

record check and confirmed that the applicant or volunteer meets the requirements of the program, applicable public law, and the MBCI Employment Background Check Policy as applicable. All persons placed on duty or approved for volunteer placement under this paragraph are on provisional status until such time as a Suitability Determination is completed.

Persons making material misrepresentations in their application are subject to immediate termination.

E. Initial Probationary Period

All regular employees, except Education Contract employees and political appointees, will be placed on probation for the first ninety (90) calendar days of employment. Temporary employees shall remain in probationary status during their entire period of employment.

MBCI reserves the right to terminate any employee during his or her probationary period, for any or no reason, and without appeal. Any adverse personnel action that is initiated by a supervisor before the end of the ninety (90) day probationary period, but which is not finalized within the 90-day probationary period, will be deemed to have been finalized before the end of the probationary period. However, continued employment either during or after completion of the probationary period is not guaranteed. Acceptance of employment is expressly conditioned on this understanding.

During the probationary period, the supervisor shall meet with each employee every thirty (30) calendar days to review the employee's job performance and the supervisor's expectations of the employee. At the end of the ninety (90) day period, the supervisor shall evaluate the employee's fitness and ability to perform the duties of the position. The supervisor shall announce in writing to the employee a change in status from probationary to regular full-time employee and shall place a copy of such notice in the permanent record of the employee, and it shall constitute the first evaluation of the employee. Upon satisfactory completion of the probationary period, all rights and privileges of a regular employee shall be vested in the employee retroactively to the first day of employment.

VI. POLICY FOR A DRUG-FREE AND ALCOHOL-FREE WORKPLACE

MBCI has three (3) separate Drug and Alcohol Policies, and each tribal employee will be covered under a specific policy depending upon their job duties. The policies are as follows:

1. MBCI Drug and Alcohol Policy;
2. DOT Drug and Alcohol Policy; and
3. FTA Drug and Alcohol Policy.

Each employee is required to sign an Employee Notice and Acknowledgement of MBCI's Drug and Alcohol Testing Requirements which will indicate which Drug and Alcohol Policy the employee is required to follow.

A. Criminal Charges Related to Drugs Or Alcohol

All employees are required to report, within five working days, any arrest for violation of a drug statute or alcohol violation to the Office of Human Resources and their supervisor. Refusal to submit to a drug or alcohol test as required by law enforcement shall be considered a positive test result.

MBCI shall, in the case of arrest or conviction of an employee, whether on or off duty, take appropriate personnel action against such employee and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes.

VII. SOCIAL MEDIA POLICY

A. Introduction

Social media tools are a powerful form of communication that can have a significant impact on organizational, professional, and individual reputations. Forms of social media include but are not limited to [Facebook.com](https://www.facebook.com), Google+, [LinkedIn.com](https://www.linkedin.com), [MySpace.com](https://www.myspace.com), and [Twitter.com](https://www.twitter.com), as well as personal websites and weblogs (blogs).

Employees must exercise care when participating in social media, as the lines between personal and professional content, lawful and unlawful, and between public and private content, are often blurred. Whether participating on behalf of MBCI or personally, employees should follow the same standards of behavior “online” as they would if in “person.” Remember that the Internet is not anonymous, and it does not forget.

The purpose of this policy is to encourage clear and consistent communications with our employees, customers and the media and to protect the trade secrets and intellectual property rights of MBCI, and to promote compliance with applicable laws. Employees are also advised that MBCI maintains workplace policies prohibiting harassment, sexual harassment, and other misconduct, and such policies apply equally to social media activities by employees.

B. MBCI Policies Extend to Social Media Activities

Social media communication or participation is strictly prohibited while an employee is on duty, unless such communication or participation is conducted for official MBCI business and is specifically authorized by your supervisor. The following are general guidelines for employees’ participation in social media and online communications while they are off duty.

1. Take Responsibility and Be Transparent.
 - a. You are responsible for anything you write or do online.
 - b. Use good judgment when you post, and think about the consequences of what you are posting. Assume your writings will spread.