

Oklahoma Islamic Academy

Refined Islamic & Secular Education for the Accelerated Learner

Staff Guidelines in Conjunction with Staff Handbook*

OIA welcomes a staff and student body that reflects the diversity of the world around us and therefore does not discriminate on the basis of race, color, religion, gender, socioeconomic status, nationality, ethnic origin, disability, or marital status in administration of its educational policies, employment policies, admissions policies, scholarship programs, athletics, and other school-administered programs.

Non-disparagement Agreement and Handbook Acknowledgment

Any "person" forming any type of covenant with Oklahoma Islamic Academy "OIA" (including but not limited to the current or former OIA parent, current or former OIA student, current or former family members of the OIA student, current or former OIA employee, current or former independent contractor or subcontractor in a legal agreement with OIA, or a current or former OIA volunteer) agrees not to engage in any pattern of conduct that involves the making or publishing of written or oral statements or remarks (including, without limitation, the repetition or distribution of derogatory rumors, allegations, libel, slander, negative reports or comments) which are disparaging, deleterious or damaging to the integrity, prospects, reputation or goodwill of Oklahoma Islamic Academy, its management, or of management of corporations affiliated with Oklahoma Islamic Academy, during the term or after the termination or expiration of any mutual agreement or employment. Such "person" hereby agrees not to defame or disparage any of OIA's entities or any of their respective officers, directors, members, partners or employees (collectively, the "Company Parties"), and to cooperate with OIA upon reasonable request, in refuting any defamatory or disparaging remarks by any third party made in respect of any of the Company Parties, and to maintain the privacy of any matters involving OIA and/or OIA and current or former employee. In the case of a current or former employee of OIA, said "person" shall not, directly or indirectly, make (or cause to be made) any comment or statement, oral or written, including, without limitation, in the media or to the press or to any individual or entity, that could reasonably be expected to adversely affect the reputation of any of the Company Parties or the conduct of its, his or their business. Such "person" agrees not to disparage or encourage or induce others to disparage Oklahoma Islamic Academy, any Affiliate, any of their respective employees or any of their respective past and present, partners, members, officers, directors, managers, employees, products or services (the "Company Parties"). Said "person" acknowledges and agrees that they will not defame or criticize the services, business, integrity, veracity, or personal or professional reputation of OIA or any of its directors, officers, employees, affiliates, or agents of any of the foregoing in either a professional or personal manner either during or thereafter any type of relationship.

*Staff handbook is given at time of employment or when requested by employee.



Oklahoma Islamic Academy Staff Handbook 2024-2025

****Employee Grievance Policy****

At Oklahoma Islamic Academy, we are committed to maintaining a fair, respectful, and professional work environment. Employees have the right to file a grievance if they believe they have been subjected to unfair treatment or any violation of their rights while employed with the Academy.

****Filing a Grievance:****

Employees are encouraged to address any concerns or grievances as soon as possible. A grievance must be filed no later than ****10 days after the last date of employment**** to be considered valid. The grievance must be submitted in writing to the Human Resources Department or their immediate supervisor, clearly stating the nature of the grievance and any supporting evidence.

****Time Limits and Malicious Grievances:****

Any grievance filed ****more than 10 days after the employee's last day of employment**** will not be considered a legitimate grievance but will instead be categorized as a ****malicious grievance****. Grievances filed after this deadline may be deemed to be made with the ****intent to harm the Oklahoma Islamic Academy**** or its respondents, or to mislead the Academy in any way.

Furthermore, grievances filed beyond the 10-day period will be considered ****malicious**** if they are made to ****harass, defame, or inconvenience the Oklahoma Islamic Academy****, its employees, or its stakeholders. These grievances will be treated as an abuse of the grievance process.

****Investigation and Response:****

Oklahoma Islamic Academy will have already conducted some form of investigation into any grievance filed within the 10-day period. If, upon review, it is determined that the grievance was made in bad faith, or as part of a pattern of harassment or defamation, the Academy may decide that no further investigation or action is necessary. The Academy reserves the right to determine the validity and appropriate response to the grievance, and may choose to discontinue any further response or action if it is deemed malicious.

****Consequences of Malicious Grievances:****

Employees found to have filed a malicious grievance will be subject to disciplinary action, which may include termination of employment, legal action, or other penalties as deemed appropriate by Oklahoma Islamic Academy.

By submitting a grievance, employees agree to follow this policy and acknowledge that they understand the timeline and criteria for submitting legitimate grievances.