

IX. WORKPLACE SAFETY AND SECURITY

Safety In the Workplace

It is the policy of the College to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free as practical from recognized hazards. Safety is also a condition of employment. The College expects all employees to be safety-conscious and to assist in eliminating hazards in the workplace, which might cause an accident. Unsafe conditions or injuries received while at work, even though very slight, should be reported to your immediate supervisor, who will then contact the Office of Human Resources.

The College will not terminate, take adverse action against, or otherwise discriminate in any manner against an employee because the employee has instituted a safety-related proceeding, has participated in that type of proceeding, has internally raised or filed a safety-related issue or complaint, has reported a work-related injury, or has otherwise exercised any right provided by law.

Injury Reporting Procedure

Employees may sustain work-related injuries or illnesses despite our commitments and efforts to work safely. Employees are required to immediately report any work-related injury or illness, no matter how small, to their immediate supervisor. The supervisor in each department is responsible for notifying the Director of Human Resources immediately when an employee has been injured. Within 24 hours of the injury, the employee should furnish the Director of Human Resources with all the information necessary to complete the insurance forms. A First Report of Injury Form is required to be completed within 48 hours.

If Health Services is available, minor injuries should be treated there. Otherwise, if the injury requires medical attention beyond first aid or is severe, the employee should be examined immediately at Mercy Indianola Medical Clinic or UnityPoint Clinics.

Workers' compensation insurance will investigate and determine the compensability of work-related injuries and illnesses. If a claim is found compensable, approved medical costs will be paid. You may be eligible for compensation for lost wages depending on the number of workdays missed. An employee needing assistance filing a claim for workers' compensation should contact their supervisor or the Director of Human Resources as soon as possible. Failure to submit a timely claim can adversely affect workers' compensation benefits.

Employees have a right to report work-related injuries or illnesses, and employers are prohibited by federal and state law from discharging or discriminating against employees for reporting work-related injuries or illnesses. Simpson College complies with these laws.

Similarly, an employee who has sustained an off-duty or non-work-related injury or illness that may negatively affect workplace safety or the employee's ability to perform the essential functions

of the employee's job is required to report the condition immediately to the Human Resources Department.

Worker's Compensation Insurance

Simpson College is required by law to provide workers' compensation insurance for all employees. This means that you are covered for injuries and illnesses that arise out of and occur in the course of employment, and an employee may be eligible for wage replacement and medical care as a result of a work-related injury or illness. This insurance does not cover employees for injuries or illnesses that are not work-related. The coverage includes situations at the regular place of employment and those where employees are on College business at locations away from the regular place of employment. The employer pays the premium, with no deduction from the employee's pay. Please see the section on "Injury Reporting Procedure" if you sustain a work-related injury or illness.

Neither the College nor the insurance carrier will be responsible for paying workers' compensation benefits for any injury arising from an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties. There are currently no such activities requiring employee participation. If and when there is such activity, you will be so notified.

Subject to applicable legal requirements, the workers' compensation insurance provides benefits immediately after a short waiting period or if the employee is hospitalized.

If the medical services of a specialist are needed, contact the Human Resources Office for a list of preferred doctors. Employees not wishing to receive medical treatment from a College-selected physician may be personally responsible for the medical expense associated with the injury.

The College will not take any adverse action or otherwise discriminate against any employee for reporting a work-related injury or illness.

Return to Work

The College attempts to help employees return to work as soon as possible after the treating physician certifies their fitness. Long-term studies show that injured employees who return to work when they are medically safe experience the best medical outcomes.

An employee on leave due to a work-related injury or illness can return to work only when the College receives a written medical release from the treating physician authorizing return to work. The employee is responsible for keeping their supervisor informed of their progress if they are off work and the probable length of absence. In addition, employees must work with their department to make arrangements for returning to their jobs as soon as possible.

The Human Resources department will ensure the job description accurately describes the position's essential functions. The Director of Human Resources is responsible for providing the physician with a copy of the job description for potential light-duty assignments and written information explaining our return-to-work program.

Child Abuse Reporting

This policy is established in compliance with Iowa Code 261.9 (1)(h): Child Abuse Reporting Law and defines who is required to report any incident of or suspected incident of child abuse and the process for reporting. The College also seeks through this policy to ensure the safety and protection of minors on its campus or those participating in off-campus college-sponsored programs.

Terms and definitions

- **Attends** – to care for; to look after; to take charge of; to watch over
- **Child** – any person under the age of 18 years
- **Counsels** – to advise or instruct
- **Circumstances** – a fact or condition connected with a relevant event or action, such as the name of the victim(s), the name of the perpetrator(s), the time and date of the incident, the location of the incident, and additional information of which the reporter has knowledge
- **Examines** – to observe, test, or investigate (a body or any part of it), to evaluate general health, or determine medical condition
- **Physical abuse** – non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child
- **Required Reporters** – all staff and faculty of the college who, in the scope of their responsibilities, examine, attend, counsel, or treat a child. This will include, but is not limited to, faculty, coaches, student employees, administrators, and staff. If an employee is unsure whether they are required to report, they are encouraged to err on the side of caution and report.
- **Sexual abuse** – the commission of a sexual offense with or to a child because of the acts or omissions of the person responsible for the care of the child
- **Suspected** – to believe to be the case or to be likely or probable
- **Treats** – to deal with (a medical condition, patient, etc.) to relieve or cure

Procedures and Guidelines

Required reporters must report child abuse when they see, know about, or reasonably suspect the abuse of a child.

The College will report all suspected child abuse and neglect involving minors, including sexual assault, to law enforcement and Campus Safety. College employees who, in the scope of their employment responsibilities, examine, attend, counsel, or treat a child must report physical or sexual child abuse to law enforcement and Campus Safety when they see, know about, or reasonably suspect the physical or sexual abuse of a child.

The College must act immediately in response to suspected sexual or physical abuse of a minor. It is not the responsibility of any employee, student, or volunteer to investigate suspected child abuse. This is the role of child protective services and law enforcement authorities. The source of abuse does not need to be known before filing a report. Reports will be promptly investigated internally, and appropriate action will be taken, including disciplinary action or termination of the usage contract in the case of an outside organization using our facilities.

Reports received by the college administration will be reported to law enforcement within 24 hours of receipt.

A report must be made as follows:

- In an emergency and immediate danger, first call the police at 911.
- Suspected abuse must be reported within twenty-four (24) hours to both:
 - o Indianola Police Department: 515-961-9400 AND Campus Security 515-961-1711

The College will forward reports received to law enforcement within 24 hours of receipt to ensure complete reporting has been followed.

- o The employee may also call the Iowa Department of Human Services Abuse Hotline at 1- 800-362-2178, available 24 hours per day, 7 days per week.

When reporting suspected child abuse, the caller will need to provide the following information to the best of their knowledge:

- Name of the alleged victim(s)
- Name of the alleged perpetrator(s)
- Time and date of the incident(s) being reported
- Location where the incident(s) occurred; and
- Any additional information supporting the suspicion that misconduct has occurred.

The College will attempt to protect the identity of any employee who makes a good faith report of suspected physical or sexual abuse of a child. If an employee or faculty member feels that they are being retaliated against for making a good faith report of suspected physical or sexual abuse of a minor or because they have aided and assisted in the assessment of a child abuse report, they must report this immediately to the Director of Human Resources.

Amended and restated: February 2023

Communicable Disease Policy

To protect the health and safety of the Simpson College community, including students, faculty, and staff, you must comply with this Communicable Disease Policy if:

1. You are diagnosed with a significant communicable disease that poses a direct threat to the health and safety of you and others which includes, but is not limited to: active TB, Avian Flu, SARS, H1N1 Flu, COVID-19, or measles; or
2. You believe you may have been exposed to someone who has been diagnosed with a communicable disease which includes, but is not limited to: active TB, Avian Flu, SARS, H1N1 Flu, COVID-19, or measles, and you pose a direct threat to the health and safety of others; or
3. You have recently visited an area where there has been an outbreak of a communicable disease, which includes but is not limited to: active TB, Avian Flu, SARS, H1N1 Flu, COVID-19, or measles, and you pose a direct threat to the health and safety of others.

You must report this to your supervisor or Department Chair, who will provide the information to the Human Resources Office. To the extent possible, this information will be kept confidential, but it will be necessary to report the information to selected members of the Crisis Response Committee. Simpson College reserves the right to declare what constitutes a communicable disease under this policy in accordance with the United States Department of Health and Human Services and the Centers for Disease Control and Prevention.

The College reserves the right to exclude a person with a communicable disease from the workplace facilities, programs, and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace. If the College determines it is in the best interest of the campus community that a period of isolation is necessary, you may be placed on administrative leave or asked to work from home (if possible). The duration of the isolation will be based on the guidelines provided by Public Health officials.

The College may also choose to implement a strategy of social distancing to minimize transmission of a communicable disease from person to person. Simpson's Communicable Disease Plan includes social distancing provisions to implement immediately upon direction from the College President, and/or Public Health officials.

Social distancing is designed to limit the spread of a disease by reducing the opportunities for close contact between people. Administrative and engineering controls can accomplish it. Examples include:

- reducing face-to-face exposure by using conference calls and video conferencing;
- avoiding unnecessary travel;
- canceling meetings, workshops, training sessions and scheduled events;

- requiring employees to work from home to reduce exposure in the workplace;
- establishing flexible working hours including scheduling employees in shifts;
- installing protective barriers between work stations or increasing space between workers;
- reinforcing hand washing and requiring the use of protective equipment such as hand sanitizers and masks;
- controlling access to buildings; and
- requiring asymptomatic individuals traveling to affected countries/areas not to return to work until one incubation period has passed after returning home.

Employees required to work under social distancing provisions shall receive regular pay.

The College will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease.

The College will comply with all applicable statutes and regulations that protect the privacy of persons with a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain personal confidence about persons who have communicable diseases.

*Approved by President and Cabinet 8/2009
Updated 5/2013, 8/2020*

Bloodborne Pathogen Standards

The Occupational Safety and Health Administration (OSHA) has issued standards to protect workers from bloodborne pathogens, microorganisms in human blood that can cause human disease. They include the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV), which causes AIDS.

The standards mandate engineering controls, work practices, and personal protective equipment that, coupled with employee training, will reduce on-the-job risks for all employees exposed to blood and other body fluids. (All body fluids must be viewed as infectious.) The standards also require employers to offer, at their expense, voluntary hepatitis B vaccinations to all employees that a physician deems to have a high risk of exposure. The College must maintain a record of these vaccinations, training, and any exposure. These records are kept in the Office of Human Resources.

Drug Free Workplace

Simpson College is committed to an environment free of drugs and alcohol. Simpson College's policy is to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, poses a threat to the health and safety of College employees, students, and visitors, subjects them to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. In compliance with the Drug-Free Schools and Campuses Act of 1989, alcohol and drug prevention programs include policy enforcement, education programs, and treatment services.

In this connection, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance by students and employees in the workplace, on College property, while engaged in College business off our premises, or as part of its officially sponsored activities whether on or off campus (collectively hereafter, "the workplace"), is strictly prohibited.

Students

Please refer to the Student Handbook for details on the College's requirements, expectations, resources, treatment options, and sanctions for students related to drug and alcohol use/abuse. Pertinent policies begin at page 17 of the Student Handbook, which can be found at the following link: [https://simpson.edu/sites/default/files/2022-10/Student Handbook.pdf](https://simpson.edu/sites/default/files/2022-10/Student%20Handbook.pdf).

Prohibited Activities and Related Sanctions for Employees

Pursuant to the Drug-Free Workplace Act of 1988, employees convicted of controlled substance-related violations for conduct in the workplace, including pleas of guilty or no contest, must inform the Office of Human Resources within five days of such conviction or plea. If any of the employee's compensation is from a federal contract or grant program, the College must then notify the contracting or granting agency within ten (10) days after receiving notice from the employee or of learning about an employee's criminal drug statute conviction for conduct in the workplace. Employees who violate any aspect of this policy may be subject to disciplinary action, up to and including termination. Employees who drive College vehicles are prohibited from driving while using illegal drugs or alcohol.

Any employee receiving a drug-related criminal conviction will be subject to disciplinary action (up to and including suspension, suspension without pay, and termination) and may be required by the College to participate in a drug abuse or rehabilitation program satisfactorily.

Further, an employee found to be otherwise in violation of these policies prohibiting the use of illicit drugs or abuse of alcohol on the College's campus or in connection with its activities may be required to participate in a drug abuse or rehabilitation program or may be subject to disciplinary action (up to and including suspension, suspension without pay, and termination). Such actions may also implicate local, state, and federal laws, and Simpson College will cooperate, as required, with law enforcement authorities.

Prescription Drugs: An employee may bring to work and take a prescription drug during work hours only if the drug has been prescribed for the employee by a physician or other authorized prescriber and only if the drug is taken in accordance with the prescriber's directions. All prescription drugs must be kept in the container in which they were received from the pharmacy or other dispenser. Prescription drugs that have side effects that may cause impairment must be disclosed to the employer.

Over-the-Counter Medications: An employee may bring an over-the-counter medication during work hours only if the drug is used for its intended purposes and in accordance with package directions and any supplemental directions of the employee's physician. All over-the-counter medications must be kept in the original container (including the box, which may contain the appropriate warnings in which they were received).

Notification of Simpson College: An employee must notify the appropriate College official whenever he or she uses a prescription or over-the-counter medication that may affect safety or work performance. In making this determination, the employee should rely on the warnings or cautions that are received with the particular legal drug. The College does not seek information on all drugs that an individual may be taking, but only those where there is an indication that the drug may affect performance, or there is a caution that one should not engage in certain activities which are part of the employee's job duties while taking the drug. The College reserves the right to take appropriate action (including relieving the employee from work or assignment of other duties, at the sole discretion of the College) if the use of the drug is negatively impairing or is deemed likely to impair the employee's faculties or work performance.

Health Risks Associated with the Abuse of Alcohol and Use of Illicit Drugs

Specific serious health risks are associated with the use of alcohol and illicit drugs. Health risks of using alcohol or other drugs include both physical and psychological effects. The health consequences of drugs depend on the frequency, duration and intensity of use. For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (a painful, difficult and dangerous symptom when stopping use of drugs).

Information about the most commonly misused and abused drugs can be found at the links below:

Alcohol <https://nida.nih.gov/research-topics/alcohol>

Club Drugs <https://medlineplus.gov/clubdrugs.html>

Cocaine <https://nida.nih.gov/research-topics/cocaine>

Hallucinogens <https://nida.nih.gov/research-topics/hallucinogens>

Heroin <https://nida.nih.gov/research-topics/heroin>

Inhalants <https://nida.nih.gov/research-topics/inhalants>

Marijuana <https://nida.nih.gov/research-topics/cannabis-marijuana>

MDMA (Ecstasy/Molly) <https://nida.nih.gov/research-topics/mdma-ecstasymolly>

Methamphetamine <https://nida.nih.gov/research-topics/methamphetamine>

Prescription Drugs & Cold Medicines <https://nida.nih.gov/research-topics/over-counter-medicines>

Steroids (Anabolic) <https://nida.nih.gov/research-topics/steroids-anabolic>

For more information about the risks associated with the use of alcohol and other drugs, employees may contact Human Resources, Hillman Hall Room 22 (Telephone (515) 961-1511) or the Employee Assistance Program (Telephone (515) 263-4004 or (800) 732-4490).

Available Drug and Alcohol Related Services at the College for Employees

Simpson College offers drug abuse assistance through the Employee Assistance Program located at 1301 Penn Avenue, Suite 305, Des Moines, IA 50316. Telephone (515) 263-4004 or (800) 732-4490.

Other resources:

- Powell Chemical Dependency Center, 700 East University Avenue, Des Moines, IA 50314 Telephone (515) 263-2424
- Alcoholics Anonymous: www.aa-iowa.org Telephone (515) 282-8550
- Narcotics Anonymous: www.na.org
- Al-Anon: www.al-anondesmoines.org

Condition of Employment

As a condition of employment, employees are required to abide by the terms of this policy.

Posting of Policies

In addition to circulating this policy annually to all employees and students, these policies will be posted in areas of the College in compliance with the Drug-Free Workplace Act of 1988.

Questions

Should employees have any questions regarding the implications of this drug-free workplace requirement, they should contact either the Director of Human Resources, Hillman Hall Room 22 (Telephone (515) 961-1511) or the Vice President for Business & Finance, Hillman Hall Room 21 (Telephone (515) 961-1512).

Updated: April 2016

Restated: October 2022

Alcohol

On selected social occasions involving College employees and trustees, limited use/consumption of mixed cocktails, wine or beer will be permitted with the approval of the Division Vice President. Such use is normally limited to Great Hall, Hubbell Hall, Tyler's Grille, Black Box Theatre, or the Matthew Simpson Room and under no circumstances are College monies to be used to purchase alcoholic beverages for social or promotional purposes. Employees are asked not to carry drinks across campus from one building to another when a function has multiple meeting places. Non-college or off-campus organizations using College facilities may through Sodexo Food Service arrange for beer and wine to be served at events in Great Hall, Hubbell Hall, Tyler's Grille, Black Box Theatre, or the Matthew Simpson Room.

The use of alcohol during working hours or on the campus, except for the selected occasions listed above, is strictly forbidden and may result in termination of employment.

Only preapproved expenditures for the use of alcoholic beverages at social occasions may be charged against any College budget.

Violations of this policy may lead to required participation in a substance abuse rehabilitation or treatment program and/or disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

Smoke Free Campus

To maintain a safe and comfortable working environment and to ensure compliance with Iowa's Smoke Free Air Act, smoking in any College offices, facilities, school grounds, and vehicles is strictly prohibited. "School grounds" is defined in the Act as parking lots, athletic fields, playgrounds, tennis courts, and any other outdoor area under the control of a public or private educational facility, including inside any vehicle located on such school grounds. Because the College may be subject to criminal and civil penalties for violations of the applicable smoking law, an employee's failure to abide by this College policy and State law may subject the employee to disciplinary action, up to and including discharge from employment.

Complaints about violations of this policy may be filed under the Staff Grievance Policy for resolution or may be brought directly to the Office of Human Resources. Persons may file a civil complaint against a smoker by filing a civil complaint with a magistrate at the county courthouse or by asking a police officer to issue a citation. No employee will face any discrimination or retaliation for reporting violations of this policy to the College.

In order to promote a healthy environment for its students, employees, and visitors, Simpson College prohibits on its school grounds the use of:

- Cigarettes, cigars, pipes, water pipes, or any item that burns or vaporizes a product for the purpose of inhalation

- Electronic cigarettes, vaporizers, and any product intended to simulate cigarettes, pipes, and cigars
- Carrying any of the above items on campus while the item is burning or activated

Cabinet Approved: October 1, 2019

Posted to General Handbook: October 3, 2019

Restated and updated: October 2022

Travel Immunization Policy

Faculty and Staff who travel internationally on College related business will be reimbursed for the cost of required and recommended immunizations prior to their travel. In an effort to manage the institutional cost associated with such immunizations, the cost of reimbursement will be no greater than the cost charged by the Polk or Warren County Health Departments.

Employees will be reimbursed for direct costs associated with obtaining these immunizations at the Polk County health department for travel to non-U.S. destinations for May Term or a semester abroad program. Employees should submit receipts for reimbursement to the Human Resources Office. Vaccination costs for dependents will be the sole responsibility of the employee.

Employees should contact Polk County Health Department well in advance of anticipated travel as vaccinations may sometimes entail a series of inoculations. Polk County Health Department is located at 1907 Carpenter Avenue, Des Moines, IA; phone (515) 286-3798. Travel immunizations are available by appointment only.

In some instances, post-travel testing, for conditions such as tuberculosis and COVID-19, may be recommended. If this is the case, the College will reimburse employees for the testing again at a cost no greater than the cost charged by Polk or Warren County Health Departments.

The Director of Off Campus Programs can also assist in gathering information about specific pre and post travel requirements, including information on passports, visas, immunizations, and medical information.

Effective Date: 5/2013;

Update: 10/2020

Security in The Workplace

In simplest terms, security is for the purpose of protecting people, College property, and information.

The security of our College community, as well as the welfare of our students and employees, requires that every individual be constantly aware of potential security risks. You should immediately notify your supervisor when unknown persons are in the workplace, acting in a suspicious manner, in or around the campus grounds and buildings, or when keys, security passes or identification badges are lost or misplaced.

Employees entrusted with keys to buildings and other College facilities are responsible for the safekeeping of the keys and/or access cards, the security and protection of College property, as well as any activity taking place while the employee is present, and the office is closed.

Camera Surveillance

The College has installed cameras both inside and outside campus buildings and facilities for security and safety purposes. Security cameras are placed in strategic and non-intrusive locations (areas where there exists no expectation of privacy) in order to adequately capture the intended area while not violating the standard of a reasonable expectation of privacy. Cameras will not view private bedrooms, bathrooms, locker rooms (including dressing and shower areas), offices, classrooms not including labs, or any private locations through windows. The College reserves the right to remove any unapproved or nonconforming devices.

Viewing/Monitoring/Accessing Recordings. Campus Security, in conjunction with IT, has the authority to select, coordinate, operate, manage, and monitor all campus surveillance systems pursuant to this policy. All departments using camera surveillance are required to coordinate surveillance operations through Security and IT and comply with this policy.

All recording or monitoring of activities of individuals or groups by College security cameras will be conducted in a manner consistent with College policies, state and federal laws, and will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner.

Retention and Release of Video Surveillance System Recordings/Information. Surveillance footage will be secure and accessible only by authorized personnel as determined by the Director of Security or the Dean of Students. Any information gathered from the observation of these secure recordings is strictly confidential and is only to be used for official College business and/or law enforcement purposes.

Security cameras will not be installed or used with the intent of conducting personnel investigations, such as those related but not limited to workplace attendance, work quality, or academic conduct. However, the College may utilize security camera recordings captured during routine surveillance or upon reasonable cause for suspicion that employees or students are violating College policy or state or federal laws, or in a civil suit or other proceeding involving person(s) whose activities are shown on the recording and relate to the proceeding.

Simpson College reserves the right to take photographs at any time and use the images – whether of employees, students, alumni, faculty staff, or visitors without compensation or consultation for College promotional purposes.

Amended and Restated October 1, 2023

Workplace Monitoring

Workplace monitoring may be conducted by the College to ensure employee and student safety, security, and compliance with College rules, regulations, and practices.

Computers furnished to employees are the property of the College. As such, computer usage and files may be monitored or accessed, as set forth in earlier sections of this Handbook.

Because the College is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Workplace Searches

The College reserves the right to conduct searches or inspections of an employee's person or personal effects including (without limitation) purses, briefcases, and motor vehicles located on College property, based on reasonable suspicion, as well as College property used by an employee, including (without limitation) lockers, desks, and offices whether secured, unsecured or secured by a lock or locking device provided by the employee, based on reasonable suspicion.

Searches of the person shall include the emptying of pockets and the production of other items concealed in clothing. It shall not include a pat-down search. All searches will be conducted by the College's security personnel.

The College may, with the aid of trained drug-detection dogs, conduct random unannounced searches of College property and employee personal property located on College premises, to include (but not limited to) lockers, desks, personal vehicles, purses, and briefcases.

Any item believed to be an illegal drug or drug paraphernalia, found during a search, will be confiscated by the Department of Campus Security. The individual from whom the item or substance has been confiscated will be given a written receipt listing the item or substances seized.

In the administration of these search provisions, personal privacy will be considered to the maximum extent practicable.

Coordination with Law Enforcement Agencies

The sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of the law. The College will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. The College will cooperate fully in the prosecution and/or conviction of any violation of the law.

As used in this Employee Handbook, except where otherwise indicated, the following definitions apply:

- College Premises – All College property including buildings, athletic facilities and grounds, vehicles, lockers, parking lots, travel ways or any improved or non-improved land within College control.

- College Property – All College owned or leased property used by employees such as vehicles, lockers, desks, closets, etc.
- Drug Paraphernalia – Equipment, a product or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling or otherwise introducing into the human body an illegal drug or controlled substance.
- Illegal Drug – An illegal drug is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any reason other than a legitimate medical reason, and inhalants used illegally. Included is marijuana or cannabis in all forms.

Prevention of Violence in The Workplace

Violence or threatened violence in the workplace, or any conduct including, but not limited to, verbal and nonverbal threats or conduct that places another in fear of violence, is prohibited. To ensure that Simpson College maintains a safe workplace and is free of violence for all employees, the College prohibits the possession or use of dangerous weapons on College property.

Examples of workplace violence include, but are not limited to, the following:

- Physically harming, threatening, intimidating, stalking, or harassing conduct to an individual, group, or relative of the individual.
- Possession or use of any kind of unauthorized weapon in the College workplace, on campus, or at an official College event or activity, whether or not on campus.
- Callous or intentional disregard for the safety or well-being of others.
- Intentional destruction of College, student, or employee property.
- All threats or acts of violence occurring on College premises or at an official College event or activity, whether or not on campus, and regardless of the relationship between the College and the parties involved.
- All threats or acts of violence occurring off College premises involving a person acting as a representative of the College or involving an employee of the College if the threats or acts affect the interests of the College or members of the College community.
- Any other conduct that a reasonable person would perceive as constituting a threat of violence.

Firearms and weapons cannot be brought on campus sites at any time by members of the campus community or third-parties.¹ Employees who violate this policy are subject to immediate disciplinary action, up to and including termination.

¹ Members of the Simpson College Shooting Sports Club are permitted to bring to campus firearms necessary for those sporting activities. All firearms brought to campus for this purpose must be

- For purposes of this policy, a weapon may be defined as any type of firearm (including BB, pellet, or paint guns and toy guns), explosive devices or material, dangerous or hazardous substances, ammunition, knives, or any item designed to or intended to cause physical harm to another individual. This definition is by no means exclusive and other items not specifically mentioned may be considered weapons in the context of this policy.
- In certain circumstances, the College or its contractors may issue items such as knives or box cutters to employees or other workers for use in their duties. In certain limited circumstances, the College may authorize certain employees in Campus Security or independent contractors to carry firearms for purposes of premises security in connection with their duties. Only those items expressly issued or authorized by the College for these limited purposes and only when used for these express limited purposes, will be deemed an exception to this prohibition.

“College property” is defined as all College-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the College’s ownership or control. This policy applies to all College-owned or leased vehicles and all vehicles that come onto College property. College property, also includes premises not owned or controlled by the College, but used for an officially sponsored activity or event, whether on or off campus

Employees should immediately report to Campus Security or their supervisor such incidents or threats. We encourage employees to promptly report such incidents and to suggest ways to reduce or eliminate risks. The College will not retaliate against any employee for reporting such an incident, and will not knowingly permit any retaliation by management or non-management employees.

stored in the gun vault used and maintained by the Shooting Sports Club for this purpose and are not permitted to be stored at any time at any other location on campus. These firearms may be removed from the gun vault only for Club practices and competitions, and only in strict adherence to all safety procedures established by the College for the same.

Vehicle Policy

Simpson College has made a commitment of safety to its employees, students, and the general public. The College has invested in vehicles so that our employees can use them for College business in place of their own vehicles, and eliminates the need for keeping track of mileage. The College mandates that employees operate vehicles owned by or in the care of the College in a safe, lawful and economical manner.

A basic component of the College's risk management program is a vehicle safety policy that establishes the safety guidelines for its authorized drivers when driving on College business. The following guidelines have been established to help us control the operation of our institution's owned, leased or rented vehicles.

I. Driver Qualification

To help select only well-qualified drivers, we will adhere to the following procedures:

A. Driver's License

1. All faculty and staff whose duties may require them to operate an institution vehicle or operate a personal vehicle on College business will have a valid driver's license appropriate for the type of vehicle they will be driving.
2. The employee will provide a copy of the driver's license during the hiring process.
3. Driver's license will be checked at least once every two years or upon request thereafter. The institution will maintain a copy of the license in the employee's personnel file. Human Resources will maintain these files.

B. Motor Vehicle Record

1. All employees and student drivers will complete and sign a "Driving History" form, available from the Department of Human Resources or [here](#).
2. Only drivers with a good driving record are allowed to operate College vehicles or vehicles rented for College business. If a driver's record contains one of the following violations within the past three (3) years, the employee is ineligible to serve as an institution driver:
 - a. Driving under the influence of alcohol/drugs
 - b. Failure to stop/report an accident.
 - c. Reckless driving
 - d. Driving while impaired
 - e. Making a false accident report
 - f. Homicide, manslaughter, or assault arising out of the use of a vehicle.
 - g. Driving while license is suspended/revoked.
 - h. Speeding contest
 - i. Attempting to elude a police officer.

The following chart is used to determine whether an individual is eligible to serve as an institution driver. If a driver's record falls outside of the acceptable number of accidents or violations, that individual should not be allowed to operate an institution vehicle or drive on institution business. The following chart will not take the place of or supersede Iowa's

Motor Vehicle Record guidelines and requirements regarding the maintenance of a driver's license in good standing but will be used to determine if a driver will be eligible to drive a College vehicle.

# of Moving Violations Within the Past 3 Years	# of At-Fault Accidents Within the Past 3 Years			
	0	1	2	3
0	Yes	Yes	No	No
1	Yes	Yes	No	No
2	Yes	No	No	No
3	No	No	No	No
4	No	No	No	No

On a case-by-case basis, this rule may be temporarily overruled by specific authorization of the President or his designee. Such authorization must be in writing and will be maintained in the driver's personnel file. The College's insurance carrier recommends that this specific authorization be given only after the driver has attended an approved vendor's driver training course, lasting 8 hours or longer, such as the National Safety Council's Defensive Driver Training Program.

- It is the responsibility of the driver to report any changes in the status of their driving record to the Human Resources Department. Employees without a valid driver's license have a responsibility to notify their supervisor that they are not able to drive if asked to drive for business purposes. Failure to do so may result in violation of the law and will be grounds for disciplinary action, up to and including termination.
- Motor vehicle records checks will be run for each authorized driver once every three years at a minimum.

C. Assigned Vehicles

Some vehicles may be assigned to individuals as part of their job duties. These employees must operate and maintain the vehicles assigned to them as though the vehicles were their own.

College vehicles may be operated by faculty, staff, or students, depending on the need. Control of these vehicles will be maintained through Campus Services.

- When a department wishes to use a vehicle for a specific purpose, the requester will complete a Vehicle Use Request form and submit it to Campus Services as soon as possible. If the requesting department plans to provide the driver, the names of all drivers should be provided with the Vehicle Use Request form, and the drivers should be verified against the institution's list of eligible drivers.

2. Vehicles will not be loaned, leased, or rented to others. Vehicles are to be used only for College business. Personal business should not be conducted using a College vehicle.

II. Trip Safety

A. Seat Belts

Seat belts are one of the most important pieces of safety equipment installed on a motor vehicle. Thus, it should be noted that the use of seat belts is entirely under the control of the driver. All drivers should follow the seat belt laws for drivers and passengers.

B. Safe Vehicle Operation; Prohibition on Use of Alcohol, Drugs, and Other Impairments

Vehicles must be operated only when both the driver and vehicle are in a safe operating condition. Drivers must be physically and mentally able to drive safely. Employees may not operate College vehicles or operate any other vehicle to conduct College business while under the influence of drugs or alcohol or while otherwise impaired. Smoking is not permitted in or around College vehicles. Drivers are expected to drive in a safe and courteous manner and conform to all traffic laws as well as respect the rights of other drivers and pedestrians. A conviction or guilty plea for operating a College vehicle while under the influence of drugs or alcohol will result in termination of employment. Each driver must sign a commitment statement in which he/she pledges to comply with all applicable federal, state, and local regulations regarding drug and alcohol use, including College policies, when operating any vehicle for College business.

C. Cell Phones

Cell phones may only be used to make calls with the assistance of Bluetooth or other hands-free devices. Headphones that reduce hearing should not be used. For navigation devices, program the destination before starting the vehicle, pull off the road to make changes, and rely on voice directions to guide you.

III. Other Procedures and Requirements.

A. Maintenance Procedures.

All employees are required to keep vehicles clean and remove any trash or personal items when finished using the vehicle each day. Vehicles should be returned with a full tank of gas. Please immediately report any accidents, mechanical problems, or other problems to your immediate supervisor or to the Director of Procurement. College vehicles are repaired or serviced as soon as possible.

B. Accident Reporting Procedures.

In the event an Employee is involved in a traffic accident while operating a College owned vehicle or a personal vehicle while on College business, a police report must be filed and your immediate supervisor or the Director of Procurement must be notified immediately. If you receive any tickets for parking violations or moving violations while operating a

College vehicle, you must notify your supervisor immediately, and you are responsible for taking care of any associated fines or penalties.

C. Loss of Driver's License.

An employee who loses their driver's license, either permanently or temporarily, must notify their supervisor immediately if their position requires operating a vehicle. If the employee's position requires that the employee maintain a valid driver's license and insurability under the College's vehicle insurance policy, the loss of either of these may result in suspension or termination of employment.

D. Proof of Insurance

Employees using personal cars on College business are required to carry, at their own expense, insurance with a minimum of \$50,000 of liability coverage. A copy of the employee's current insurance card must be on file. Simpson College encourages employees to review their personal insurance policy to validate that there is no exclusion for business use.

E. Mileage Reimbursement

Employees using personal cars on College business are provided with a non-taxable mileage allowance. Per IRS regulations, all employees receiving this allowance must maintain and provide to the College, as requested, a mileage log to validate that the allowance is in accordance with the number of business miles being driven. If the appropriate miles are not submitted, the allowance will be subject to taxation.

Hazard Communications Standard

Simpson College, like all employers, is required to inform all employees of the Federal OSHA Hazard Communication Standard. This standard gives employees the "right to know" about chemicals with which they come in contact or may be exposed to in the workplace. It provides for the listing of all chemicals on the premises, labeling all chemical containers, and making safety data sheets (SDS) available for all chemical products. In Carver Science Hall, the laboratories all have hard copies of the appropriate SDS available for review.

A copy of the Hazard Communication Standard and Safety Data Sheets (SDS) is available [here](#).

Tornado Procedure

During storm seasons, weather can change within minutes, so we must be prepared to seek safety when violent storms approach. The College has a tornado procedure, which must be followed. The Tornado procedure can be found at the College's Emergency Response document found on SC Connect, beginning at page 28.

Fire Procedure

In the event of a fire, you will be asked to exit the building. In order to be prepared, please investigate your work area and always know where the nearest fire extinguisher is located and review the full outline of fire procedures (page 23) in the College's Emergency Response document found on SC Connect. Also, be sure to know where the nearest exits are wherever you are in the building, to ensure a safe and quick escape. If you are asked to evacuate the building, please do so in an orderly fashion and report to the designated safe location for your building listed on page 19. Employees should not leave the premises. It is important that you can be located.