest Community Action, Inc. recognizes the value of having a drug-free workplace and in conjunction with Drug-Free Workplace Act of 1988 adopts the following policy:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. For the purposes of this section, the term "controlled substance": is defined as a controlled substance which appears in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812).
2. A violation of this drug-free policy constitutes "just cause" for disciplinary action, up to and including immediate suspension and/or termination.
3. As a condition of employment, employees will abide by the terms of this drug-free policy and will notify their program director of any criminal drug statute conviction for which a violation occurs in the workplace within five (5) calendar days after such conviction.
4. Within thirty (30) calendar days of receiving notice from an employee of a drug related workplace conviction; NWCA may require an employee to satisfactorily participate in a drug abuse assistance or an appropriate rehabilitation program.