



Employee Handbook

An Overview of Policies & Procedures
to Welcome You and Provide Information
Regarding Your Employment

*Your Guide To
Greater New Beginnings Youth Services, Inc.
Employment Policies and Procedures*

The information contained in this Employee Handbook is designed to provide you with a great deal of practical information. It is written to offer guidance on many important policies, procedures and practices. It is your responsibility to read and become familiar with the contents of this handbook.

This handbook contains statements of Greater New Beginnings Youth Services, Inc. (GNB) Human Resources policies and procedures.

Some information presented in this handbook are in summary form and are not meant to supersede the applicable benefit plan documents, summary plan descriptions, or current policy. Please refer to the benefit summary plan descriptions, the plan documents, or the current Policy Manual for further, and perhaps more current information.

Please understand that the Handbook is not intended to be an employment contract (express or implied), nor is it intended to create any legally enforceable obligations on the part of GNB or its employees. Since Greater New Beginnings Youth Services, Inc. is an at-will employer, either GNB or you may end your employment at any time and for any lawful reason. This handbook supersedes and replaces all previous similar documents.

OVERVIEW

Our Mission

Our mission is to promote physical, emotional, and social stability in our children by building strong interpersonal skills. We strive to empower our children with skills that increase their self-worth; enabling them to overcome past adversities and build better tomorrows.

- To make every effort to foster a positive working environment and to encourage honest, open communications and trust in order to promote productivity, innovation, critical thinking, problem-solving and process improvement.
- To promote the spirit of cooperation, teamwork, productive working relationships and effective interdependencies in order to achieve organizational goals and strategies.
- To respect cultural diversity and to recognize and value each employee's uniqueness and contributions to a cohesive, productive work force.
- To promote equal opportunity in employment.
- To provide opportunity and encouragement, in keeping with the needs of GNB, for training and the continued improvement of one's skills and professional competencies.
- To encourage employee retention and improve productivity by providing employees with regular and periodic statements of individual job performance.
- To keep employees informed when major changes or business decisions affect them directly or indirectly. To assist employees through the transition when major changes or business decisions affect them directly.

We believe that when an employee accepts a position with GNB, as a critical member of our team, he or she also assumes certain responsibilities:

- To respect each other as individuals and to demonstrate the GNB values in our working relationships and interactions with others.
- To participate candidly and directly with supervisors/managers and senior management, asking questions when clarification is needed and continually striving to make GNB a better place to work.
- To observe all applicable policies and procedures to help ensure a safe, efficient and appropriate working environment.
- To participate in positive problem resolution.

YOUR JOB

Equal Opportunity Employment and Cultural Competence

GNB's respect for all individuals is evident in our values, and beliefs. We care about our organization, our clients and each other. As a responsible organization, we conduct our business activities without regard to an

individual's race, color, creed, marital status, sex, national origin, ancestry, sexual orientation, religion, medical condition, age, disability, or veteran status. We make efforts to reasonably accommodate disabled employees. We promote a positive working environment and do not tolerate harassment, retaliation, discrimination, or workplace violence.

Orientation for New Employees

To help you get started and become better acquainted with GNB, you will receive a general orientation where you will be provided information on useful procedures, policies, benefits, safety programs, and our standards of business conduct.

Introductory Period for New Employees

Each employee works in an "introductory" status for the first 90 calendar days of employment or 240 hours of work, whichever occurs later. This "getting acquainted" or introductory period provides you and your supervisor with an opportunity to decide if the position suits your needs and the needs of GNB. A new introductory period applies each time you are promoted or transferred.

Satisfactory completion of the introductory period does not alter the at-will nature of your employment with GNB. An employee who fails to meet the performance expectations within the introductory period may be subject to an introductory period extension or termination.

Employment Classifications

Your employment classification determines the employee benefits available to you.

A "**regular full-time**" employee is assigned a regular work schedule over 96 hours per pay period. Regular full-time employees are eligible for all employee benefits.

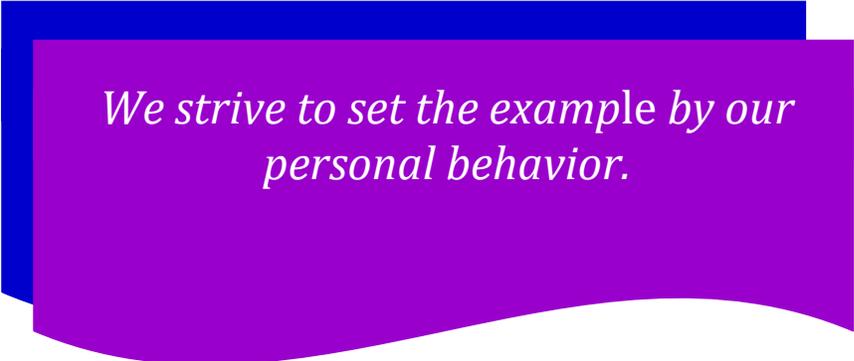
A "**regular part-time**" employee is assigned a regular work schedule of fewer than 48 hours per week [**or fewer than 96 hours in a pay period**]. A regular part-time employee is generally hired for a reasonably predictable number of scheduled hours (such as [**32 or less**] hours a pay period) which is recorded in the payroll master file. Regular part-time employees are eligible to receive all employee benefits on a pro-rata basis, as determined by the number of hours worked. Refer to each benefit for additional information.

GNB may change the employment classification of an employee when considered appropriate based on the nature of the employment assignment.

Employment Records

Employment records are maintained in the Administrative Department. All employees are required to submit changes of name, address, phone number, marital status, beneficiary, dependent status, withholding exemptions, or emergency contact to the Administrative Department.

You may examine reviewable documents in your personnel file. The file review will be scheduled at a time convenient for you and an Administrative representative (normally at least two (2) weeks advanced notice is required). Other than non-reviewable documents (such as confidential letters of reference and background checks) you will be permitted to inspect personnel records that have been used to determine your qualifications for employment, promotion, additional compensation, or received during termination/disciplinary action.



We strive to set the example by our personal behavior.

Falsification or misrepresentation of employment records or omission/concealment of pertinent information may result in disciplinary action, up to and including termination of employment.

Hours of Work

Regular business hours for our Administrative Department are from 9am-5pm. Pay periods are from the 1st of the month thru the 15th, paid on the 22nd of every month and the 16th thru the end of the month, paid on the 7th of every month. The pay period begins at 12:01 a.m. on the 1st and 16th.

The customary workday is eight hours, with an additional half-hour unpaid meal period. You should not begin work any sooner or end work any later than five minutes from your scheduled shift time unless you are working overtime that your supervisor authorized in advance. The exact hours and days you work depend on the specific needs of the company and are determined by your supervisor.

Please keep in mind that scheduling employees' work hours are the responsibility of your supervisor, who must balance your scheduling requests with work volume requirements. Work hours and days may vary as workload fluctuates or as a result of changing business needs. While we cannot guarantee consistent work hours or shifts, we will make reasonable efforts to provide you notice of changes and will try to accommodate your requests for time off when circumstances permit.

Also, your supervisor expects you to take your breaks and lunch periods daily. If you ever believe that you are unable to take a break or a lunch, consult your supervisor in advance to avoid missing your scheduled time away from your work station.

Emergencies, such as power failures, road closures, earthquakes, fires or severe weather may interfere with GNB operations. Depending on the circumstances of the emergency, time off may or may not be paid. Administration will make that initial assessment in consultation with his or her administrative team. If circumstances are expected to continue for a lengthy duration, such as a natural disaster, or circumstances change significantly, a second determination may be made which may or may not be the same as the initial decision, as budget implications are reviewed and considered.

Overtime

Occasionally, emergencies or higher than expected volumes of work priorities interfere with normal working schedules. When such emergencies or unanticipated circumstances require overtime, your cooperation is expected. Remember that service to our clients is our primary concern and that unfortunately, staff may be inconvenienced on some occasions to ensure continuity of services are provided as needed.

The Federal Fair Labor Standards Act and the California Wage Orders requires the "8/40" arrangement. GNB pays an hourly (non-exempt) employee "time-and-one-half" the regular rate of pay after eight (8) hours of work in any one workday or for any regular hours worked in excess of 40 in the defined pay period. An hourly (non-exempt) employee is paid two times his or her regular rate of pay for time worked in excess of twelve (12) hours in a defined workday.

Employees with direct responsibility for children who are under 18 years of age or who are not emancipated from the foster care system and who, in either case, are receiving 24 hour residential care, may, without violating any provision of this section, be compensated as follows:

- (a) An employee who works in excess of 40 hours in a workweek shall be compensated at one and one-half (1 1/2) times the employee's regular rate of pay for all hours over 40 hours in the workweek.
- (b) An employee shall be compensated at two (2) times the employee's regular rate of pay for all hours in excess of 48 hours in the workweek.

(c) An employee shall be compensated at two (2) times the employee's regular rate of pay for all hours in excess of 16 in a workday.

(d) No employee shall work more than 24 consecutive hours until said employee receives not less than eight (8) consecutive

hours off-duty immediately following the 24 consecutive hours of work. Time spent sleeping shall not be included as hours worked.

(e) Section (A)(2) above shall apply to employees of 24 hour non-medical out of home licensed residential facilities of 15 beds or fewer for the developmentally disabled, elderly, and mentally ill adults

Of course, if you believe you need to work overtime, you need to obtain the approval of your supervisor prior to actually working those hours. Occasionally, you may be requested or even required to work overtime.

Attendance & Punctuality

Every employee's position plays an important role directly or indirectly in the fair distribution of work. Coming to work as scheduled and on time is essential for ensuring uninterrupted services and timely completion of assigned work.

Check your assigned work schedule regularly since adjustments are sometimes necessary, occasionally on short notice.

If you are unable to report to work at your scheduled time, notify your supervisor as soon as possible, but no later than two (2) hours before the start of your shift. This way, arrangements can be made to cover your work assignments in the event that you must be absent. This reduces the potential burden on co-workers and ultimately ensures quality work and related services can be provided. If you are absent for two consecutively scheduled work shifts without properly notifying your supervisor, you will be considered to have abandoned your position and to have voluntarily resigned.

If you are absent due to illness, you may be asked to submit a physician's release-to-work statement. In cases involving repeated or lengthy absences due to illness, your supervisor may require medical certification regarding your health condition or a medical evaluation to determine your ability to continue working in your present position, with or without reasonable accommodations (if applicable). In the case of extended illness, keep your supervisor informed of your status, changes in your condition and the date you expect to return.

Good work performance while on the job does not offset inappropriate levels of unscheduled absence or tardiness. Excessive unscheduled absences, excessive tardiness, leaving work early, or non-productive use of work time may result in disciplinary action, up to and including termination. If GNB determines absenteeism or tardiness is considered excessive and conflicting with GNB's need to properly staff its various departments, it may be a topic for problem-solving or discipline, depending on the circumstances.

Days Off

If you want a specific day off, you must request it as far in advance as possible and obtain permission from your supervisor. Normally, two weeks' advance notice is required; however, this may vary depending upon departmental scheduling procedures.

You are expected to periodically check the assigned work schedule because even posted schedules may change according to changing conditions or staffing adjustments.

Transfer and Promotion

It is our practice to make information available to our employees concerning most open positions within GNB. Once jobs are available, interested employees may apply. Regular full or part-time employees are required to

have been in their current position at least 6 months to be eligible to apply for a transfer. An exception may be requested where unique circumstances make this beneficial to both the employee and the department. Additionally, employees seeking a transfer must not have received any discipline in the last 6 months and any suspensions in the last 12 months.

Applications of qualified candidates are forwarded to the Administration. In cases where all other considerations are equal, preference will be given to current qualified employees.

Resignation and Rehire Status

Since we are concerned with maintaining adequate staffing in all areas, it is important to have advance notice of employee resignations. You should provide at least two weeks' notice to Administration. Former employees who quit without adequate notice, who are in a progressive discipline cycle or who were dismissed for cause, may not be considered for re-employment.

When your employment ends with GNB you will be assigned a rehire category. The three categories are Eligible, Eligible with Consideration, or Ineligible. Administration will determine your eligibility code based on your work performance and history.

Employment Verification

Occasionally, Administration will receive requests to verify employment for current and former employees. When a request to verify employment is received we will first verify the individual is an employee. Once this has been verified, we will share an employee's rehire status, dates of employment, position held and reason for leaving. We may also release information related to work performance, strengths and areas of development, provided the information has been shared with the employee and is documented in the employee's file.

Jury Duty Leave

All regular, full-time and part-time employees are eligible to take time off for jury duty upon their date of hire. Employees are expected to report for work if the time required to meet jury duty obligations is less than 5 hours per day. When completing their time cards, employees should attach their juror validation forms.

Victims of Crime, Domestic Violence or Sexual Assault Leave

Upon hire all employees are eligible to take a leave of absence if they are victims of crime, domestic violence or sexual assault. Under this leave employees may take time off to seek legal services, appear in court, obtain medical care for injuries, seek shelter, obtain psychological counseling and/or relocate. Employees can take time off to care for themselves and/or their dependents.

Employees should notify their supervisor if they need to take a leave of absence. Whenever possible, employees must provide their supervisor reasonable notice prior to taking time off. Employees must provide supporting documentation with dates, times and places. Employees may elect to use vacation pay (if available) during their leave.

Bereavement Leave

Employees may receive up to 2 days of leave following the death of an immediate family member or other person in the employee's household. Immediate is defined as parents, legal guardians, partners/spouse, siblings, children and grandparents.

Family Leave & Parental Leave

Family Leave and Parental Leave helps employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons.

Reason for Leave: The Birth of child or adoption, the care for immediate family member (Spouse, child or parent) with a serious health condition; or if the employee is unable to work because of a serious health condition.

YOUR PAY

Compensation Program Goals

At GNB, we strive to ensure that our Compensation program provides reasonable internal equity, external competitiveness, recognition and reward for performance through periodic performance feedback discussions.

Performance Reviews

An important part of your employment is receiving feedback about your work performance. While you and your supervisor may have discussions throughout the year, it is helpful to receive periodic written summaries. At GNB, our performance review process is designed to provide you with feedback on your performance since your last review. Your supervisor will give you details about work-related expectations, performance criteria and standards that are considered important for your specific position.

Your supervisor will complete an introductory performance review near the end of your introductory period. Performance reviews are periodically provided not only to give you feedback on past performance, but also to discuss areas for development, expectations, performance criteria and standards. These performance reviews summarize and recognize your level of achievement, and pinpoint areas you can work on and develop for achievement of your longer-term career goals.

Your written performance review will be shared and discussed with you so you will know how you are progressing. A copy will be made available to you by the reviewing supervisor.

Time Records

Your time record is the document from which Payroll computes your hours worked and total hours to be paid. You record your time worked on a timecard including each time you go on or off duty, as well as recording the time you begin and end your meal period. It is your responsibility to check your time record for accuracy and legibility to ensure that you receive the proper amount of pay. You should not begin work any sooner (or end work any later) than your scheduled shift times unless you are working overtime that your supervisor has authorized in advance.

You are responsible for verifying the entries and calculations on your time record. All entries should be reviewed at the end of each pay period. Any errors should be documented acknowledged, and signed by you and your supervisor to authorize the correction. Falsification of time cards is a serious offense and may result in termination.

Pay Period

Employees are paid every 7th and 22nd of the month.

Pay Day

Your paycheck cannot be released to anyone other than you without your written authorization. Any questions concerning your paycheck should be referred to Administration as soon as possible.

Deductions from Pay

There are several payroll deductions required by law, to be made from each regular pay check: Federal and

State Income Tax, Social Security Tax (including hospital insurance tax) and California State Disability Insurance . Changes to your Federal and State Income Tax can be made by contacting Administration.

Garnishments and Wage Assignments

When a court order requiring wage deductions is properly served on one of our employees, GNB is required to comply with the court order. In accordance with state law, GNB will not take adverse employment action against an employee for multiple garnishments for the same debt.

Holiday Premium Pay

Non-exempt employees, who are required by their supervisor to work on designated recognized holidays, are eligible to receive time and one-half premium pay for the hours they worked. If you work a shift that ends on a recognized holiday, you are eligible for a premium payment for this time.

Holiday premium pay applies only to eligible employees working on the following recognized holidays:

- New Year's Day (January 1)
- Martin Luther King Day
- Presidents Day
- Memorial Day (last Monday in May)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

Time-Off Benefits and Related Programs

Traditional Vacation Program

The Traditional program provides time off with pay for the purpose of vacations for employees. Full time employees accumulate vacation time at a rate of two weeks per year. Given this program is for designated employee groups, refer to Human Resources policy.

Paid Sick Leave

GNB Paid Sick Leave policy is accrued paid sick leave up to 40 hrs per year. The first day of hire you start accruing time but may not use any paid sick leave until after ninety (90) calendar days of employment. You will not be paid at the time of separation of employment any accrued paid sick leave. We reserve the right to approve

State Disability Insurance

State Disability Insurance (SDI) provides weekly benefits for a non-industrial disability, illness or injury that prevents you from working. If eligible, benefits begin after the seventh (7) calendar day away from work. You pay a percentage of your annual earnings up to the state's taxable wage base through payroll deductions to fund this benefit. In order to receive SDI benefits, you must file a claim with the California Employment Development Department. Apply as soon as you are eligible to prevent underpayment. More details about this program are available through your Human Resources or Payroll Department.

Workers' Compensation

Workers' Compensation provides benefits for work-related illnesses or injuries. GNB pays for these benefits for all employees. Workers' Compensation pays for loss of wages immediately if you are hospitalized, or after three (3) days of a disability that prevents you from performing your job duties. Workers' Compensation also pays for

medical expenses connected with the job-related disabilities. You must immediately report any work-related injury or illness to your supervisor. Check with Disability Management regarding maximum allowable leave or regarding the process and determination of eligibility.

YOU and the CLIENT

A person-centered philosophy is what our Leadership models throughout the organization with open, honest and constructive communication.

Confidentiality and Protected Health Information (PHI)

When anyone enters our organization we have an obligation to keep in confidence all private, personal and protected health information. This responsibility is shared by all staff. Failure to properly observe or protected health information laws is a breach of business ethics, and it may result in disciplinary action by the organization or legal action by the affected party.

Your supervisor will explain how to handle requests for confidential or PHI information or how to refer such requests to people with authority to release such information. When confidential information must be discussed with someone who needs to know it, be sure it is shared in a manner and a setting where the information is not disclosed accidentally to others.

Complaint Procedures

Whenever Greater New Beginnings Youth Services, Inc. (GNB) is made aware of a situation, which may violates this policy, GNB will conduct an immediate, thorough and objective investigation of any harassing claims. If GNB determines that the prohibited harassment has occurred, it will take appropriate action against a person found to have engaged in prohibited harassment to ensure that the conduct will not occur again. A determination regarding the harassment alleged will be communicated to the person claiming harassment within 72 hours of the claim being reported. The type of discipline administered will be dependent upon the severity of the conduct, as well as any other type of factors presented in the particular circumstances. Employees violating the policy, however, are subject to discipline up to and including termination.

Coaching, Counseling and Disciplinary Procedures

To ensure the delivery of high-quality service, certain rules and policies are needed. The policies and standards that we must all observe are not intended to restrict the rights of any one individual, but to protect the interests of all parties and the organization.

Even though GNB is an at-will employer, we believe discipline is appropriate under some circumstances to address concerns. Experience has shown that the most employees strive to be diligent in performing their job duties and are dedicated to the service of our clients. While it is our desire to help employees succeed in performing their position duties, failure to observe policies or inappropriate business conduct may result in disciplinary action. The action taken may vary based on the seriousness of the offense, after taking into consideration the employee's past performance, length of service and other circumstances.

Some minor performance problems might be resolved through discussion between you and your supervisor. Often, if you are having difficulties meeting performance expectations, your supervisor will talk to you about the situation, or you can contact your supervisor yourself. Under most circumstances, discipline resulting from minor behavioral issues or inconsistencies in performing employment responsibilities may result in a verbal warning or written warning. Together, you and your supervisor will work to identify the problem performance and discuss goals and action steps for improving, preventing or resolving it.

If the problem is not resolved by those measures, or when a serious incident, issue or conduct requires that the

problem(s) must be addressed more directly and immediately, disciplinary action may be initiated at any level as needed. Based on the circumstances, options may include written warning, suspension and/or termination of employment.

Some behaviors, actions or incidents are more serious. In that case, immediate disciplinary action may be taken, often resulting in “suspension pending investigation” and/or termination. Examples of such serious offenses may include a pattern of ongoing disruptive behavior, a combination of more minor performance issues, or serious matters including, but not limited to:

- Physical or verbal abuse or intimidation of clients, coworkers or others;
- Falsification, misrepresentation or important omission on records (employment, time cards, etc);
- Theft, misappropriation or unauthorized possession of organization’s property;
- Destruction of property;
- Unauthorized solicitation or distribution;
- Threats of physical altercations or other hostile, aggressive or threatening behavior (verbal or non-verbal);
- Reporting to work under the influence of alcohol or drugs;
- Serious inadequacies in position responsibilities;
- Harassment or retaliation;
- Illegal possession, use, sale, or purchase of alcohol or drugs on GNB property, or being under the influence while on GNB property;
- Possession of weapons on GNB property;
- Insubordination or refusal to follow reasonable work-related instructions;
- Violation of safety or security rules or serious breach of policies ;
- Breach of client or employee confidentiality; and
- Any other conduct considered blatantly detrimental to our clients, employees, visitors, vendors etc.

The supervisor, in consultation with Administration, will determine the level of discipline warranted by any given set of circumstances. The supervisor is not required to follow any particular order and may determine in consultation with Administration is appropriate to skip steps in the process.

Through training and coaching we will reinforce our mission, vision and core values of GNB.

Reduction in Staff or Reorganization

If a layoff becomes necessary or a reorganization is deemed appropriate, employees in the affected job classifications will be laid off (or their hours reduced). Employees are often encouraged to consider other roles in an organization for which they might like to apply.

Professional Appearance and Grooming

Each of us represents GNB as we perform work-related services. Others may evaluate us not only by the service we render and our action towards others, but also by our personal hygiene and professional appearance. Our policy is to ensure staff is attired in neat and professional apparel.

Employees purchase and care for their own work clothes unless certain items are required for safety or infection control purposes. Your supervisor can provide you with the details relating to uniform and dress requirements in your work area.

Use of Communications Network (including Telephones, E-Mail, etc.)

GNB relies on a computer and telecommunications network, including files, databases, voicemail, telephone, e-mail, and the Internet to connect its internal operations.

This network is intended for reasonable and responsible business purposes and is not intended for personal use. Using this network in ways that generate a direct cost to GNB, such as making long-distance calls is prohibited [or requires making prior arrangements with your supervisor for appropriate reimbursement.

GNB monitors for appropriate usage and does not guarantee the confidentiality of any electronic communication. You should not use electronic services for messages you wish to remain confidential. GNB reserves the right to track the use of its Internet gateways. Inappropriate use or transmission over GNB's communications network is a serious issue, potentially warranting discipline.

Telephone Courtesy and E-Mail Etiquette

Think back to the last time your call -- to a doctor's office, your child's school or a restaurant -- was answered by someone who sounded pleased that you called. Even if it's been awhile since that happened, you probably remember your positive experience and felt good about the place you were calling.

Our customer service philosophy is simple: "Treat others as they would like to be treated."

The same is true of GNB's callers. They just want to hear a pleasant voice and be directed as quickly as possible to a person who can assist them. Often something as "little" as our telephone courtesy; demonstrates to the public GNB's commitment to quality service for our clients.

Phone lines are needed for official business. Lines must be free for emergency and business calls. Personal calls should be kept to an absolute minimum. Please make all your personal calls on a public telephone, and inform your family and friends to call you at work only in an emergency.

When answering a business telephone, please:

- Answer promptly and properly, identifying yourself and your department;
- Give accurate and careful answers;
- Be attentive to saying "please" and "thank you"; and
- Use a helpful and pleasant tone of voice.

Individual Beliefs

GNB respects the religious, cultural, and ethical convictions of its employees. If your position may require you to perform duties that are in conflict with your religious or ethical convictions, you should discuss this with your supervisor well in advance so that alternate arrangements can be made.

Prohibiting Harassment

GNB maintains a firm policy prohibiting all forms of harassment at the workplace. This policy applies to all employees at all levels in the organization, to non-employees who have contact with our employees, and to employees who have contact with non-employees during working hours.

Harassment includes unwelcome advances, requests for sexual favors, and other misconduct when you feel you must submit to that misconduct in order to keep your position, to receive appropriate pay, or to benefit from certain employment decisions. If such misconduct unreasonably interferes with your work on the job or creates an intimidating, offensive, or hostile work environment, it should be reported and investigated as harassment.

All employees must be allowed to work in an environment free from unsolicited and unwelcome overtures. An employee should bring forward any complaint in this regard. Employees are protected from retaliation in any form for raising concerns related to this or any other public policy issue.

GNB will thoroughly investigate any charges of harassment or retaliation and initiate prompt disciplinary action for any employee who is determined to have engaged in harassment. Please contact your supervisor or Administration to resolve any concerns which may surface during your employment here.

Drug Free Workplace

It is the GNBYS's intention to maintain a drug free work environment that is safe for all employees and conducive to providing superior service to consumers. Whenever use or abuse of controlled substances (such as alcohol and illegal drugs) interferes with the workplace, appropriate action may be taken, including testing or discipline (up to and including termination) when warranted. GNBYS encourages employees needing help in dealing with drug or alcohol abuse problems to seek help from available counseling or assistance programs.

Respect for Property

GNB and client property should be handled with consideration and care. We strongly encourage employees to leave valuables at home or to place valuables in a safe location. While GNB cannot be responsible for lost or stolen property, employees can safeguard items that appear to be lost or left behind by clients or co-workers by returning lost items to GNB's Administration office.

GNB equipment and supplies are very costly and also should be treated with due care. GNB property also includes but is not limited to desks, office supplies, lockers, computer and e-mail systems. Economical and careful use of GNB property will prevent unnecessary expense, resulting in savings that will ultimately benefit both our clients and our staff.

Conflict of Interest

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Staff, Officers and members are obligated to always act in the best interest of the organization.

This obligation requires that any staff, officer or member, in the performance of organization duties, seek only the furtherance of the organization mission. At all times, staff, officers and board members are prohibited from using their job title or the organization's name or property, for private profit or benefit.

- A. The staff, officers and members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.
- B. No staff, officer, or member of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
 - 1. The staff, officer or member;
 - 2. Any member of their immediate family;
 - 3. Their partner;
 - 4. An organization in which any of the above is an officer, director or employee;
 - 5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.
- C. Disclosure--Any possible conflict of interest shall be disclosed by the person or persons concerned.
- D. Board Action--When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Trustees, excluding the person(s) concerning whose situation the doubt has arisen.

- E. Record of Conflict--The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

SAFETY

Security Programs

Safety and security programs are important to provide our clients. Our policies are designed to help protect our clients, employees and visitors; and, to help everyone who enters our doors and our job sites to be comfortably safe and secure. GNB asks each and every employee to do his or her part in promoting safety, security and accident prevention by being aware of safety rules and requirements and reporting policy violations or suspicious events or circumstances.

Every employee can make a difference! Help promote safety by being alert to unsafe conditions, equipment inspection status and methods of operation and hazardous material spills by reporting these hazards to your supervisor. Additionally, you can help by fulfilling the expectation that your job will be performed in a safe, responsible and competent manner, in accordance with the training and expectations of your position. Lastly, all employees can help manage and/or prevent incidents of inappropriate conduct or aggressive behavior by recognizing areas of concern and reporting this immediately to Administration

Accident Prevention and Reporting Unsafe Conditions

While your supervisor promotes safe practices, a strong daily emphasis on accident prevention and safety consciousness by each employee is particularly important to maintain a safe and accident-free environment. Because your safety and the safety of everyone who enters GNB is of the utmost importance, it is necessary that you follow all safety rules carefully. Following these rules and all other related procedures will also help to prevent accident and injury:

- Identify potential slip, trip ,and fall hazards and report them immediately.
- Place contaminated materials in applicable containers.
- Wash hands before and after handling hazardous material and using the restroom.
- Always use or wear safety equipment if the job requires it.
- Prior to operating machine or equipment, make certain that required safeguards and safety devices are in place.
- If equipment malfunction causes injury or adverse reaction for client, visitor or employee, immediately report situation supervisor who may have to contact regulatory agencies.

Accident Reporting

For everyone's protection, all accidents involving injury, or incidents resulting in property damage, potential liability, or illness, are to be reported to your supervisor **immediately**. If you are injured on the job, you should observe the following steps in reporting such events:

1. Notify your supervisor immediately. All job related injuries, illnesses, or exposures must be reported on the day they occur before the end of your shift to ensure prompt follow-up and regulatory reporting requirements.
2. Fill out the necessary forms immediately.
3. Go to Administration to be assisted.
4. Follow the advice and direction of the Occupational Health staff or physician.

5. Notify the appropriate personnel.
6. If you have work restrictions (modified duty), your return to work must be approved in advance so we can consider those implications.

Workplace Violence Prevention

GNB believes that the safety and security of GNB employees is of the utmost importance.

GNB's policy against workplace violence provides that acts of hostility or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect GNB, or that occur on GNB property, or in the conduct of GNB business off GNB property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in GNB operations. Violations of this policy will result in disciplinary action, up to and including immediate termination.

Workplace violence includes, but is not limited to the following:

1. Threats (verbal or non-verbal) or acts of physical or aggressive contact directed toward another individual;
2. Threats (verbal or non-verbal) or acts of physical harm directed toward an individual or his/her family, friends, associates, or property;
3. Malicious destruction or threat of destruction of GNB property or another employee's property;
4. Harassing or threatening phone calls, e-mails or other forms of communication or actions;
5. Surveillance;
6. Stalking;
7. Veiled threats of physical harm or similar intimidation; or
8. Any conduct resulting in conviction under any criminal code provision relating to violence or threats of violence that adversely affects GNB's legitimate business interests.

Acknowledgment

This handbook is intended to provide helpful employment information to assist you during your employment with GNB. The information in this Handbook is intended to be a general summary of major policies and practices. Specific details may be obtained through further inquiry.

Receipt and Understanding for Employee Handbook

I acknowledge that I have received my copy of the GNB Employee Handbook. I will read and abide by the contents of this Handbook.

Knowing that my employment depends upon understanding and complying with policies and rules, I agree to observe them at all times. If I do not fully understand my responsibilities and duties or other privileges and obligations as outlined, I will contact my supervisor or Administration for further explanation.

I understand that my employment at Greater New Beginnings Youth Services, Inc. is at-will and that either myself or GNB can end the employment relationship at any time or for any lawful reason. No verbal promises or modifications of the at-will relationship can be considered valid unless they are made in writing and signed by the Executive Director.

I understand that this material may be subject to change and that communication regarding changes to this handbook will be provided through appropriate channels, depending on the subject matter.

Employee Name (please print): _____

Job Capacity: _____

Employee Signature: _____

Today's Date: _____

By signing below I acknowledge that I was offered the opportunity to review all policies and procedures that are required of me as an employee of Greater New Beginnings Youth Services, Inc. HIPAA Privacy Notice.