



Two Strikes Policy for Private Family Employees

In an effort to increase our security measures, we will be instituting the new Two Strikes policy for family employees (household staff). With this new policy we plan to maintain a database of household staff that can be allowed on the ICS campus.

Driver or Household Worker Termination or Criminal Offense

If a driver or household worker (e.g., nanny, cook, guard, etc.) performs their duties in such a way that results in *termination* of employment, the following procedures will go into effect:

Termination:

1. The ICS staff member or family must notify ICS of the driver's/household worker's termination in writing by submitting a form to the ICS security office.
 - a. That person's ICS ID badge must be collected and submitted to the security office. That person will no longer have access to the ICS campus.
 - b. That person's termination will be recorded in the ICS database.
 - c. If that person is hired by another ICS family and applies for an ICS ID badge, that person's termination will be noted.

Criminal Incident or Offense:

1. If a driver or household worker is involved in a crime, please notify ICS security. That person will be denied access to our campus until the offense is verified and deemed relevant to gaining access to our ICS campus.
 - a. Upon verification of the details of the alleged incident/offense by ICS security, that person could be denied access to the ICS campus permanently and logged into our records (depending on the type of offense/crime committed).
 - b. Upon verification of the innocence of the alleged incident/offense by security, that person could be given back their badge and allowed back on campus.

Procedures:

- Please be sure to notify ICS security of any termination or criminal incident/offense as soon as possible.
- ICS security will keep a database of such incidents.

Strikes:

1. Strike One:

First termination or offense will result in that person being logged in our records and given one strike.

2. Strike Two:

If there is a second termination or offense reported to ICS security and verified, that person's ICS ID badge will be collected and returned to the ICS security office. That person will be denied access to the ICS campus permanently.

Crimes and offenses will be reviewed and determined by our ICS security team and police as necessary, with consultation from the ICS leadership team, as to whether the alleged offenses will result in a denial to the ICS campus.

We thank you for your cooperation and partnership in this new security measure. If you have any questions please contact our Communications Department at communications@icsaddis.edu.et.