

Staff Handbook

January 15, 2024



INSTITUTE FOR
INTERNATIONAL
MEDICINE

An American-Based Educational Institution
Since 2003

INMED
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Building 1, Ste. 338
Kansas City, MO 64132

About this Handbook

The policies and procedures contained in this handbook have been approved by INMED's Board of Directors on January 21, 2024, accepted by the staff on January 24, 2024, and constitute an essential part of the contractual conditions of staff appointment. This handbook is designed to assist INMED in creating and fostering the ideal environment for the staff to thrive and explains policies and procedures not mentioned in the individual employee's formal employment with INMED.

Recommendations for changes to this handbook can be made by the staff, which includes the executive officers, at the annual Strategic Planning Retreat, and changes will be made only after consideration by the staff and approval of the Board of Directors. Annually, staff shall review and acknowledge their understanding and acceptance of the policies and procedures contained in this handbook.

Staff are expected to read and comply with all provisions of the handbook. If a policy set forth below does not address a specific situation, employees are encouraged to contact their supervisor or the Vice President of Operations for interpretation.

About INMED

- I. Vision: INMED strives to be the leading comprehensive international health, research-intensive and experiential institute for motivating and instilling the spirit of discovery, the ability to solve complex health-related problems, and a passion for serving the forgotten of this world.
- II. Mission: Equipping healthcare professionals and students to serve the forgotten.
- III. Value Proposition: INMED offers an affordable, accessible, high-quality educational experience that draws from contemporary evolving research, evidence, and knowledge, so that learners develop in both knowledge and character to improve the quality of healthcare around the world.
- IV. Core Values are based upon Biblical scripture and are consistent with INMED's statement of faith:
 1. Compassion for all humanity: We honor the value of all human life, by respecting the dignity, uniqueness, and intrinsic worth of all – regardless of wealth, culture, or social status.
 2. Excellence and Integrity: We are committed to high academic standards and exemplary conduct, demonstrating a steadfast moral and ethical uprightness.
 3. Service: We are called to serve the most marginalized people on earth, to relieve suffering, to facilitate sustainable improvements, and to respect those in need as active participants in their own wellbeing.
 4. Stewardship: We are stewards of resources, knowledge, and partnerships and we seek to be efficient, effective, and transparent in our communications and relationships with our students, partners, communities, and governments.
 5. Partners: We seek association and cooperation with students, faculty, networks, and organizations that share similar values and mission.
 6. Lifelong Learning: We are committed to lifelong learning in the pursuit of serving the forgotten.

- V. Faith-based Faculty and Staff. The Institute employs faculty and staff who believe, affirm, teach, and live in a manner consistent with and not contrary to the Statement of Faith and code of conduct. The Institute and its Board make all decisions regarding operations in light of and consistent with the Scriptures, and the principles expressed in the statement of faith and its supplements. Subject to its rights and liberties as a religious organization, the Institute complies with fair employment and equal opportunity laws of the jurisdiction where it is incorporated and registered to operate.

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I. Introduction

INMED strives to be an engaging and fulfilling workplace where employees can use and develop their abilities while achieving INMED's mission.

II. Organizational Structure and Function

Staff are those individuals employed by INMED through an Employment Agreement, not including those individuals employed as faculty.

INMED is organized according to the current official INMED organizational chart.

III. Employment

3.1 Equal Opportunity Employer and Diversity Statement

INMED is an [Equal Opportunity Employer](#).

The Institute for International Medicine embraces diversity and recognizes our responsibility to facilitate a welcoming learning environment where students, faculty, and staff of all backgrounds can learn and serve. We commit to fostering a learning environment where diversity of opinion and perspective is welcomed, and where students, faculty, and staff can engage thoughtfully in an atmosphere of mutual respect. Although there is great diversity in our student body, the INMED community is unified by a shared mission of serving the forgotten of this world.

3.2 Employment Terms

Individuals are employed according to the terms of an Employment Agreement executed annually between the employee and INMED.

3.3 Job Descriptions

INMED maintains job descriptions to aid in orienting new employees, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The President and senior administrators prepare job descriptions when new positions are created. Existing job descriptions are annually

reviewed and revised by supervisors and employees, and job descriptions may also be rewritten periodically to reflect any changes in position duties and responsibilities. Job descriptions do not necessarily cover every task or duty that might be assigned, and additional responsibilities may be assigned as necessary. Questions or concerns related to job descriptions should be addressed to an executive officer.

3.4 Work Schedules

INMED respects the dedication and work ethic of our employees as professionals. Given INMED's organizational culture, a policy of flexible work location and schedule is provided:

Full-time Employees are expected to work approximately 80 hours per pay period. Based on scheduled events and other work requirements, work hours may be adjusted to exceed or fall below the expected 80 hours per pay period.

INMED employees follow a policy of flexible work location and schedule in which full-time employees are generally expected to work between the hours of 9:00 a.m. and 5:00 p.m. weekdays.; part-time employees should establish their work hours with their supervisor. As a general principle, employees should communicate with one another regarding their schedules.

Employees shall not engage in other employment or extracurricular activities that would detract from or conflict with their ability to carry out their duties at INMED.

3.5 Performance Evaluations

Supervisors and employees are urged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation shall be conducted each year (typically in June) and the results of the evaluation must be discussed between the employee and supervisor. Additional formal performance evaluations may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

IV. Employee Conduct

4.1 Ethics

The successful business operation and reputation of INMED is built on the principles of fair dealing and ethical conduct of its employees. We believe ethics are not grounded merely in utilitarianism; as a faith-based institution, INMED seeks to make ethical decisions that reflect the timeless character and compassion demonstrated by Jesus Christ during his earthly ministry. INMED's reputation for integrity and excellence requires careful observance of the spirit and the letter of all applicable laws and regulations as well as a scrupulous regard for the highest standards of conduct and personal integrity including refraining from any illegal, dishonest, or unethical conduct.

INMED's continued success depends on its customers' trust and INMED is dedicated to preserving that trust. Employees owe a duty to INMED, INMED's partners, and its participants to act in a way that will merit the continued trust and confidence of the public.

In general, the use of good judgment, based on high ethical principles that reflect INMED's religious, charitable, and educational purposes, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper response, the matter should be discussed openly with an employee's immediate supervisor and, if necessary, with the President for advice and consultation.

4.2 Gift Acceptance Policy

INMED employees may not accept personal gifts, except nominal gifts valued at less than \$50, on the behalf of INMED.

4.3 Conflicts of Interest

INMED's affairs must not be conducted for personal or private gain. Employees must conduct business within guidelines that prohibit conflicts of interest. An actual or potential conflict of interest occurs when an employee can influence a decision that may result in a personal gain for that employee as a result of INMED's business dealings. Personal gain may result not only when an employee or relative has a significant ownership in a firm with which INMED does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration because of any transaction or business dealings involving INMED.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. But if employees have any influence on transactions involving purchases, contracts, or leases, they must disclose to the President right away the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

4.4 Attendance and Punctuality

To maintain a safe and productive work environment, INMED expects employees to be reliable and punctual in reporting for scheduled work. In the rare instances when employees cannot avoid being late to work or cannot work as scheduled, they should notify their supervisor or the President right away before the anticipated tardiness or absence.

INMED also expects all employees and officers to respond right away to text messages and phone calls from other INMED employees and officers during INMED's regular business hours.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

V. Compensation and Benefits

5.1 Compensation

The executive officers will work together to set new employee salaries. The executive officers will work together to annually (during the fourth quarter) review salaries and may adjust salaries based on employee performance and budget considerations.

Full-time employees are paid an annual salary. Part-time employees are paid an hourly wage. Some part-time positions may be paid an annual salary.

All employees are paid twice monthly (the 15th and last day of the month) through direct deposit. Deductions are made each payday for federal and state income tax, social security tax, Medicare Tax, and city earnings tax (where applicable). Other deductions are made as authorized by law or the employee.

5.2 Benefits

5.2.1 Insurance

Eligible employees may participate in the medical, dental, vision, AD&D, and term life insurance plans subject to all terms of the agreement between INMED and the insurance carrier.

- INMED will pay up to 60% of the premium of an employee medical insurance plan that is managed by INMED. For employees participating in INMED's medical insurance plan through Gusto, INMED's premium payment will be made directly to the insurance carrier. For employees not participating in INMED's medical insurance plan through Gusto, INMED will provide premium payment in the form of a "Correction Payment" in Gusto.
- INMED will pay the full premium for eligible employees' dental, vision, AD&D, and term life insurance premiums (no cash value).

5.2.2 Retirement

INMED agrees to provide discretionary contributions in each calendar year to the individual retirement account (SEP) of all employees who are at least twenty-one years old and have performed service for INMED for at least three of the previous five years. Such discretionary contributions shall be up to five percent of the individual's annual base salary.

5.2.3 Tuition Reimbursement

Eligible employees may participate in INMED's Tuition Reimbursement program subject to the terms below.

- Reimbursement is conditional upon:
 - INMED possessing sufficient funds, and
 - Approval of INMED officers prior to the start of each course for which reimbursement will be sought. To seek approval, employee must complete and submit INMED's Tuition Reimbursement Application prior to enrolling in a course.
- INMED leadership shall determine staff eligibility based on:
 - Potential of continued employment with the organization

- Length of service with INMED (minimum of three straight years)
 - Applicability of the degree to the job and future positions in the organization.
- If reimbursement is approved for a degree program, the following criteria apply:
 - Classes must be taken at a community or state college or university.
 - Employees must meet the residency requirements for in-state tuition.
 - Course work must meet requirements for an associate, bachelor's, or master's degree.
 - Completion of course must be verified with a grade of "B" or better.
 - Classes should be scheduled as is feasible to not interfere with normally scheduled working hours.
 - Employees must repay INMED for any monies paid for a course if the employee leaves INMED voluntarily or for cause within 1 year of completion of the course or program. Fifty percent of the reimbursement amount is forgiven after 6 months from the completion of the course.
- INMED shall reimburse:
 - 100% of tuition and registration fees
 - 100% of books and supplies
 - 100% of parking
 - 100% of lab fees
- Reimbursement process:
 - Upon completion of the course, the applicant must submit, within 30 days, copies of the following:
 - (1) College/university invoice or a statement indicating fees charged and the amount paid (the invoice must contain the school's name and address. Copies of canceled checks and credit card receipts will not be accepted);
 - (2) College/university grade card/ report showing the applicant's name, quarter/semester, course name(s) and grade(s) for the term,
 - (3) and completed INMED Tuition Reimbursement Application.
 - Upon receipt of the above items and approval or INMED Officers, INMED shall reimburse employee for approved amounts within 30 days.

VI. Paid Time Off and Holidays

6.1 Paid Time Off (“PTO”)

- Officers & regular full-time employees (40 hours/week on average) initially receive 20 full days of PTO per calendar year.
- Part-time employees (25-39 hours/week on average) receive each 10 full days of PTO per calendar year.
- Part-time employees (10-24 hours/week on average) receive each 5 full days of PTO per calendar year.
- Part-time employees (less than 10 hours/week on average) are not eligible for PTO.
- Following three years of consecutive, full-time service to INMED, officers & regular full-time employees receive 25 full days of PTO per calendar year.
- After each 5 years of consecutive, full-time service to INMED, employees are granted another 25 days of PTO to be used within the next benefit year. The timing of this benefit must be approved by the CEO.
- PTO may carry forward from the year before but must be used before August 31 annually.
- If employment terminates for any reason, PTO may not be used during the interval between termination determination and the employee's last workday, unless approved by the INMED CEO.

6.2 Holidays (employees need not work the days below)

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving and Friday following (fourth Thursday & Friday in November)
- 5 days off for Christmas
- New Year's Eve (December 31)
- Employee's Birthday

VII. Absences and Temporary Leaves

7.1 Civic Leave (Jury/Witness Duty)

A full or part-time employee will be provided time off with pay for jury duty or if subpoenaed to appear as a witness on a regularly scheduled

workday. An employee may be asked to submit a copy of the jury summons/subpoena to his or her supervisor and will be required to keep his or her supervisor apprised of the schedule for his or her required attendance.

7.2 Death of Family Member (all employees)

- Employees shall annually be granted up to five working days with pay due to a death in their immediate family (mother, father, sister, brother, spouse, child, father-in-law, mother-in-law, grandparent, grandchildren).
- Employees wishing to use this policy shall notify an INMED officer right away.
- The days need not be used consecutively, but they must be used during the thirty days following the death.
- For tracking purposes, these days are to be entered into the employee's PTO calendar as "Bereavement Leave". These days are separate from, and will not be deducted from, an employee's normal PTO days.
- Special cases will be considered on an individual basis by the CEO.

7.3 Maternity Leave

INMED will provide maternity leave to employees following the birth of an employee's child. The purpose of paid maternity leave is to enable the employee to care for and bond with a newborn child. An employee, who cannot work because of a temporary disability caused or contributed to by pregnancy, miscarriage, childbirth, or recovery from them, shall be granted time off. Total time off may not exceed 12 weeks.

Full-time employees shall use leave in the following order:

- Paid Maternity Leave (8 weeks for employees with 5 or more years of continuous service to INMED, 4 weeks for employees with fewer than 5 years of continuous service to INMED)
- PTO
- Leave without pay

Part-time employees shall use leave in the following order:

- Paid Maternity Leave (6 weeks for employees with 5 or more years of continuous service to INMED; 3 weeks for employees with fewer than 5 years of continuous service to INMED)
- PTO
- Leave without pay

VIII. INMED Property

8.1 Computer

Employees will be issued an INMED-owned personal laptop computer and agree to take all reasonable precautions and actions necessary to safeguard and maintain the computer and any other INMED property in normal operating condition. If employment with INMED terminates (for any reason), the employee will immediately return to INMED all INMED Property which has been issued or which otherwise belongs to INMED. Employees agree to reimburse INMED for any attorneys' fees and other collection charges incurred by INMED if it becomes necessary to take legal action to recover the INMED Property. Property includes, but is not limited to computers, documents, software, programs, and emails on INMED computers, hard drives, and online backups.

In the interest of maintaining computer health and to back-up information, employees shall weekly complete the following:

- Run Malwarebytes application
- Run Disk Utilities application
- Back up all information to external hard drive
- Check for system and application updates and install as available
- Restart computer

8.2 Agreement Regarding Confidential Information

Employees shall forever maintain the confidentiality of INMED Confidential Information. Employees will never disclose Confidential Information except to persons who have both the right and the need to know it, and then only for the purpose and while performing INMED duties. In the event the employment with INMED terminates (voluntarily or involuntarily), employees will promptly deliver to INMED all Confidential Information, including any Confidential Information on any laptop, computer or other communication equipment used by the employee during his or her employment with INMED.

8.3 Computer and Email Usage

Computers, computer files, and software furnished to employees are INMED property intended for business use. Employees may use computers and software for personal use so long as it does not interfere with their work responsibilities or affect the functionality of the computer or software. Computers and software should not be used in ways that are disruptive, offensive to others, or harmful to morale. For

example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Employees should notify their immediate supervisor, the President, or any executive officer upon learning of violations of this policy.

8.4 Internet Usage

All internet data that is composed, transmitted, or received via INMED's computer communications systems is part of the official records of INMED, and is subject to disclosure to law enforcement or other third parties. Employees should expect only the level of privacy warranted by existing law and no more. Consequently, employees should always ensure that the business information contained in email messages and other transmissions is accurate, appropriate, ethical, and lawful. Any questions about the legal effect of a message or transmission should be brought to the President or an executive officer.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone based on race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the internet. Employees are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights. Any questions about the use of such information should be brought to the employee's supervisor.

Abuse of the internet access provided by INMED in violation of the law or INMED policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

IX. Miscellaneous

9.1 Training and Development

Staff are encouraged to seek training and development opportunities that will improve their work skills or teach new skills. Employees should speak with their supervisor regarding identified opportunities to determine whether the training is relevant. If deemed relevant, the executive directors will determine whether INMED will pay for the training, if necessary.

9.2 Resolution of Grievances

The grievance process provides a means to resolve disputes which have not been resolved through the normal process of reasoned discussion. This preference for informal resolution is consistent with INMED's understanding of the ethics of dispute resolution, as demonstrated in Biblical scripture. The grievance process is intended to define the matters that are at issue; to assure the staff member that the staff member's complaint or problem has been presented to and considered by appropriate institution officials and bodies; and to assure the institution community that decisions involving staff members in their relationship to the institution are fully considered.

This process is available to any staff member who has a grievance with respect to salary, assignment of duties, working conditions, and relationship with other staff members, including supervisors. The grievance process is to be used when the staff member has been unable to resolve the matter with his or her direct supervisor.

The aggrieved staff member shall submit a written appeal through, along with any supporting documentation, the [Questions & Concerns Online Form](#). Where the grievance is against the action of the President, the appeal and supporting documentation shall be submitted to the Vice President of Academic Affairs or the Vice President of Operations. If a resolution acceptable to the staff member is not thereby affected, the faculty member may request consideration of the grievance by the Board of Directors. The staff member will prepare a petition that sets forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any data which the grievant considers pertinent to the case. The petition shall be presented to the Board of Directors at a meeting convened to resolve the grievance, who shall mediate a resolution to the grievance.

9.3 Progressive Discipline

This policy states INMED's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. By using progressive discipline, INMED hopes that most employee problems can be corrected at an early stage, benefiting both the employee and INMED.

INMED's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purposes of any disciplinary action are to correct the problem, prevent recurrence, and prepare the employee for satisfactory service.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the problem and the number of occurrences. With many disciplinary problems, these four steps will be followed. That said, in recognition of the fact that sometimes the employee's action justifies either a suspension or termination of employment, INMED reserves the right to bypass the verbal and written warning steps.

When disciplinary action may be necessary, the President will discuss the situation with at least one executive officer. The President has final say about action to take. Either the President or the executive officer shall execute the disciplinary action.

Employee actions that may initiate the discipline process:

- failure to meet deadlines
- violation of policies set forth in this handbook and on the employee agreement
- failure to improve in areas of weakness as identified on the annual employee review
- moral conduct contrary to INMED's values
- insubordination toward a supervisor
- other behaviors considered inappropriate or unsatisfactory by the President or executive officers

9.4 Business Travel Expenses

INMED may reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the CEO through submission of the appropriate form.

To receive reimbursements, employees must complete the appropriate form and submit it, along with proper documentation (receipts) to the Vice President of Operations within thirty days of the completion of the travel. If approved, the actual costs of travel will be reimbursed by INMED on the next available payroll.

Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- airfare or train fare for travel in coach or economy class or the lowest available fare
- car rental fees, only for compact or mid-sized cars
- fares for shuttle or airport bus service, where available; costs of public transportation
- taxi or ride-sharing fares, only when there is no less expensive alternative
- mileage costs for use of personal cars, only when less expensive transportation is not available; the standard IRS mileage deduction rate for the current tax year will be used to determine reimbursement amount
- cost of standard accommodations in low- to mid-priced hotels, motels, or similar lodgings
- cost of meals, no more than \$50.00 per day
- tips not exceeding 20% of the total cost of a meal

9.5 Other Expenses

From time-to-time, employees may need to buy items necessary for the completion of their work. Any business-related purchases must be approved in advance by the President, Vice President of Academic Affairs, or the Vice President of Operations.

Generally, the executive officer who approves the purchase will also make the purchase. When this is impossible, employees may make the purchase and submit a reimbursement request to the Vice President of Operations. If approved, the reimbursement will be included on the next available payroll.

9.6 Publicity Release

Employees consent to the use of their name, voice and picture (including, but not limited to, use in still photographs, videotape and film formats, and both during and after the period of employment at INMED) for advertising, promotional, educational, public relations, and other business purposes (including its and their use in newspapers, online publications and websites, brochures, magazines, journals/websites and films or videotapes) by INMED and INMED Clients.

9.7 Violence and Sexual Misconduct

INMED is committed to promoting and maintaining a safe and secure environment for its faculty and staff, employees, students, and visitors. Violent behavior, threats of violence, physical intimidation, or sexual misconduct (including, but not limited to, sexual discrimination, sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, and stalking) will not be tolerated at INMED or among its constituents. If such conduct occurs, it should be promptly reported to the proper authority and investigated. The institution will take appropriate action in response to reports of such conduct. Employees and students found to have violated this policy will be subject to disciplinary action, which may include immediate dismissal. In addition, the institution may help pursue civil penalties, criminal penalties, or other appropriate action against the offender. View the Violence and Sexual Misconduct policy posted on the [INMED website](#), viewable to staff who are logged in.

9.8 Notice of At Will Employment Relationship

Both INMED and a staff employee have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship, under Missouri law, will remain in effect throughout employment with INMED unless it is specifically modified by an express written agreement signed by the employee and the President of INMED.