

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.

5. Northwest Community Action, Inc. will establish a drug free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace.
  - b. The policy of maintaining a drug-free workplace.
  - c. The availability of drug counseling, rehabilitation, and employee assistance programs.
  - d. The penalties that may be imposed upon employees for drug abuse violations.
6. Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances.
7. Northwest Community Action, Inc. will make a good faith effort to continue a drug-free workplace through implementation of this policy.

#### Section 15.3 - No Smoking Policy

The Central and Head Start offices of Northwest Community Action shall be smoke free. No smoking signs are posted in each building.

### ARTICLE XVI - REIMBURSEMENT FOR EMPLOYMENT AND BOARD EXPENSES

#### Section 16.1 - Definition

Travel costs are expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the Agency. Travel costs are allowable when they are directly attributable to specific work under an award or are incurred in the normal course of administration of the Agency. NWCA will pay travel costs to personnel for authorized purposes only.

All employees whose jobs require them to drive their personal cars on Agency business will be required to possess a valid driver's license and to demonstrate proof of automobile insurance coverage in accordance with minimum liability coverage as established by the State of Minnesota.

#### Section 16.2 - Reimbursement Rates

The traveler shall be placed in an actual subsistence expense status and shall be reimbursed for the actual and necessary expenses incurred with the following conditions: