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## **POLICY**

Kaw Nation is committed to hiring only those persons who are lawfully authorized to work in the United States. The organization follows explicitly the guidelines set forth by the Department of Homeland Security (DHS) for completing the Form I-9, which verifies identity and the employee is eligible to work in the United States. The Form I-9 must be thoroughly completed in all relevant parts within three (3) days of the employment start date for each new employee and returned to HR.