



KUPU 'ĀINA CORPS

2023 Participant Handbook



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Kupu Staff Directory

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Important Links

- [Kupu 'Āina Corps Program Website](#)
- [Accident Report Form](#)
- [HR Symphony \[Timesheets\]](#)
- [Data Report Forms](#)
- [Time Off Request Form](#)
- [Schedule Check-In with Program Coordinator](#)

About Kupu & KAC

Mission & History

In Hawaiian language, kupu means “to sprout or grow.” Like the kupukupu fern, Kupu’s heart is to bring life back to the people, the land, and the ocean. Our mission is “to empower youth to serve their communities through character-building, service-learning, and environmental stewardship opportunities that encourage pono (integrity) with Ke Akua (God), self, and others.” We aim to provide a new, bright and hopeful future for Hawai‘i’s people and land.

Kupu 'Āina Corps

The Kupu 'Āina Corps (KAC) program is an initiative resulting from the State of Hawai‘i legislation HB1176 – Green Jobs Youth Corps. The KAC program works to meaningfully diversify Hawai‘i’s economy by employing young adults in the green jobs sector. Through a collaboration of government, private sector, and non-profit organizations, the program matches participants with a variety of conservation, agriculture, technology, and clean energy focused host sites throughout the islands of Hawai‘i. These positions provide on-the-job experience, healthcare, and relevant training opportunities for upward mobility.

“The KAC program made me realize that you CAN find a job that you're passionate about and makes you feel energized!”

-Kupu 'Āina Corps 2022 Participant

Kuleana (Responsibilities)

Participant Role: Kupu participants are expected to:

- Serve up to 40 hours per week (for full time); or up to 20 hours per week (for part time)
- Submit bi-weekly data reports and timesheets
- Treat this program as a job and a privilege
- Take full responsibility for being prepared, dressing appropriately, and being pono every day
- Maintain open communication with Site and Kupu staff, including check-ins with their Program Coordinator
- Represent Kupu and host site appropriately

Program Coordinator Role: Your assigned Program Coordinator is your main point of contact at Kupu. This person executes program activities. Program Coordinators are available as a coach, advisor, and confidant. Program Coordinators will:

- Oversee and serve as a resource for participants and Site Supervisors
- Coordinate with host sites to ensure all program-related questions or concerns are addressed
- Conduct orientation for all participants and provide basic information
- Ensure participants are in healthy working environments
- Aid in mediation and/or discipline if there is a conflict that cannot be resolved between sites and participants
- Ensure participants and sites are following the policy set forth in their respective agreements
- Coordinate professional development trainings for participants to attend
- Organize service days for participants across the island to attend

Administrative Coordinator: The Administrative Coordinator assists participants in successfully completing the term of service. This person helps to provide and track necessary documents to onboard and complete the program. The Administrative Coordinator is expected to:

- Collect and organize participant documentation
- Assist participant and supervisors with administrative submission and approvals
- Assist participant with onboarding & exiting and ensure they complete a successful term

Host Site Supervisor Role: Site Supervisors are direct supervisors to the participants. Kupu participants are expected to report to their host site supervisor for all host site needs such as daily tasks, performance-based questions, calling in sick, or requesting time off in cases of emergencies. Site Supervisors are expected to provide support and mentorship to all program participants including, but not limited to the following:

- Prioritize participant safety and safety conditions
- Provide historical and cultural background on site
- Act as role models and provide hands-on mentorship, instruction, and guidance
- Prepare necessary training, tools, equipment, and logistics for projects
- Provide an educational, healthy, and safe environment for the participant
- Provide safe projects that are reasonable and doable for participant
- Provide meaningful, conservation related projects that are aligned with the participant's position description. Activities like cleaning equipment, trucks and site areas are needed, however, should not encompass more than 10% of the project.

Assistant Program Manager: Is responsible for all the same duties as a Program Coordinator as listed above. However, in addition to those duties, this person also supports overall program operations.

Program Manager: The Program Manager is responsible for the entire Kupu 'Āina Corps program, including overall program operations and partnerships with stakeholders. They oversee the budget, grants and agreements, and overall program operations. The Program Manager reports to the Operations Manager on all matters related to the Kupu 'Āina Corps Program. Along with the Program Coordinator and Assistant HR Manager, the Program Manager will make decisions on serious participant issues. The Program Coordinators and Assistant Program Manager report to the Program Manager.

Operations Manager: The Operations Manager ensures that the Kupu 'Āina Corps program is meeting all expectations, while also overseeing the operations of other Kupu conservation programs.

Participant Benefits

Here are some of the benefits KAC participants can receive.

- Paid Opportunity \$16-\$20/Hour Bi-weekly
 - Wages received are non-negotiable (Refer to your Program Agreement).
 - Full-Time Participants: Up to 40 hours per week.
 - Part-Time Participants: Up to 20 hours per week.
- RETENTION BONUS
 - \$400 total for PT positions
 - \$800 total for FT positions
 - Paid in 2 installments during the 21st pay period and upon program completion
 - All program requirements must be complete (Data report forms, evaluation forms, end term requirements, etc.)
- PAID TIME OFF
 - 12 hours total for PT positions
 - 24 hours total for FT positions
 - Must be requested in HR symphony and approved by supervisor (PCs don't need to get involved)
 - Procedures for unpaid time off remain the same (PCs and Site Supervisors must approve it)
 - Participants will have access to all their paid time off hours after completing the first 3 months of the program term
- Healthcare Benefits
 - Participants have the option to receive Kaiser Permanente healthcare benefits (Kaiser HMO 201) during their service term as long as they maintain 20 hours or more per week.
Note: If you are receiving healthcare coverage from Kupu/Altres, working under 20 hours per week can put your coverage at risk. If you do lose your coverage due to working under 20 hours per week consistently, you can regain your coverage after 4 consecutive weeks of working 20 hours or more.
- Workers Compensation
 - Effective first day of work
 - Workers Comp can cover any injuries on site (while on the clock) with proper documentation. However, to be eligible for workers compensation, an **Accident Report Form** must be submitted within 24 hours of incident, which will then trigger an automatic drug test within 24 hours of submitting the form.
 - The Accident Report Form can be found on the Kupu 'Āina Corps website: www.kupuainacorps.com
 - Refer to your Program Agreement for further details.

- Trainings/Certifications
 - CPR/First Aid
 - Kupu Pathways Program
 - Take online classes with Arizona State University
 - Low financial risk, adaptive learning, flexible schedules, pay for credits at the completion of course.
 - Other professional development trainings based on participant interest
- Supplemental Nutrition Assistance Program (SNAP) Benefits
 - PART-TIME participants may be eligible to receive SNAP Benefits during the time of service. Please check with a SNAP office near you.
- Kupu Pathways (Partnership with Arizona State University)
 - Discounted college courses through ASU Online. Sit in a class for free (without credit)
 - Initial \$25 fee to take a course for credit
 - Obtain college credit IF a satisfactory grade is received (\$400 per course)
 - Web App: <https://kupu.ea.asu.edu>
 - Email: earned@asu.edu
 - ASU Phone: (844) 691-2241
 - Courses Available: ea.asu.edu/courses
 - Contact your Program Coordinator if you are interested in the opportunity to take highly discounted courses through ASU
- Kupu Alumni Initiative
 - Be a part of a movement that creates change.
- Receive in-depth entry level environmental educational/experience
- Help protect Hawai'i's natural resources and make a positive impact in your community
- Develop a strong relationship with your host site
- Gain valuable professional connections and network within the green job industry

“My participation in this program has given me a greater appreciation, connection and the importance to continue my passion in preserving the ‘āina, not only for others but for future generations. So that species can continue to thrive and flourish for generations to come.”

-Kupu ‘Āina Corps 2020 Participant

“Our work takes many forms, but it always carries the practice and vision of aloha ‘āina.”

-Kupu ‘Āina Corps 2022 Participant

Timesheets

Timesheets are the binding agreement between participant and staff and are the sole documentation of completed service. Reports are used to document participants' direct service and the progress toward achieving Kupu's objectives.

Timesheets are due **bi-weekly**. Please see your program calendar for your first timesheet submission; you must submit your hours every other Saturday thereafter. Please submit on time so that the supervisor can review and approve your timesheet by Monday at 10:00am. Timesheet approval is necessary before paychecks can be released. Unauthorized logging in or out of or alteration of any time and attendance record, or the misrepresentation of hours served, is strictly prohibited and may result in disciplinary action up to and including dismissal.

Late Submittal = Late Paycheck

If a late timesheet is submitted (must be approved by both participant and host site supervisor), the participant may not receive their paycheck by the scheduled pay date. There may not be direct deposit for late checks, it may be mailed to the address on file with ALTRES.

How to Count Hours

What qualifies as program hours?

- Approved time spent during the program, directly serving with host sites
- Any work at your site as described in your Position Description
- Discussion with Kupu staff or Host Site Supervisor that has a specific, *program-related purpose* (including check-ins with Program Coordinators)
- Any planned and facilitated group discussions *with a program-related purpose*
- Planned and facilitated training sessions and activities, including debriefs
- Meals that are planned and facilitated by Kupu to cover a discussion topic

What doesn't qualify as program hours?

- Time spent commuting
- Time spent filling gas outside of scheduled program hours
- Most meals – they should be break times (see above for what might count)
- Any break times, down time, and time getting ready (ex. showers, packing personal items)
- Any time after scheduled programming doing prep work or review (ex. reviewing handbooks)
- Any prohibited activity in your Member Service Agreement

Please contact your Program Coordinator if you need additional clarification about what qualifies as program hours.

Remember, falsifying timesheets is grounds for dismissal

HR Symphony (Timesheets)

Kupu utilizes an online platform called HR Symphony as an electronic timekeeping system. HR Symphony is managed by Kupu's outsourced HR and payroll provider, ALTRES HR.

Participants

1. All participants are required to utilize HR Symphony to record their time. Each participant will be given a unique login and trained during orientation by ALTRES HR.
2. Participants must abide by timesheet deadlines; timesheets are due to supervisors the day after the pay period ends (pay periods run for two weeks starting Sunday and ending on Saturday, therefore timesheets are due every other Saturday). Wages are paid on the Friday following that pay period, unless timesheets are submitted or approved late. Participants must submit timesheets by the deadline and the designated host site supervisor must approve timesheets for a check to be paid.
3. If a participant must submit an early timesheet due to a camping trip or some other external factor, they may do so. However, participants may not include anticipated hours – they may only include the hours they have already worked. When they are able to return to their computer/internet connection, they may request a manual timesheet from their program coordinator, where they will write in all the hours they had not been able to include in their digital timesheet. They will be paid on time for the early timesheet they submitted, and the remaining hours in their late manual timesheet will be paid on late payroll. If a timesheet is not submitted or approved prior to payroll being submitted by the Assistant Manager (AM), the participant will not receive a payment.
 - a. The participant will not be able to access their timesheet after payroll is submitted by the AM.
 - b. The participant will be required to submit a manual timesheet which will need to be signed by both the participant and the supervisor and then sent to the Program Coordinator. The PC will be required to let the AM know that hours have been approved and send the timesheet copy to be filed later so late payroll can be requested.
 - i. There may not be direct deposit for late checks depending on the direct deposit timeline, and instead it may be mailed to the address on file with ALTRES.
4. Automatic reminders of timesheet due dates will be sent from HR Symphony.
5. If the participant is dismissed from the program and has direct deposit set up, the participant will be notified to see if they want a check or direct deposit for their last payment.

Site Supervisors

1. Site Supervisors are responsible for reviewing and approving their participant(s)' timesheets every two weeks. Each Site Supervisor will be given a unique login and trained during orientation by ALTRES HR.
2. Site Supervisors must approve timesheets by 4:00PM on Monday following the pay period end date. For situations where a supervisor is unavailable to approve a timesheet on Monday, the supervisor must coordinate an earlier deadline for the participant to submit their timesheet or identify a back-up supervisor is able to verify the participant's time served. Should a holiday fall on Monday, the Site Supervisor must approve by 9am on Tuesday.

- Automatic reminders of timesheet approval due dates will be sent from HR Symphony.

Timesheet Steps

- Once the participant **submits** their timesheet for approval, it will go to their direct supervisor (timesheet will now be "Pending-Supervisor" status).
- The supervisor can then **Approve** the timesheet (timesheet will now be in "Pending-Payroll" status).
- The program coordinator can **Authorize** the timesheet (timesheet will now be in "Authorized" status).
- The payroll submitter will not need to take any action on the timesheets themselves and can generate reports/submit payroll.

Here is an example where you can see the different steps of approval that are captured in the digital history:

Date	Description
04/06/2023	Submitted by Bar-David, Erika S.
04/06/2023	Approved by Wakatsuki-Chong, Hanako
04/10/2023	Authorized by Low, Luana

Off-Site Timesheet Instructions

Serving off-site with other Kupu Host Sites

Kupu Host Site = Site has an existing Master Agreement and/or Scope of Work agreement with Kupu

- Host Site Supervisor and/or Participant to plan service at other Kupu Host site
 - *** Host Site Supervisor must pre-approve any and all hours served off-site***
 - Participant to let their Program Coordinator know of plan to serve off-site
- Participant completes service at another site
- Participant completes timesheet as usual
 - Include service completed at Kupu Partner site
- Host Site Supervisor to confirm (via email and HR Symphony) to accept or reject hours

Non-Kupu Site = Site does not have an existing Master Agreement and/or Scope of Work with Kupu. Please contact Kupu to confirm this. Kupu typically discourages service with non-Kupu partners, however, understands that Kupu-partner sites may work alongside others (non-Kupu partner sites) towards a common goal.

1. Kupu Host Site Supervisor and/or Participant to plan service at other non-Kupu sites.
 - a. If a participant is serving at a non-Kupu site for 3 or more days consecutively, the assigned non-Kupu site supervisor will need to be briefed on Kupu processes and policies by Kupu staff prior to the participant serving at the site.
 - b. *** Kupu Host Site Supervisor must pre-approve any and all hours served off-site***
2. Participant and/or Kupu Host Site Supervisor to email Program Coordinator with request for Participant to serve at non-Kupu site
3. Program Coordinator, with the support of Manager(s) will approve or reject request
4. After approval, Participant to complete service at non-Kupu site
5. Participant to complete timesheet as usual
 - a. Include service completed at non-Kupu site
 - b. If service includes travel, participants may include time spent from the first destination through the last destination, however, may not include time spent driving to/from their place of residence.
6. As usual, Kupu Host Site Supervisor to accept or reject hours.

Data Report Forms

Your data collection is key to the success of our Kupu Programs. The data you submit not only helps with funding purposes, but it helps us track the impact you've made across the State.

Kupu participants are required to submit data forms bi-weekly. Site Supervisors are expected to work with participants to submit accurate data.

Program Coordinators will be responsible for tracking and following up with participants regarding what they report.

How to Complete Data Report Forms

- All Data Report Forms will be located on the participant portal on Salesforce
- Must be completed on a desktop. Mobile will NOT work
- Make sure adblockers/security settings are turned off
- Participants cannot save progress of a report
 - Must all be done at once
- Pictures are needed for submission, but you can use a blank photo
- Participants will receive email reminders to complete them
- If you come across technical issues, email Program Coordinator
- "0" or "N/A" if the field is not applicable to participant

“My fellow member said to me, 'the refuge can't speak for itself' “and it hit me! I realized then that my Data Sheet is the only voice of the refuge. Without the proper data no one would know what needs to be done!”

-HYCC Participant, 2011-2012

Exit Requirements

Admin coordinators will send out instructions for participant's exit requirements 2 weeks prior to their contract end date. These must be completed by the participant's last day of work. Participants must complete these requirements in order to receive the last installment of their retention bonus.

What to complete	Instructions
End Term Evaluation: with your host site supervisor	To be completed by the Supervisor. Then signed and submitted by Kupu Participant via participant portal. Available in the Kupu Participant Portal
Program Survey	Available in the Kupu Participant Portal
Great Story	Submit to kacforms@kupuhawaii.org and Program Coordinator · Guidelines attachment 2
If not previously submitted:	
All Data Forms	Access via the Kupu Participant Portal

End of Term Evaluation

Performance evaluations provide positive and constructive feedback through one-on-one meetings with participants. Evaluations and self-assessments provide opportunities for growth, self-improvement, and self-reflection. Should the participant leave the program earlier than expected, the End of Term evaluation is still required.

Participants are required to submit the End of Term Evaluation Form to Kupu via Salesforce. This form must be filled out and signed by the site supervisor and participant.

Program Checklist

For you to complete the program successfully, the following requirements must be completed.

- **Timesheets** are due bi-weekly. Late submission or late approval by site supervisor = late check
- **Data Reports** are also due bi-weekly. Site Supervisors will work with you to submit accurate data which includes (among other areas) acreage cleared, volunteer count, and community outreach conducted. (Refer to next page for list of dates)
- **Evaluations** are due twice during the program (after 6 months and at the end of the program year). These will be completed with your site supervisor.

“Learning the historic names, mo’olelo, and significance of places has inspired me to use the skills and tools I’ve acquired during my service to build a deeper understanding of the spaces I live and work.”

- *-Kupu ‘Āina Corps 2022 Participant*

Policies & Procedures

Covid-19

Kupu’s COVID-19 guidelines are determined by the CDC guidelines. Between Kupu’s guidelines and their host site’s, participants are required to abide by the stricter COVID-19 protocol.

Prohibited Activities

While charging time to the Kupu program, training, telecommuting hours, or otherwise performing activities supported by Kupu, staff and participants may not engage in the following activities:

- Attempting to influence legislation.
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing service agreements for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.

- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- Providing a direct benefit to:
 - A labor union;
 - A partisan political organization;
 - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from participating in advocacy activities undertaken at their own initiative; An organization engaged in the religious activities described above in prohibited activity, unless assistance is not used to support the religious activities;
 - Conducting a voter registration drive or using funds to conduct a voter registration drive

At no time may the Participant:

- Engage in any activity that is illegal under local, state or federal law;
- Engage in activities that pose a significant safety risk to others.
- Rappelling: Participants may assist their site with rappelling, however, are restricted from rappelling themselves.
- Rope/knot set up
- Spotting
- Scuba Diving
- Use of firearms
- ATV/UTV: Program participants are required to go through training with their host site in order to drive and operate an ATV and/or UTV. Participants must provide proof of training and/or certification via Kupu's ATV/UTV training form prior to driving during service.

Participants may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed

above on their initiative, on non-Kupu time, and using non-Kupu funds. Individuals should not wear the Kupu logo while engaging in any of the above activities on their personal time.

Zero Tolerance Policies

Participants are expected to abide by all program policies, rules, and procedures at all times and should know that failure to comply with any program guidelines may result in disciplinary action, up to and including dismissal. However, given the significant concerns for host site safety, security, and liability and to secure a productive and healthy environment for everyone, Kupu has absolute zero tolerance regarding the following:

- Discrimination and Harassment
- Substance Abuse
 - Special note and warning regarding “Medical Marijuana”: Regardless of Hawaii’s medical marijuana law, which offers only an affirmative defense to prosecution by the State of Hawaii (but not the federal government) for some marijuana-related offenses, marijuana remains a “Schedule I” illegal drug under both Hawaii and federal law. Accordingly, marijuana, even if “prescribed” under Hawaii’s Medical Marijuana Law is an “illegal drug” for purposes of participation in Kupu’s program.
- Violence in the Program
- Further information on these policies is located in the participant’s HR Symphony online account

Host Sites may not assign participants the following:

- Activities that pose a significant risk to participants;
- Assignments that displace employees;
- Service that does not provide a public benefit

Supervisors should consult Kupu program staff if they are unsure about the permissibility of any activity participants may be asked to perform.

Personal Appearance & Kupu Shirt Guidelines

Professional appearance is a major element of Kupu's image. It is important for participants to adhere to the following standards any time you are scheduled to serve. Exceptions may be made

for special events, work projects, or site visits; however, this should be cleared and approved by Kupu staff:

- Participants are given five or more Kupu official logo shirts. This shirt must be worn when serving and must only be worn while serving or when representing Kupu; participants must conduct themselves accordingly when representing Kupu's image in the community. Specific clothing and/or grooming requirements may apply to certain job positions or duties, in order to promote safety and/or sanitation.
- Other clothing (such as hoodies, jackets, etc.) may not display suggestive or explicit words or images (i.e. alcohol or tobacco images/brands)
- Undergarments must be completely concealed by outer garments.
- All types of leggings, bike shorts, spaghetti strap tops, muscle tanks, transparent blouses, midriff blouses, miniskirts, sweat suits, low-cut dresses or blouses, and tube tops are not permitted during service hours (except when approved as part of your uniform). During water-based work and free time activities, swimwear must be modest with appropriate coverage. This means surf shorts or other shorts-type swim trunks for males, and for females: modest one piece bathing suits, tankinis, sports bikinis and bottoms with full coverage.
- High standards of personal hygiene and cleanliness must be maintained at all times.
- Hair may be required to be pulled back for safety reasons, depending on the service needed.
- Jewelry should be kept to a minimum. Wearing nose or tongue studs is not allowed.
- Participants must provide their own shoes of a type specified by Kupu staff or host site supervisor.

Participants are expected to exercise discretion and judgment regarding all aspects of their appearance. If participants report to service improperly dressed, they may be sent home by the host site supervisor or Kupu staff. This time will not be counted for hours. Failure to observe these standards may result in disciplinary action, up to and including dismissal.

Non-Fraternization & Misconduct Prevention

In order to promote the efficient operation of Kupu and to avoid misunderstandings, complaints of favoritism, and other problems of supervision, security, and morale:

- Any verbal or nonverbal sexual behavior with any Host Site or Kupu staff is inappropriate.
- All staff and supervisors are prohibited from dating or pursuing romantic or sexual relationships with participants who they supervise.

- Participants are prohibited from dating or pursuing romantic or sexual relationships with each other during their term of service. For participants who are already dating, please contact your Program Coordinator.
- Any sexual gestures or inappropriate overtures made by another participant or supervisor should be reported immediately to your Program Coordinator so that it can be addressed promptly and appropriately.
- Any circumstance of neglect or abuse (physical, mental, or sexual) must be reported to the appropriate Kupu staff, who will take the necessary steps to report it to the appropriate authorities.

*Failure to observe this policy may result in disciplinary action, up to and including dismissal, for participant(s); and/or removal of Kupu participant(s) from host sites.

Use of Personal, Kupu, and/or Host Site Vehicles

If the Program or Host Site requires or permits the use by participants of Kupu's or the Host Site's automobiles, automobile insurance will follow the vehicle and its owner with any permissive use (implied or expressed) and the insurance coverage for that vehicle will follow and apply to whoever is driving it. If a participant uses their own automobile in furtherance of the Program, their personal insurance will likely be primary. Participants should be aware that driving their personal vehicle will be at their own risk, and neither Kupu nor the Host Site will be held liable or responsible for damage caused should an accident occur.

The participant must meet driving requirements, including submitting a suitable driving abstract and negative drug test, before use of any Kupu owned or rented vehicle. Driving policies must be adhered to at all times.

Disability Accommodations

Designated Kupu personnel must be made aware of any disability if reasonable accommodations are requested. It is up to the participant to determine how much and to whom information about his/her disability is disclosed.

The participant should keep in mind that Kupu's efforts to provide reasonable accommodations for her/him depends on the information the participant provides. An individual with a disability who does not self-disclose has no protection from discriminatory practices under the Americans with Disabilities Act.

Kupu strongly encourages participants with disabilities to contact the staff so that we can work together to make as many reasonable accommodations as possible.

Three-Strike System

A Three-Strike System is in place to hold participants accountable for submitting their timesheets, data reports, and other assignments on time. While their Program Coordinator will assist them with notifications and reminders, it is ultimately the participant's responsibility to ensure that they keep up with their basic assignments, all of which are required to successfully complete the program. Due dates are included in their KAC Calendar and on their Participant Portal in Salesforce. Participants submitting their assignments on time helps the program run smoothly and efficiently.

The rules for the Three-Strike System are as follows:

*Any one of the above offenses (without a valid reason and appropriate notice) will result in one "Strike."

- Failure to submit two Timesheets by the deadline within a two-month period
- Failure to submit two Data Reports by the deadline with a two-month period
- Failure to submit Mid-Term Evaluation by the deadline
- Failure to communicate, follow-up, and/or comply with Kupu staff

Strike 1	Verbal Warning (added to your Participant File)
Strike 2	Written Warning (added to your Participant File)
Strike 3	Suspended the following Pay Period (2 weeks) with <u>NO PAY!!!</u>

NOTE: The first four weeks of the program term will be a probationary period during which no strikes will be given. If any of the violations occur due to a valid reason, then no strike will be given.

Please contact your Program Coordinator if you have any questions. We want you to have a successful term and can only accomplish that with your help.

Communication

Open, timely communication between participants, host site staff, and Kupu program coordinators is essential to an overall successful program term. Participants are expected to check their emails daily and respond or confirm emails from Kupu staff within 2 business days. If a participant anticipates that they'll be submitting a data report or timesheet late, they must notify their program coordinator as soon as possible.

Participants must notify their program coordinator if they will be camping with their host site staff or without internet or cell service.

Disciplinary & Leave Policy

Kupu uses a "Coaching, Counseling, and Disciplinary Notice" form to document the disciplinary process for participant records. Please contact Kupu program staff to discuss this process.

Disciplinary action may take many forms. Host agencies along with Kupu should determine appropriate disciplinary actions in each circumstance, including beginning the process at any stage, skipping steps, or modifying this guidance as appropriate.

Verbal Warning/Counseling: The host agency discusses the warning with the participant.

Written Warning/Incident Report: The host agency documents the reprimand in an incident report and notifies Kupu program staff. Report to be placed in the participant's personnel file.

Disciplinary Contract or Review Period: The host agency will create a plan to place a participant under close supervision for a designated period; and requires the participant to satisfy written expectations by specified calendar dates to avoid suspension or termination.

Suspension: Minimum 2 weeks without pay

Termination: Complete release from participation and benefits.

Time and Attendance Reporting

Your weekly schedule will be determined by your supervisor. You will be responsible for keeping an accurate record of your hours served by way of your electronic timesheet on HR Symphony – www.hrsymphony.com. Management approval of your hours served will also be required.

Unauthorized alteration of any time and attendance record, or the misrepresentation of hours served, is strictly prohibited and may result in disciplinary action, up to and including dismissal.

Attendance and Tardiness

The success of Kupu depends on your efforts and enthusiasm to be at your host site regularly and on time. Absences and tardiness cause disruption at the host site; therefore, you are expected to report to the host site as scheduled by your supervisor.

If you will be absent, you are required to contact your supervisor at least 2 hours prior to your scheduled starting time. If you will be late for your scheduled shift, you must personally contact your supervisor at least 1 hour prior to your scheduled starting time. If you are unable to do so because of an unforeseen circumstance, you must contact your supervisor as soon as possible.

If your host site has an answering machine for you to leave a message, your message should include the date and time of your call, the reason for your call, and your expected return date and time. It is your responsibility to call back and speak to your supervisor.

If you are unable to place the call yourself due to a serious medical emergency (e.g., hospitalization and/or incapacitation), please make every effort to have your medical care provider contact your supervisor on your behalf. You must personally contact your supervisor as soon as you can.

Management reserves the right to deem any absence of 3 or more days without notification (no-call/no-show) as a voluntary resignation of employment. Leaving the host site during your scheduled shift without authorization (unless on an approved break period) may also be considered job abandonment.

Your supervisor may request a medical certificate verifying your absence if you are absent for 2 or more consecutive days.

Transportation problems, routine childcare, or domestic problems do not necessarily qualify as acceptable reasons for absence, except as required by law.

Absences and/or leaves taken pursuant to your host site's policies, or as permitted by law, will not be considered in determining excessive absenteeism. You may wish to review other leave policies which may be applicable to your situation.

Excessive absenteeism, excessive tardiness, and/or failure to comply with the policy may result in disciplinary action, up to and including dismissal.

Approving a Leave of Absence

Participants should communicate with both their Site Supervisor and Kupu Program Coordinator if they need time off for personal matters, such as a vacation, or urgent personal needs (court dates, urgent medical issues, family bereavement, etc.).

Participants should notify their host site supervisor and program coordinator of any time off requests at least 2 weeks in advance when possible. It is the participant's responsibility to fill out a time off request form to be signed by their direct host site supervisor and program coordinator. Significant time off or reduced working hours may affect the participant's health insurance coverage. The official time off request form can be found on the KAC Resource Hub.

Participants that want to use their Paid Time Off hours must make a time off request through HR Symphony. This request will have to be approved by their supervisor.

Unexcused Absences

A doctor's note is required for two or more consecutive sick days. Without a note, the absences are considered unexcused. However, host sites may require doctors' notes for any number of sick days. Between Kupu's and the Host Site's policies, participants must abide by the more conservative policies. Host site supervisors must communicate their policies and expectations with participants.

No Call, No Show

A strike will be issued to any participant who is absent without notifying their site supervisor prior to the scheduled meeting time. Any participant with more than two unexcused absences will be dismissed from the program.

Resignation/Early Program Exit

- An early exit or resignation from the program can happen for many reasons, such as finding a new job, pursuing education, family obligations, or other personal matters. If a participant needs to exit the program early, they are expected to follow the following procedure*:
 - Notify their direct site supervisor and program coordinator at least 2 weeks before their last day with the program.
 - After solidifying your last day with the program, fill out the Letter of Resignation form.
 - Complete all data report forms, all timesheets, and other exit term requirements before exiting the program.

*Depending on the circumstance, there may be exceptions to the procedure. Please communicate with your program coordinator.

If you have doubts about completing the entire program, please communicate this with your program coordinator as soon as possible and, if you're comfortable, your host site supervisor. If there's trouble with your host site, Kupu staff may be able to help you find a resolution.

Incident Reporting

If a participant is injured, the site supervisor should fill out and submit an **Incident Report Form** by the end of the day (4:00pm) or within 24 hours of incident. Contact your Program Coordinator to report the incident and send the report to them. This form is needed for Kupu and ALTRES. Try to take photos and provide as much supporting documentation as possible.

All participants should be aware of a developed Emergency Response Plan for your site(s) prior to visiting the site. The plan will include communication options available at that location (check to make sure you will have cell phone service at the project site!) and directions to the nearest emergency medical facility.

If unfamiliar with the area, participants should have a Hospitals/Emergency Rooms map and list on their person at all times.

If it is a situation that involves the media, do not comment on the situation or provide information to anyone other than police, emergency response/doctors, the participant's Program Coordinator, and the Emergency Contacts.

A post-accident drug test will be administered to determine liability. A reading of anything other than a "negative" result may result in termination.

If a participant or a co-worker becomes ill or is injured at a project site, the following 5-step procedure should be used:

1. *Stabilize the patient and provide first aid to the best of your ability and at a level appropriate to your training.*

2. **Determine if the patient needs immediate evacuation.**

Examples:

- Anaphylaxis or serious allergic reaction
- Severe bleeding
- Threats to the airway or difficulty breathing
- Heart problems
- Head injuries, especially with any loss of consciousness
- Injuries to hands or face
- 2nd or 3rd degree burns larger than a quarter

3. *Determine whether the situation is an emergency.*

If the accident is an emergency, CALL 911.

- i. If your location is far from roads and it is determined that the patient needs immediate medical care, walk patient out to the vehicle or initiate a carry with the team (if a carry, allow 2 hours per mile).
- ii. Drive at a safe speed to the nearest hospital. Take roads that you know; do not explore unknown "shortcuts."

If the accident is not an emergency, determine whether the participant can safely continue at the site or whether the team should leave the site early (call Program Coordinator if unsure).

3. *Report accident to Program Coordinator as soon as possible.*

4. **Inform patient's Emergency Contact of the situation and condition of the patient as soon as possible**

"I firmly believe this program has shaped the rest of my life. By giving me the means to connect with my host site, it allowed me to grow into a person who can fill the needs of my community in a way that I find meaningful."

-Kupu 'Āina Corps 2022 Participant