

# POLICY & PROCEDURES ADDENDUMS & APPENDIXES

## DARPA Compliance Policies

### Combating Human Trafficking

Haverford College has been awarded federal procurement contracts, and federal assistance grants and cooperative agreements (collectively “awards”), the receipt of which requires the College to notify its employees of the following:

- The United States Government has adopted a policy prohibiting trafficking in persons
- As required by federal procurement contracts and awards, the College prohibits employees from engaging in human trafficking during the period of performance of the contract or award, procuring commercial sex acts during the period of performance of the contract or award, or using forced labor in the performance of the contract or award
- As further required by federal procurement contracts, the College also prohibits additional related activities as detailed in the first web link provided below
- The College is required to, and will, take appropriate action for violation of the U.S. Government’s policy, which may include, but not be limited to, removal from participation in the contract or award, reduction in benefits, or imposing actions related to employment, up to and including termination of employment

48 C.F.R. Section 52.222-50, the federal regulation applicable to federal contracts and Combating Human Trafficking, is available [here](#).

2 C.F.R. Section 175.15, the federal regulation applicable to federal awards and Combating Human Trafficking, is available [here](#).

### Segregated Facilities

We Haverford College certify that we do not and will not maintain or provide for our employees any segregated facilities in any of buildings on our campus, and that we do not and will not permit our employees to perform their services at any location, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive Order 11246 of 24 September, 1965.

As used in this certification/policy, the term “segregated facilities” means any waiting rooms, work areas, restrooms and washroom, restaurants and other eating areas, time clocks, locker rooms

and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise.

We, further, agree that (except where we will obtain identical certifications from proposed subcontractors for specific time periods) we will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods).

**Note to Prospective Subcontractors or Requirements for Certifications of Non-segregated Facilities:** A Certificate of Non-segregated Facilities, as required by the 9 May, 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May, 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

**Note:** Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

## Facilities Department Addendum

Unless otherwise directed by their supervisor, the following additional requirements are required of facilities employees:

### Vacation Approval

Vacation must be requested at least one day in advance. Requests should be made the number of days ahead that will be requested. (One-day vacation, one day in advance; two days’ vacation, two days in advance, etc.)

### Uniforms

Employees are required to wear College-furnished uniforms during working hours.

### Personal Protective Equipment (PPE)

Employees are required to use appropriate College provided PPE, including safety shoes, while working.

### **Vacation Blackout Times**

Generally, vacation blackout times will run from one week before Commencement through Alumni Weekend and from the day after summer camps end through the first day of classes. For HVAC personnel the time-frame is the first two weeks of April and the first two weeks of October.

### **Essential Personnel**

Personnel identified as “essential” are required to report to work during inclement weather or other times that normal non-essential personnel may be excused.

## **Dining Center Policies Addendum**

Unless otherwise directed by their supervisor, the following additional requirements are required of Dining Center employees:

### **Work Schedules**

Schedules are prepared by a supervisor based on the needs of the operation. Schedules are typically posted two weeks in advance, reviewed weekly, and are subject to change. It is the operations manager’s responsibility to notify the employee that a schedule has changed. Staff are encouraged to check their schedule regularly to ensure they are aware of all changes.

Requests for a change in schedule, specific days off, or paid time off (vacation, personal) will be accommodated as the demand of the operation allows. Requests will be reviewed and approved by a supervisor. Employees should make every effort to request time off before the weekly schedule is posted.

Staff are responsible for knowing their work schedule, working scheduled days and times. If a staff member is unable to work their assigned schedule, they are responsible for letting their supervisor know. Calling a minimum of two (2) hours prior to scheduled time is expected when an employee will be absent or late. Please ask to speak to a supervisor. If a supervisor is not available, the employee should leave a text, e-mail, or voice message with their name and the reason for calling out.

Staff are expected to be in proper uniform, ready to work at their scheduled time of work. Staff are expected to work the hours they are scheduled except during scheduled breaks.

Staff should not “hang out” in the Dining Center work areas when they are not scheduled and not working as not to disrupt those who are working.

### **Meals and Breaks**

Meals are provided at no cost to Dining Services staff. Food and drink offered are consistent with the menu for the meal period. Any special dietary needs related to food, allergies, or breaks would be discussed with the supervisor who will do their best to accommodate the request. Meal breaks are to be taken at an area designated by the supervisor. Eating and drinking is not permitted at work stations. Cooks and chefs must follow proper procedures for tasting. No food is to be removed from Dining Services. If a staff employee elects not to eat a meal during their scheduled work hours, they may not take their meal or any food away from the DC. Breaks are approved by the supervisor and should be scheduled. If an employee needs to take a short, unscheduled break, they should notify the supervisor on duty.

### **Vacation and Time Off**

Vacation and personal time requests are to be submitted via Workday. The supervisor will review the requests and approve as the needs of the operation allows. Employees should make every effort to request time off before the weekly schedule is posted.

It is recommended that employees try to take 50% of their vacation days by the start of the fall semester. This will help ensure adequate staffing for operations while also accommodating most vacation requests. Please refer to the Haverford College Employee Handbook for complete details of vacation and time off policies.

### **Mandatory Work Days**

The following are mandatory work days for anyone scheduled. It is unlikely vacation or personal time will be granted during these times:

- Opening week of each semester
- Board Weekends
- Family Weekend
- Haverfest
- Commencement Weekend
- Alumni Weekend
- Cleaning Days
- Staff Meeting Days
- Training Days (In-Service, ServSafe, Aller-Train and any other staff training days)
- Special Events
- Inclement Weather Days

In addition to mandatory work days, there are blackout or grey dates where a limited number of vacation requests will be approved. This includes Fall

Break, days before the Thanksgiving holiday, Winter Break, Spring Break, and summer.

Haverford College is a residential College. In case of bad or severe weather, Dining Services is required to provide meals to students and community members. If there is an emergency, Dining Services may be required to provide meals for other staff and emergency workers. All members of Dining Services are essential personnel unless specifically told they are not and, thereby, expected to report to work. Schedules, meals, and services may be adjusted during bad weather days. A manager will provide specific information for each weather event.

### **Dress Code**

Dining Services provides uniforms to its staff at no cost to the staff. Replacement uniforms are provided as needed. A clean uniform is required to be worn during all shifts, except when noted by the supervisor. An example may be cleaning days. Uniforms must be worn as distributed. Altering or wearing the uniform other than as it is intended is not permitted.

The standard uniform includes: uniform top, bottom, head covering, appropriate safety footwear, name tag (except where a name is monogrammed).

In addition to wearing the uniform properly, the following applies to all staff:

- The designated hat, hairnet, head covering or beard net must be worn
- Food handlers must wear single-use disposable gloves (provided)
- Non-slip, closed-toe shoes appropriate for foodservice floors must be worn
- A clean apron must be worn when working in food prep or production. Aprons must be removed when leaving the work area
- Staff must practice proper personal hygiene.
- Hands must be washed prior to working with food, and each time after leaving work stations prior to resuming work
- Regular laundering and proper care of uniforms is the responsibility of the staff member

### **General Information and Dining Services Expectations**

- Personal radios, headsets, earphones, all personal listening devices may not be used while working
- Cellular phones are not to be used while working
- Personal calls, unless on break, may be made with the permission of the supervisor.

- The supervisor or Campus Safety may exercise the right to inspect an employee's bag or any personal belonging brought to campus
- Dining Center vehicles are for College use only