**Jikoji Policies & Procedures Manual**

**for Employees And Jikoji Computer Users**

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**I. Welcome**

Welcome to Jikoji Zen Center (herein after referred to as "Jikoji"). We hope that you enjoy your position with us and that it will prove beneficial to both you and Jikoji. We offer our best wishes for your future success. We hope you will be as proud to be a member of our organization as we are to have you.

**II. Jikoji Policy**

To provide Zen practitioners and others using Jikoji's facilities with a tranquil, peaceful environment in which the teachings of Zen and other spiritual traditions may be practiced and accepted.

To provide all our employees with equal opportunities for advancement.

To provide you with good working conditions, to pay you a fair wage and to promote your welfare.

**III. Purpose of This Manual**

This manual is for the information and use of all employees of Jikoji. It contains the policies of Jikoji relating to hours, wages, employee benefits and conditions of employment, and provides a reference manual that should be followed by Jikoji and its employees. Jikoji policies are operating practices and procedures of Jikoji. These policies have been established for the benefit of the employees and the management of Jikoji as a Zen Retreat Center and to provide best working conditions for Jikoji's employees.

THE LANGUAGE OF THIS MANUAL AND THE RULES AND POLICIES STATED WITHIN ARE NOT INTENDED TO CREATE, NOR DO THEY CONSTITUTE, A CONTRACT IMPLIED OR EXPRESS BETWEEN JIKOJI AND ANY OF ITS EMPLOYEES. THE POLICIES AND PROCEDURES ARE NOT UNCHANGEABLE. IF CIRCUMSTANCES ARISE THAT WARRANT CONSIDERATION OF A CHANGE IN POLICIES OR PROCEDURES, EMPLOYEES SHOULD BRING SUCH CIRCUMSTANCES TO THE ATTENTION OF MANAGEMENT. THIS MANUAL AND THE RULES AND POLICIES CONTAINED IN IT ARE SUBJECT TO CHANGE AT ANY TIME WITHIN THE SOLE DISCRETION OF JIKOJI.

EMPLOYMENT AT JIKOJI IS ON AN "AT WILL" BASIS AND MAY BE TERMINATED BY JIKOJI OR THE EMPLOYEE AT ANY TIME FOR ANY REASON. ANY CHANGE TO THIS AT WILL EMPLOYMENT STATUS, INCLUDING EMPLOYMENT FOR A PARTICULAR REASON, MAY BE GRANTED ONLY WITH THE SPECIFIC PRIOR WRITTEN APPROVAL OF THE JIKOJI BOARD OF DIRECTORS.

It is the duty of the Jikoji Personnel Committee to administer fairly without discrimination these policies, and all employees are expected to abide by and follow these policies. In the event you have any questions concerning the application of any procedure or policy, you should first ask your supervisor, if possible. Any employee who feels that a policy has not been administered in accordance with this manual should refer the problem directly to his/her supervisor, the Resident Teacher or to any member of the Personnel Committee. No employee shall be penalized or discriminated against in any way for having requested consideration of the application of these policies or questioning the application of a policy in any situation.

The Jikoji Board of Directors intends that justice and fair dealing be the practice as well as the policy of Jikoji. Every employee should feel free to discuss his or her problems and any policies contained in this manual with members of management. We welcome suggestions from you that will aid in maintaining constructive and harmonious relationships throughout Jikoji and improving our work procedures.

Please read this manual carefully and review it with whomever you like, your family, your fellow employees, or your supervisor. If you have any questions, please bring them to the Resident Teacher or to any member of the Personnel Committee. When you have completed your review, please sign the form at the end of the manual stating that you have reviewed the manual, understand its contents, and agree to abide by it. Please return the form to the Personnel Committee.

**IV. What You Can Expect From Jikoji**

**A. Jikoji Policies**

**1. Labor Policy**

The Labor Policy of Jikoji is an open-shop, open-door policy. Each employee has the right to deal with other members of the resident practitioner community, the Resident Teacher and any member of the Personnel Committee with reference toworking conditions. No employee is required to obtain any other person or organization to represent him or her in the presentation of problems or questions of regarding the application of Jikoji's working policies. No employee need pay to any person or to any organization any contribution or assessment for the right to work here. Jikoji does not and will not discriminate against any employee because of membership or non-membership in any organization, whether it is religious, fraternal, professional or social. Each employee has the right to bring any problems to the attention of his or her supervisor or to any member of management. It is the duty of the Resident Teacher and the Personnel Committee to aid and assist whenever possible, in the solution of any problems or in the working out of suggestions. It is by solving our problems and implementing appropriate suggestions that progress is made.

Jikoji has attempted to provide the best conditions of employment, the most satisfactory tools and the most opportunity for advancement for each employee. It is the policy of Jikoji to compensate each employee in accordance with his or her ability and skill, and to provide him or her with every opportunity for training and development.

**2. Hiring Policy**

Jikoji hires individuals on the basis of their qualifications and ability to complete the responsibilities and tasks of the job to be filled. Unless otherwise provided in writing, employment with Jikoji is considered to be at will, so that either party may terminate the relationship at any time and for any lawful reason.

The Hiring Policy of Jikoji includes the following:

**a. Equal Employment Policy**

Jikoji is an equal opportunity employer. It is our policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, sex, sexual orientation, pregnancy, age, veterans' or military status or non-job physical or mental handicap or disability or other classification protected by applicable federal, state or local laws, except where there is a bona fide occupational disability. Jikoji will provide equal opportunities in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment. All recruiting, hiring, training, and promoting for all job classifications is done without regard to race, color, religion, sex, age or national origin except when a bona fide occupational qualification exist. All decisions on employment are made to further the principle of equal employment. All promotion decisions will continue to be made in accordance, with Equal Employment Opportunity principles, and only valid job requirements will be used.

**b. Conflict of Interest**

All persons employed by Jikoji owe a duty of fidelity to Jikoji. Employees must never place themselves in a position where their self-interest may conflict with this duty. Any employee who breaches this policy is subject to disciplinary action, up to and including discharge.

**c. Moonlighting**

Employees may engage in other employment provided it does not interfere with duties as an employes of Jikoji or impair their ability to perform their duties at Jikoji.

**d Introductory Period**

The first 60 days of your job at Jikoji are considered an introductory period and will be used to verify your skills, capabilities and suitability for Jikoji. Likewise, this gives new Employees the opportunity to evaluate Jikoji as a place to work. As previously stated in this manual, during the introductory period as at any time during employment, your job may be terminated at any time without any reason and without notice.

**e. Standards of Conduct**

It is anticipated that Jikoji employees will apply themselves fully to their work. Included in this assumption is that employees will report to work punctually as scheduled, perform their work assignments in a timely and professional manner, and follow all Jikoji policies, procedures, and practices.

Conduct that interferes with and/or is disruptive of Jikoji's operations will not be tolerated. The Standards of Conduct are designed to be used to correct behavior. For the most part, they follow the principle of progressive discipline, i.e., warnings followed by increasing discipline depending on the type and frequency of offenses. Discipline under the Standards of Conduct will not be based on any employee's race, color, religion, gender, age, national origin, disability, or political affiliation. The standards were developed to protect the well-being and rights of all employees. The standards are intended to be illustrative but not all-inclusive. Accordingly, an offense which, in the judgment of management, although not listed in the policy, seriously undermines the goals and objectives of Jikoji or the Employee's performance, is to be treated in a manner consistent with the provisions of the Standards of Conduct Policy.

**f. Employee Background Check:** Jikoji will perform a background investigation to evaluate a job candidate's qualifications, character, fitness, and to identify potential hiring risks for safety and security reasons. A background investigation may include criminal history, social security number trace, past employment verification, credit rating, criminal history, and fingerprinting if requied by any Jikoji insurance carrier.

**g. Health Examinations**  Jikoji may require periodic physical examinations and/or tests to evaluate an employee's continued ability to perform job duties or to serve as a measure of disease control. The costs of these examinations and/or tests are the responsibility of Jikoji. If there is reasonable cause to believe that an employee has an illness that can be detrimental to other staff, Jikoji may require the employee to have a health examination to indicate whether the Employee has such an illness.

**h Immigration Law Compliance**

 Jikoji does not unlawfully discriminate on the basis of citizenship or national origin but, at the same time is committed to employing only U.S. citizens and aliens who are authorized to work in the U.S. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

**IV. Internet Policy**

**Purpose.**

The purpose of this policy is to assure the proper use of Jikoji's internet system (the "Internet System") and make its employees and users aware of what Jikoji deems as acceptable and unacceptable use of its internet system. This policy also provides for sanctions in the event of a breach or violation of the policy terms hereunder.

**Applicability.**

This policy applies to all users of Jikoji's Internet System, including employees, visitors, residents, guests, contractors, vendors, and any other parties accessing or using Jikoji's Internet System through on-site or remote terminals.

**Disclaimer of liability for use of Internet.**

Jikoji is not responsible for material viewed or downloaded by users from the Internet. Users accessing the Internet do so at their own risk.

**Duty not to waste computer resources.**

Employees must not engage in acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, streaming audio or video, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

**No expectation of privacy.**

Jikoji owned computers that are used by employees are the exclusive property of Jikoji. No individual should have any expectation of privacy in any communication over such computers. These computers are to be used solely for Jikoji -related business, and are not to be used for personal business or pleasure.

**Monitoring computer usage.**

Jikoji reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over Jikoji owned computers utilizing the Internet System. Any individual who is given access to the Internet System by means of such computers is hereby given notice that Jikoji may exercise this right periodically, without prior notice and without the prior consent of the employee. Jikoji's interests in monitoring and intercepting such data include, but are not limited to: protection of Jikoji's proprietary and classified data; managing the use of Jikoji's computers and its Internet System; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy with respect to the Jikoji computers. In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on Jikoji's computers via Jikoji's Internet System.

**Blocking of inappropriate content.**

Jikoji may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Jikoji . In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to Jikoji blocking software.

**Prohibited activities.**

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or in violation of Jikoji's equal employment opportunity policy and its policies against sexual or other forms of harassment may not be downloaded from the Internet or displayed or stored in Jikoji's computers. Employees encountering, witnessing or receiving this kind of material should immediately report the incident to their immediate manager and the Business Manager. Jikoji's equal employment opportunity policy and its policies against sexual or other forms of harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

**Games and entertainment software.**

Employees may not use Jikoji's Internet System to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

**Illegal copying.**

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your immediate manager .

**Accessing the Internet.**

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer owned by Jikoji or your own personal computermust do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to Jikoji's Internet System.

**Virus detection.**

Files obtained from sources outside Jikoji, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage Jikoji's computers. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-company sources, without first scanning the material with company-approved virus checking software. If you suspect that a virus has been introduced into Jikoji's network, notify the business manager immediately.

**Sending unsolicited e-mail (spamming).**

Without the express permission of their managers, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

**Violations of this policy.**

Any employee who abuses the privilege of access to Jikoji's Voicemail, E-mail or the Internet System will be subject to corrective action, up to and including termination. If necessary, Jikoji also will advise law enforcement officials of any illegal conduct.

**Use of Internet.**

Use of the Internet via Jikoji's computer system constitutes consent by the user to all of the terms and conditions of this policy.

**Points of Contact.**

Questions concerning the use of the Internet System should be directed to the Business Manager. Questions concerning the improper use of the Internet System should be directed to the employee's immediate manager and the Business Manager.

**4. Email Policy**

**Purpose.**

The purpose of this policy is to assure the proper use of Jikoji's email system and make the users (defined below) aware of what Jikoji deems as acceptable and unacceptable use of its email system. This policy also provides for sanctions in cases of breach of violation of the policy terms.

**Applicability and Acceptance.**

This policy applies to the use of all email accounts that have been established by Jikoji (the "Jikoji E-mail Accounts") by employees at Jikoji offices, as well as remote locations, including, but not limited to, the users' homes, airports, and hotels, etc.

All Jikoji employees, full-time or part-time, independent contractors, volunteers, consultants, and other third parties who have been granted the right to use a Jikoji E-mail Account are defined as the users for the purpose of this policy and are required to sign this agreement confirming their understanding and acceptance of this policy.

**Jikoji Email Accounts are the Property of Jikoji.**

All email accounts established and maintained by Jikoji are the property of Jikoji. Jikojihas the right to read and keep a record of any emails that users transmit via any Jikoji E-mail Account.

**E-mail exists for Business Purposes only.**

Jikoji allows access to its E-mail Accounts primarily for business purposes. The users may use a Jikoji E-mail Account for personal use only in accordance with this policy.

**Authorized Personal Email Use.**

Although Jikoji E-mail Accounts are meant only for business use, Jikoji allows the reasonable use of email for personal use subject to the following guidelines:

1. Personal use of email should not interfere with work. Employees can send pesonal e-mailsonly during non-work hours.
2. Personal emails must also adhere to the guidelines in this policy.
3. Personal emails are kept in a separate folder, named Private.
4. The forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.
5. On average, users are not allowed to send more than the fixed number of personal emails a day as set by Jikoji from time to time.

**Unacceptable use of** Jikoji E-mail Accounts**.**

The following acts shall constitute unacceptable use of a Jikoji E-mail Account:

1. Use of a Jikoji E-mail Account for personal business or to send chain letters.
2. Forwarding of Jikoji's confidential messages to external locations.
3. Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal.
4. Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment.
5. Accessing copyrighted information in a way that violates the copyright.
6. Breaking into Jikoji's or another organizations system or unauthorized use of a password/mailbox.
7. Broadcasting unsolicited personal views on social, political, religious or other non-business related matters.
8. Using e-mail to operate another business, conduct an external job search, or solicit money for personal gain.
9. Transmitting unsolicited commercial or advertising material.
10. Undertaking deliberate activities that waste staff effort or network resources; and
11. Introducing any form of computer virus or mal-ware into the Jikoji Internet System .

**Legal Risks Involved.**

Email is a business communication tool and users are obliged to use this tool in a responsible, effective, and lawful manner. Although by its nature email seems to be less formal than other written communication, similar laws apply. Therefore, it is important that users are aware of the following legal risks of e-mail. Both the user and Jikoji can be held liable for:

1. sending emails with any libelous, defamatory, offensive, racist or obscene remarks.
2. forwarding emails with any libelous, defamatory, offensive, racist or obscene remarks.
3. unlawfully forwarding confidential information of others.
4. copyright infringement for unlawfully forwarding or copying messages without permission; and
5. sending an attachment that contains a virus.

The above list does not enumerate all the legal risks involved. However, by following the guidelines provided in this policy, the users can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set out in this Email Policy, Jikoji can take corrective action up to and including termination of employment.

**Best Practices.**

Jikoji considers email an important means of communication and recognizes the importance of appropriate email content and prompt replies in conveying a professional image and delivering good service, to members, employees, residents and others. Therefore, Jikoji institutes the following guidelines for users to adhere to:

**Writing Emails.**

1. All email messages sent on behalf of Jikoji should be professional and appropriate.
2. Write well-structured emails and use short, descriptive sentences on brief subjects.
3. Jikoji's email style is informal; sentences can be short and to the point
4. Employees signatures must include your name, job title and Jikoji's name. A disclaimer will be added underneath your signature (see Disclaimer).

**Replying to Emails.**

Emails that require a reply should be answered at the earliest possible time**.** Please prioritize emails from existing and prospective facility rental groups and persons.

**Newsgroups.**

Users need to request permission from their manager before subscribing to a newsletter or newsgroup.

Subscribe to a newsletter or newsgroup only if it directly relates to the nature of your job.

**Maintenance.**

Email passwords should not be given to other people and should be changed periodically. Email accounts not used for a long period will be deactivated and possibly deleted.

**Business Record Retention Policy.**

E-mail messages are written business records and are subject to Jikoji's rules and policies relating to retaining and deleting business records.

**Confidential Information.**

Avoid sending confidential information by email. Unless authorized to do so, the users are prohibited from using email to transmit confidential information to outside parties. Users may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about Jikoji, its employees, clients, and other business associates.

Confidential information includes, but is not limited to:

1. client lists

2. credit card numbers

3. Social Security numbers

4. employee performance reviews

5. salary details

6. trade secrets

7. passwords

8. and any other information that could embarrass Jikoji and its employees and users if the information were disclosed publicly.

**Disclaimer To Be Used.**

The following disclaimer shall be added to each outgoing email:

"This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify postmaster@jikoji.org. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of Jikoji. Jikoji accepts no liability for any damage caused by any virus transmitted by this email."

**Internet System Monitoring.**

E-mail messages created and transmitted via Jikoji's email system are the property of Jikoji. Jikoji reserves the right to monitor all email transmitted via Jikoji's email system. Employees have no reasonable expectation of privacy when it comes to business and personal use of Jikoji's email system.

**Violations and Sanctions.**

If an employee is found to violate any of this email policy, Jikoji may take disciplinary action including termination of employment as permitted with respect to at-will employees.

The actual penalty that may be applied will depend on factors that Jikoji, in it's sole discretion, may elect to consider, such as the seriousness of the breach, the employee's disciplinary record, and any other factors Jikoji, in its sole discretion, deems appropriate to consider.

If an employee witnesses email policy abuse, s/he is required to report the incident immediately to the Business Manager.

**Amendment of Policy.**

Jikoji reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

**Questions.**

If you have any questions or comments about this email policy, please contact the Business Manager. If you do not have any questions, Jikoji presumes that you understand and are aware of the rules and guidelines in this email policy and will adhere to them.

**5. Harassment-Free Workplace Policy Statement**

**Purpose.**

Jikoji is committed to providing an environment for our members, directors, officers, employees, volunteers and persons served by Jikoji ("Covered Person(s)") that is comfortable, safe and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal.

**Definition.**

Harassment can take many forms. It may consist of, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment, therefore, does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances; requests for sexual favors; or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment, advancement, or compensation, either implicitly or explicitly. Moreover, it is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is unwelcome to the receiver.

**Responsibility.**

Each employee is responsible for helping keep our work environment free of harassment, including the work environment of other employees and any other Covered Person with whom you have contact. If you become aware of an incident of harassment of a Covered Person, whether by witnessing the incident or being told of it, you must report it to any one or more of the following persons: (i) the President or Vice President of Jikoji or (ii) the Resident Teacher When an officer or the Teacher becomes aware of possible harassment of a Covered Person, he/she is obligated by law to conduct an initial investigation of the matter by interviewing and writing down the statement of the person who has reported the incident. Based on this statement if the officer or Teacher is of the opinion that the harrassement allegations are credible, the matter will be turned over to Jikoji's legal counsel who will further investigate the matter and take action, as he/she determines to be appropriate under the circumstances, regardless of whether the alleged victim wants such action taken.

**Complaint Procedure.**

Any Covered Person, who believes that he or she has suffered harassment in violation of the Harassment Policy, should take the following action:

1. If you are able to do so without conflict or danger, clearly tell the harasser that the behavior is unwelcome. Do not assume that inuendoes and indirect comments are received and understood.

1. If the behavior continues or you are not comfortable directly addressing the harasser, advise any one or more of the following persons: (i) the President or Vice president of Jikoji, (ii) the Resident Teacher of your complaint. Please make every effort to clearly identify the behavior that gave rise to the complaint, the date(s) on which the behavior occured and names of any witnesses who were present.

**Confidentiality.**

Jikoji, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to independently investigate while at the same time protecting the victim. All complaints shall be considered confidential to the maximum extent possible by the person making the complaint and those receiving the complaint to protect the rights of the complainer and the alleged harasser. However, if an event of harrassment has been established to the satisfaction of the Board and Jikoji's legal counsel, appropriate action will be taken by Jikoji against the person responsible for the harassment including but not limited to discharge from employment and such other action as may be required by law.

**Retaliation.**

Jikoji, or any director, officer, or employee may not retaliate against any victim or witness who reports a violation of this Harassment Policy. Any person who believes that he or she has experienced retaliation should report the matter to the President or Vice President of Jikoji or the Resident Teacher. Any allegation of retaliation will be fully and promptly investigated and based on that investigation appropriate action may be taken by Jikoji.

**6. How Your Job Is Classified**

Exempt status is determined by federal and state law. In general, exempt employees are those engaged in executive, managerial, high-level administrative and professional jobs who are paid a fixed salary and perform certain duties. Exempt employees are not subject to the minimum wage and overtime laws.

All employees who are covered by the federal or state minimum wage and overtime laws are considered nonexempt. Employees working in nonexempt jobs are entitled to be paid at least the minimum wage per hour and a premium for overtime.

Employees are eligible for all Jikoji benefits subject to the terms and conditions of the benefit plan or policy.

Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by Jikoji or the employee at any time, with or without cause.

**7. Hours and Payroll Practices**

Jikoji's paydays are monthly, on the first of the month. All employees are paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a weekend or Jikoji holiday, employees will be paid on the last business day before the holiday and/or weekend.

Each regular part-time, temporary, or non-salaried employee may be provided a personal clock card. This "clock card" may be in the form of a physical time card, electronic software based timecard system or other Jikoji approved time tracking method. If you are an hourly employee, your clock card is your record of employment from which your pay is computed and from which all similar reporting is determined. It is necessary for each employee to "clock in" at the start of work and "clock out" when he or she leaves. In the event that an employee fails to "clock in" or "clock out" a manager's approval and signature must be received prior to the submission and payment of any wages. Repeated failure to accurately log hours may result in disciplinary action. If an employee fails to submit a time log, as required, that employee's pay may be delayed.

**8. Overtime**

Due to the nature of our practice and business, situations may arise which require overtime work. In order to meet the requirements of your job, overtime work may be required of you. In such cases, your manager will give you as much advance notice as possible. We will cooperate in every case with you in attempting to accommodate your abilities and preferences regarding overtime work. However, we reserve the right to require that any such work be performed.

**9. Wage And Performance Review**

At least once a year, during the anniversary of your month of hire, your immediate manager will conduct a formal performance evaluation. The evaluation will consist of a review of the employee's performance, attitude, attendance, progress and ability. The information required to review your job performance is collected continuously by your manager and other management personnel. Evaluations will weigh heavily in determining promotions and merit pay increases.

An employee may at any time, take the opportunity and is encouraged to ask questions, make suggestions or to discuss any matters relating to his or her job with his or her manager in regard to this evaluation.

**10. Promotion**

Factors considered in making promotions are employee knowledge, training, skill, efficiency, compatibility with fellow employees, and the ability to perform the job which becomes available, with due consideration of the employee's length of continuous service at Jikoji.

**11. Layoff**

From time to time Jikoji may require a reduction of itswork force. Since it is Jikoji's policy to transfer employees and maintain continuity in the event of a reduction in the work force, Jikoji will retain those employees who, in management's judgment and discretion, have shown the greatest ability for the jobs available

**B. Benefits Offered By Jikoji**

1. **Workers' Compensation Insurance**

Should you become injured on the job, Jikoji carries workers' compensation insurance. As policy Jikoji requires that all injuries be reported immediately, in person to your manager in order that proper medical attention can be obtained for you and reports made to the proper governmental authorities. For injuries requiring medical attention, your manager or other Jikoji management will assist you in making any additional arrangements.

1. **Funeral Leave**

Jikoji will take every effort to accommodate employee's who have experienced the death of a close friend or family member. That being said, Jikoji does not offer funeral leave. Jikoji however, will work to accommodate an employee's request for time off to attend funeral services. An absence will go unpaid unless the employee elects to use accrued time off benefits.

1. **Jury Duty**

Any employee who is requested to perform service as a juror shall be given unpaid time off while serving on the jury.

1. **Social Security Benefits**

Jikoji is a vital partner in the matter of the employee's Social Security benefits. The Social Security funds, made up of FICA (Federal Insurance Contributions Act) tax deducted from each employee's paycheck and matched by Jikoji with an equal amount, are on deposit with the Treasurer of the U.S. At retirement, or in the event of disability, employees will be eligible to participate in the Social Security Plan. The employee's income and age are the factors that determine the amount an employee will receive in benefits.

1. **Leaves of Absence**

There may be times when it becomes necessary for you to request an unpaid leave of absence. The purpose of the leave of absence program is to protect your service record during periods when you are authorized to be absent from work. Leave include personal leave and medical leave.

  **A. Personal Leave**

Personal leave is for a specified period not to exceed 3 days and may be granted only for unusual or extenuating personal or family reasons.. For a leave to be granted, the reason must be acceptable to management at its discretion.

**B. Medical Leave**

Medical leave is for a period not to exceed 10 days and will be granted when an employee is disabled from working for medical reasons.

 **C. Family Medical Leave Act**

FMLA Leave means leave which qualifies under the Family and Medical Leave Act of 1993 and the Department of Labor's regulations and is designated by Jikoji as so qualifying. Some states have family and medical leave laws that may entitle employees to benefits different from those provided under Jikoji's FMLA policy. Applicable law is based on the state in which you are employed, California, not the state in which you reside.

1. **Rest and Lunch Periods**

Nonexempt employees are provided with one 10-minute rest period for every four hour period of work, or major fraction thereof. To the extent possible, each rest period should be taken in the middle of the four hour work period. This time is counted and paid as time worked. Therefore, employees must not be absent from their workstations beyond the allotted rest period time.

Nonexempt employees scheduled to work more than five hours in a workday are provided with a 30-minute unpaid, duty-free meal period. Supervisors will schedule meal periods to accommodate operating requirements.

1. **Suggestions and Complaints**

In any work place where individuals are working together, employee complaints or ideas for improvement are bound to arise. It is the desire and responsibility of management to attempt to answer and solve problems whether of a business or personal nature. Jikoji maintains an open door policy so that any employee has the right to discuss matters directly with any member of on site management he or she selects. We recognize, value and encourage employees' suggestions and are pleased to note that such suggestions are often implemented into practice at Jikoji. If satisfactory action is not taken, you should discuss the matter with the Resident Teacher. If still not satisfied, any member of on site management is available to discuss problems, whether business or personal, with any employee.

1. **Bulletin Boards**

Jikoji bulletin board is reserved for management's exclusive use. All notices from Jikoji relating to benefits, holidays, etc., will be posted on it. Employees may not post notices or materials on Jikoji bulletin board.

**C. Jikoji Injury and Illness Prevention Policy**

Greg Campbell has been recognized by Jikoji as an employee who follows safe and healthful work practices; he has received training and retraining with regard to maintaining a safe work environment that assures compliance with safe and healthful work practices. Greg Campbell is identified as the employee with authority and responsibility for implementing the Jikoji Zen Center ("Jikoji") Injury and Illness Prevention Policy (the "Policy") as described below.

Jikoji has fewer than 10 employees and accordingly and consistent with the requirements of California law, Michael Newhall, Jikoji's Resident Teacher and a resident member of the Jikoji Personnel and Policy Committee each shall communicate to and instruct Jikoji's employees orally with respect to generally safe work practices and provide specific oral instructions with respect to hazards unique to any employee's job assignment. These oral instructions shall include statements (rules of conduct) that are designed to encourage employees to inform Greg Campbell of any hazards at the worksite without fear of reprisal.

Whenever new substances, processes, procedures or equipment are introduced to the workplace that may represent a new occupational safety and health hazard, each employee is to be made aware of any such hazard. Prompt, appropriate measures shall be instituted for each employee's protection whenever Jikoji is made aware of a new or previously unrecognized hazard.

In the event of any occupational injury or illness, each employee shall be instructed to immediately communicate their view of the nature and source of such occupational injury or illness to Greg Campbell.

Immediately following notification by an employee that an occupational injury or illness has occurred, the matter shall be investigated by Greg Campbell; if it is determined that such injury or illness is related to an occupational workplace hazard, the matter shall be referred promptly to an outside expert who is employed by Jikoji to assess the workplace conditions that gave rise to such injury or illness. Based on the recommendations of such expert, immediate corrective actions shall be taken.

 When an imminent hazard exists which cannot be immediately abated without endangering Jikoji employees and/or property, all exposed personnel shall be relocated from the hazard area, provided, however, such independent contractors, as may be employed by Jikoji to correct the existing hazardous condition will remain onsite for that purpose. Employees shall not correct any such hazardous condition; only independent contractors, hired for that purpose, shall correct such hazards. All such independent contractors and their employees shall be provided with the necessary safeguards.

Training and instruction shall be provided to all employees as follows:

1. Any employee given a new job assignment for which training has not previously been received and where such assignment may involve any occupational health or safety risk;
2. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
3. Whenever Michael Newhall, the Resident Teacher or a resident member of the Personnel Committee is made aware of a new or previously unrecognized hazard; and
4. As may be necessary for Greg Campbell to familiarize himself with any safety and health hazards to which Jikoji employees may be exposed.

Records shall be kept of the steps taken to implement and maintain the IIP Policy and include:

1. Records of scheduled and periodic inspections required to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. An inspection shall be made at least annually. These records shall be maintained until any hazard so identified is corrected, or at least 2 years, whichever occurs later;
2. Documentation in the form of a log of instructions provided to the employee with respect to the hazards unique to the employee's job assignment when first hired or assigned new duties;
3. Written documentation will be maintained at Jikoji of the identity of the person or persons with authority and responsibility for implementing the policy; and
4. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by California Code will be maintained.

**D. What Jikoji Expects Of You**

**A. Changes of Address**

When you change your address or telephone number, you should notify the Business Manager in writing of the change immediately, in order that Jikoji will always have the correct home address and telephone number by which you can be reached. It is important that Jikoji be able to communicate with you, or, in the event of necessity or emergency, with members of your family, and this can only be done if an accurate record of your address and telephone number is on file with the payroll department. Proper mailing addresses are also necessary in order to keep records on a current basis for federal and state taxes, pension plans and group insurance coverages extended by Jikoji.

**B. Absence**

Regular attendance is necessary in order to meet management and member needs. Production is scheduled and the absence of key people can easily cause a failure to deliver an order by the promised time.

**C. Solicitation**

Persons not employed by Jikoji may not, at any time, solicit or distribute literature or other printed materials on Jikoji property for any purpose.

Employees may not solicit during working time in work areas or distribute literature or other printed material during working time or in working areas.

**D. Collections**

Collections for any cause are not to be taken up without prior approval of your manager.

**E. Injuries and Illness**

Whenever you feel ill, you should immediately inform your manager that you are ill. In the event the illness prevents your continuing work, the resident teacher shall be notified and you shall be advised to consult your family physician. If necessary, some other person will accompany you. .

In the case of injury of any kind, no matter how minor, you should immediately report the injury to your manager. In the event of a serious injury, arrangements will be made to take you to the hospital. Only authorized personnel may dispense first-aid supplies.

**F. Security**

Jikoji's is committed to providing the organization with thorough security . The program is intended to provide legitimate and reasonable guidelines for safeguarding our facilities and proprietary information. Every employee has an obligation to protect Jikoji's proprietary data and to practice good security common sense. Further details on specific policies and procedures are provided in this manual.

**G. Gratuities/Gifts**

Employees may not accept gifts from business-related sources.

**H. Fire Prevention**

Fire is always a hazard in any work setting in which combustible materials are located in close proximity. Roof top sprinklers have been installed to minimize the effect of any fire which might develop. However, fires can develop which can quickly be brought under control by careful adherence to our fire prevention policies. Each employee must be familiar with the location of fire alarms, fire fighting equipment and the fire exits in the buildings. Each employee must be familiar with the proper use of the fire extinguishers located in the buildings. If you are unsure about the proper use of the fire extinguishers, you should immediately report your concerns to your manager, and arrangements for appropriate training will be made. A serious fire would put you and your fellow workers in jeopardy and possibly out of work. It is part of each employee's job to protect the property and equipment against fire and other damage by keeping the premises clean and free from rubbish.

**I. Personal Safety Equipment**

All employees working with machinery (other than clerical staff working with office equipment) must wear gloves, respirators, safety glasses and appropriate work shoes. These will usually be provided at Jikoji's expense. Your manager will instruct you on the use of all safety equipment. Head wear may be necessary for certain jobs and this will also be provided. Failure to properly wear safety gear may result in disciplinary action.

**J. Discharge, Discipline and Work Rules**

For the protection of all employees, and in order to operate efficiently, certain rules are necessary. The following is a partial list of the kinds of improper conduct which shall constitute grounds for disciplinary action, up to and including immediate discharge:

1. Being under the influence of alcohol or drugs.
2. Selling or attempting to sell alcohol or drugs to other employees.
3. Theft of Jikoji property or fellow worker's belongings.

Additionally, any employee may be discharged in the event of continued violation of work rules. Improper conduct may constitute grounds for the issuance of a warning before more severe disciplinary action is taken.

Jikoji has a few simple rules which are fundamental, and which provide for the safety and protection of its employees. Compliance with these rules is a condition of employment.

1. Be careful and work safely at all times.
2. Report all dangerous conditions and equipment to your manager immediately.
3. Report every injury of a serious nature immediately to your manager and first aid will be provided.
4. Do not attempt to work if you are feeling ill or have taken ill.
5. Keep your work area neat and orderly at all times.

**K. Voluntary Termination**

If you decide to leave Jikoji, we ask that you provide two weeks' written notice of your intention to quit. Failure to provide such notice will result in ineligibility for re-hire. Walking off the job or absence for more than 2 days without a report to Jikoji, with the reason for the absence will constitute a voluntary quit.

At the time of your termination, you will be asked to sign a termination clearance form and you will receive your final paycheck at that time. You must pick up your final paycheck in person; final checks will not be mailed to you. .

**L**. **Amendments and revisions.**

This policy manual may be amended or revised from time to time as the need arises. Employees and any other effected individuals will be provided with amended manuals.

**V. Conclusion**

 This manual has outlined the broad principles and rules that guide Jikojiin its relations with employees.. It is quite possible that you may from time to time have questions about Jikoji matters which directly affect you, or you may desire further information about how Jikoji policies apply to your individual case. Should you be unable to find the answer to your particular question in this manual, please ask your manager. If s/he does not have the information readily available, he or she will get the answer for you.

**Employee Statement of**

**Understanding and Agreement**

I have received, read, and agree to abide by Jikoji's Policies and Procedures Manual for Employees. I understand the policies and procedures set forth in the manual. I also understand that the manual is not a contract of employment, does not in any way limit the right of Jikoji to terminate my employment and that my employment may be terminated at any time, with or without notice, within the sole discretion of Jikoji management.

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 Employee's Name Date

Signature: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Computer, Internet and/or Email Account User Statement of**

**Understanding and Agreement**

I have received, read, and agree to abide by Jikoji's Policies and Procedures Manual that govern the use of Jikoji's internet system, its computer(s), and its email account(s). I also understand and agree that the policies and procedures of the Manual allow Jikoji to restrict or terminate my use of any Jikoji computer, its internet system and any of its email accounts at any time, with or without notice, within the sole discretion of Jikoji management.

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 User Name Date

Signature: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_