



General Policies and Procedures
(Participant Handbook)
for Adult Life Training, Inc.

Welcome to Adult Life Training, Inc.

We are excited to have you as part of our team. You were accepted because we believe you can contribute to the success of our community service, and share our commitment to achieving our goals as stated in our mission statement. Adult Life Training, Inc. (ALTi) is committed to quality and unparalleled customer care in all aspects of our community service. As part of the team, we hope you will discover that the pursuit of excellence is a rewarding aspect of your career here. This General Policies and Procedures Document contains the key policies, goals, benefits, and expectations of ALTi and other information you will need.

Our Mission is *To holistically improve the lives of our community through training, mentorship, and example.*

Our success is built by creative, productive contributors who are encouraged to make suggestions while thinking "outside the box." Your job, every job, is essential to fulfilling our mission everyday for the people who trust and respect us. Our primary goal, and yours as a contributor, is to live our mission statement and continue to be an industry leader. We achieve this through dedicated hard work and commitment from every contributor: this includes each of us continuously working to improve our own skills, as well as helping those we serve to improve their skills. It is the desire of Adult Life Training, Inc. to have every contributor succeed in their tasks, and be part of achieving our goals.

You should use this document as a ready reference as you pursue your career with ALTi. Additionally, this handbook assures good management and fair treatment of all contributors.

Welcome aboard! I look forward to working with you.

Sincerely,

John D. Nash, Jr.
Chief Executive Officer and Board President
Adult Life Training, Inc.

Statement of nondiscrimination

Adult Life Training, Inc. is an Equal Opportunity organization. This means that we will extend equal opportunity to all individuals (herein referred to as participants or contributors) without regard for race, color, national origin, and ethnic origin. This policy affirms our commitment to the principles of fair employment and volunteerism (herein referred to as participation) and the elimination of all vestiges of discriminatory practices that might exist. We encourage all contributors to take advantage of opportunities for promotion and unsubsidized employment as they occur.

The Adult Life Training, Inc. school admits students of any race, color, and national origin and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other school-administered programs. For more information please refer to IRS Form 1023 Instructions, Schedule B, Section II, Page 18, Column 1, Paragraph 1.

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General Policies and Procedures
Adult Life Training, Inc.

Mildred Davis
Tuesday, April 10, 2018

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Purpose

Why are written policies important?

Sound policies provide the framework within which an organization governs its relations. A policies and procedures manual guides both managers and contributors as to what they should do in certain specific situations. In addition, supervisors and managers are more likely to consistently apply policies if they are clearly communicated in writing. It is the intent of this document to illustrate our commitment to a positive work environment and to nondiscriminatory practices.

What this document is

This document is a general description of the policies and procedures which will generally be used in conducting business at Adult Life Training, Inc. (ALTi). This is only a description of how things will work in general to help everyone work together to fulfill the mission of Adult Life Training, Inc.

What this document is not

This document is not any form of contract, agreement, or other legal employment commitment. Matters of law and employment are covered in separate documents individually tailored and issued to each individual contributor as needed.

Contributor responsibility

Each contributor is responsible to read and understand this document. Being aware of the importance of this document may ensure that you understand in advance what you should do as a part of the Adult Life Training, Inc. team. Additionally, it helps avoid those embarrassing mistakes and "but no one told me" conversations in the future.

The acknowledgment statement on the following page must be signed by you within a reasonable time and returned to our Human resources person. Time will be set aside for you to read the handbook during the orientation process, or you will be provided with an extra thirty minutes at a lunch break during your first week for this express purpose. You are encouraged to take this document home for further review. Schedule a conference with our Human Resources person to answer any questions that have arisen in this time and to turn in your signed acknowledgment.

Confidentiality

ALTi requires all contributors to sign a confidentiality agreement as a condition of participation, due to the possibility of being privy to information which is confidential and/or intended for the company use only. All contributors are required to maintain such information in strict confidence. This policy benefits you, as a contributor, by protecting our mutual interest in the safeguard of confidential, unique and valuable information.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your supervisor. Failure to comply with this policy could result in disciplinary action, up to and including termination.

==== COPY FOR YOUR RECORDS ====

Acknowledgment of Policies and Procedures

This General Policies and Procedures Document has been prepared for your information and understanding of the policies, philosophies, practices and benefits of Adult Life Training, Inc. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to human resources by the due date written below. A copy of this acknowledgment appears on the following page for your records.

I, Mildred Davis, have received and read a copy of the Adult Life Training, Inc. General Policies and Procedures Document which outlines the goals, policies, benefits and expectations of Adult Life Training, Inc., as well as my responsibilities as a participant.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the General Policies and Procedures Document provided to me by Adult Life Training, Inc. I understand this document is not intended to cover every situation which may arise during my participation, but is simply a general guide to the goals, policies, practices, benefits and expectations of Adult Life Training, Inc.

I understand that the Adult Life Training, Inc. General Policies and Procedures Document is not a contract of employment and should not be deemed as such.

(Mildred Davis signature)

Please keep this page in your book so you have a record

Orientation

Adult Life Training, Inc. (ALTi) helps people through many different programs, sometimes requiring a rather extensive amount of special training and legal steps. As a contributor at ALTi you may from time to time be in contact with our clients through many different programs, and documentation to show we are all in compliance with various rules and regulations are necessary. It is also necessary to have certain basic information for us to help you, such as the Emergency Contact Form. These forms are completed during your orientation and from time to time as need appears.

List of Documentation to be collected at Orientation

This list will be updated from time to time as need arises.

- Emergency Contact
- Work Limitations
- Photo Release
- Consent to Information Release
- Grievance Policy
- Confidentially Policy
- Conflict of Interest Policy
- Closings Due to Weather Policy
- Dress Code Policy
- Training Position Description
- Emergency Procedure
- Flood Procedure

If involved with programs which require them:

- Consent Criminal Back Ground Check
- Consent Drug Test

Reason for each Document to be collected at Orientation

Emergency Contact Information Form --- So that ALTi knows who to call in an emergency and has permission to call them. For example the phone number for your doctor should you become seriously ill and unable to call yourself.

Consent for Information Release – so we can discuss your progress with Catholic Charities and any other person that you need us to communicate with, such as a parole officer.

Photo Release Form – from time to time we post photos of our activities. While most people have no objection to being photographed in a public place, and most probably we could post a picture of anyone in the lab without further ado, having a formal release is a good idea and it also makes everyone aware that from time to time their picture could be in the news, on our web site, or on one or more social networking sites.

Work Limitations Form – some light physical labor is performed as a normal part of our training

routine. We need to know of any genuine, medically documented problems a person has so that work assignments accommodate that disability. Note: if a person says that they cannot do any kind of work at all they will most likely be returned for reassignment to another agency.

Policy forms – some government arrangements require various policies and agreements be signed by everyone at ALTi. Reasons range from protecting client's private information to preventing profiteering.

Account Forms – tells you how to log in to your various ALTi accounts: email, time clock, WIN System and so forth

General Syllabus for Orientation

1. Welcome
2. Background of Adult Life Training, Inc.
3. Who we help and how
4. Review of General Policies and Procedures
5. Questions
6. Curriculum
7. Assessment

Our goals and philosophy

Mission Statement

To holistically improve the lives of our community through training, mentorship, and example.

Our Purpose

Article II of our Articles of Incorporation states the purpose of Adult Life Training, Inc. We exist to relieve the burden of government by providing job skills and other training, mentorship, research, and otherwise advancing the state of the art in job skills training to holistically improve the lives of the citizens in our community.

“The corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal tax code), including, for such purposes, but not limited to the following: to provide training services to residents of the City of Fort Wayne and Allen County, such as common technical job skills and basic life skills, without charging a fee to the clients for these services; to conduct and disclose research as is to advance the state of the art; to make available (at no cost or for a nominal fee) the materials used in training and the results of research, and to obtain legal protection for the intellectual property rights therein; to provide training to develop the character of the clients in a positive way, so that they may become more self sufficient and better citizens, and so that they build relationships that will help them make positive and sustained social

progress; to raise monies or accept donations for any of the purposes of the corporation and to make promissory notes and other negotiable or non-negotiable notes or other evidences of indebtedness, and to secure payment thereof, and the interest thereof, by mortgage or pledge of the whole or any part of the assets of the corporation; and any other lawful purpose or purposes not for profit and not specifically prohibited to corporations under other laws of the State of Indiana.”

Profiteering is Forbidden

Article VIII, 'No Private Inurement', of our Articles of Incorporation forbids any individual in the corporation from receiving financial gain through that relationship. We can not take money or goods donated to the corporation for ourselves: it must all be used to fulfill our mission: this still allows that reasonable pay can be given to employees.

“No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purposes set forth in Article II hereof.”

In this world of unlimited corporate dishonesty, we hold up a banner of honesty and trustworthiness through complete transparency in all financial activity. All financial activity is a matter of public record, with the single exception that the names of our donors may be withheld to protect their privacy.

Political Lobbying is Forbidden

While participating at Adult Life Training, we can not engage in political activity. We may do as we wish at home on our own time, but not on ALTi property or during ALTi working hours. Article IX of our Articles of Incorporation states:

“No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.”

Discrimination is Forbidden

We accept and try to help each person who comes to us. We do not discriminate against any one based upon their demographics: race, color, national or ethnic origin, religion, gender, or any other trait that is beyond their control. We accept and help everyone so long as they want help, and conduct themselves in a manner which is respectful, teachable, and allows us to maintain a good learning environment for all of our students and participants.

All Harassment is Forbidden

ALTi will not, under any circumstances, condone or tolerate conduct which may constitute sexual (or any other type of) harassment on the part of any of its contributors. It is our policy that all contributors have the right to work in an environment free from any type of illegal discrimination, including sexual harassment.

Any contributor found to have engaged in such conduct will be subject to immediate discipline, up to and including discharge.

Sexual harassment is defined as:

- Making submission to unwelcome sexual advances or requests for sexual favors a term or condition of participation
- Basing participation on submission or rejection by a contributor of unwelcome sexual advances, requests for sexual favors or verbal or physical contact of a sexual nature
- Creating an intimidating, hostile or offensive working environment or atmosphere either by:
 - a) verbal actions, including calling contributors by terms of endearment; using vulgar, kidding or demeaning language; or
 - b) physical conduct which interferes with a contributor's work performance.

We, at ALTi, do encourage healthy friendships among participants; however, contributors, especially management and supervisory contributors, must be sensitive to acts of conduct which may be considered offensive by fellow contributors and must refrain from engaging in such conduct.

It is also expressly prohibited for a contributor to retaliate against others who bring truthful harassment charges or assist in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No contributor will be discriminated against, or discharged, because of truthfully bringing or assisting in the investigation of a complaint of harassment. Please note that harassing another contributor by falsely accusing them of harassment is in and of itself also harassment.

Fairness for Everyone

So often we hear of huge corporate entities, some of them so called Public Charities, with multi-billion dollar incomes, housed in skyscrapers with entire floors dedicated to the opulent accommodation of a single executive with multi-million dollar executive salaries, while their front-line employees are paid low wages or nothing at all and struggle to survive daily. Our founder intended ALTi to be and remain a place where everyone was treated fairly, and he installed safeguards in the Corporation's Bylaws to protect the lowest paid full time employees and prevent the formation of an extravagantly paid executive elite while the people doing the real work struggle just to survive.

Article 7 of our Bylaws establishes a '5 to 1 Rule' and places a strict limit on executive compensation. In any year in which ALTi receives one million dollars or more, the highest paid full time employee cannot receive more than five times the amount received by the lowest paid full time employee. This is

a safety to prevent management from running roughshod over front line workers once the corporation starts to receive enough money that this would become a temptation.

By way of example, if the highest paid person is paid \$100/hour no one else can be paid less than at least \$20/hour. This helps to insure that the front line worker is not left behind in pay while still allowing some incentive for excellence in performance: better workers should get more pay. Finally, the highest paid employee cannot receive compensation more than twenty times the income established as the 'poverty level' (currently around \$19,000) or \$250,000, whichever is most.

7.01 To insure fair and ethical treatment of all employees, and to preserve the nature of the Corporation as a public benefit corporation, in any year in which the gross receipts of the Corporation exceed one million dollars (\$1,000,000.00), the total compensation of the highest paid employee of the corporation shall not exceed five times the total compensation of the lowest paid full time employee.

7.02 No part time employee shall be denied full time employment merely to circumvent this article.

7.03 To prevent officers of the Corporation from assigning themselves exorbitant compensation, the maximum annual compensation for any employee of the Corporation in any year shall not exceed twenty times the income defined as the poverty level in the State of Indiana for that year, or two hundred fifty thousand dollars (\$250,000), whichever is most.

7.04 This Article cannot be removed from the Bylaws, and may only be amended in such manner as will improve the position of the lowest paid full time employees.

Employment Categories

Employee

An **employee** is someone who has received a specific arrangement for Employment from Adult Life Training, Inc.'s (ALTi) Human Resources and receives wages from ALTi for their participation according to that arrangement. Everyone else is a volunteer and is not paid by ALTi. For example, volunteers in the SCSEP "Senior Aides" program are legally 'volunteers' not 'employees', because they are employed by Catholic Charities of the Diocese of Fort Wayne–South Bend, Inc. and ALTi simply supervises them for Catholic Charities. This document is not a contract of employment. Everyone, whether employee or volunteer, may be referred to as a contributor or a participant.

By way of example but not by way of limitation, an employee would have filled out an ALTi employment application, received an employment acceptance letter from ALTi, filled in an IRS Form W-4 for ALTi, an Indiana Form WH-4 for ALTi, and possibly other forms required by ALTi Human Resources, and has formally been accepted for employment by Adult Life Training, Inc. as an employee. Volunteering at ALTi does not make someone an employee.

Contributor

A **contributor** is any person participating at Adult Life Training, Inc. not currently in the capacity as a client receiving services. By way of example but not by way of limitation, any employee or volunteer. A contributor may also be referred to as a 'participant'. Contributors in general do not get paid anything but the good feeling that they have made the world a better place by their unpaid volunteer service. Employees get that good feeling and they get paid, too. SCSEP “Senior Aides” volunteers are paid by the SCSEP Program and employed by that program, NOT by Adult Life Training, Inc. They get the good feeling and they get paid too, but not by ALTi!

Permanent Full Time

is an employee who has no termination date and who is regularly scheduled to work 37.75 to 40 hours per week.

Permanent Part Time

is an employee whose position has no termination date and who is scheduled to work 20 or more hours, but 29 or less hours per week.

Temporary Full Time

is an employee who is hired or promoted for a certain length of time and who is scheduled to work 37.75 to 40 hours per week.

Temporary Part Time

is an employee who is hired or promoted for a certain length of time and who is scheduled to work at least 20 but 29 or less hours per week.

Authority and Liability

All contributors at ALTi may be in contact with ALTi's clientèle from time to time. It is important to understand the importance of statements made to clientèle by ALTi contributors. Things said or done by contributors can be misinterpreted as binding upon ALTi. In general, ***whoever makes promises to our clientèle is expected to fulfill those promises at their own expense.***

Circumstantial Authority

is when you suggest to the client that you have the authority to make some commitment, but you do not really have that authority. The client would believe you based upon the circumstances, for example you are wearing a security badge and standing in the ALTi computer lab. An example of this might be promising a client that ALTi would give them something; money or goods: when you have not been specifically told that you may make that promise. In this case, you must provide whatever you promised to that person, at your own expense.

Actual Authority

is when ALTi management has told you in writing that you do have permission to make certain kinds of commitments on behalf of ALTi. An example of this could be signing a client's Certificate sheet after you have tested the client in that job skill.

In Summary Authority

Both forms of authority bind ALTi to perform the commitment. Since we are a financially starved Public Charity with almost no money at all, we must be very careful what we promise, and usually the person who makes the promise must fulfill the promise. So, please be careful what you promise people: stick to things you have been told by management that you can do, and ask management when questions come up to which you do not yet know the answer BEFORE you give incorrect information to someone.

Please do not suggest to others that you somehow can commit ALTi in any way: you cannot. Your only authority on ALTi's behalf is that specifically granted to you in writing, which for most persons is none. Please do not ever imply that you have authority to commit ALTi to anything: always refer any such requests to your supervision. A violation of this policy which results in any cost to ALTi means the violator must pay that cost: not ALTi.

How we work

Badges

We work in a campus which houses several organizations, including a church, a school, and a daycare. As such, we must be careful to respect the needs of these other teams as they go about their daily routines. In particular, several special requirements exist that might not be necessary in a different setting.

Each participant will be issued an identity (ID) badge. Please pick up your badge from the receptionist when you sign in each workday, wear your badge at all times while on the property, and return it to the receptionist upon signing out for the workday and leaving the property. There are infants, small children, youth, their parents, and various other personnel in the facility, and they cannot possibly know all of our participants. Since outside persons who do not belong in the facility do occasionally attempt to enter and explore the buildings, it is important that all staff of all organizations can immediately ascertain if someone belongs here or not. This is for your safety as well as for that of others.

You must wear your badge at all times when you are inside the premises. You must leave your badge at the desk at door #3 when leaving the premises.

Please do not use your badge to suggest to others that you somehow can commit ALTi in any way: you do not have legal authority to do so. For example, if you have an automobile accident you are not covered by any insurance from ALTi, are not operating a motor vehicle on behalf of ALTi, and should not suggest otherwise. Likewise when shopping or transacting other business do not “forget” to turn in

your badge so that you can wear it into the store. Your only authority on ALTi's behalf is that specifically granted to you in writing, which for most persons is none. Please do not ever imply that you have authority to commit ALTi to anything: always refer any such requests to your supervision.

Working Hours

We work normally from 9:00 AM to 4:00PM weekdays. While it is possible that other hours may be needed, you will know in advance. SCSEP Volunteers normally work weekdays Tuesday through Friday 9:00AM to 2:00PM. If they do not attend during part of this time then they cannot make it up to get a full paycheck unless special arrangements were made IN ADVANCE with ALTi management.

Some special conditions result in ALTi being closed, such as a weather warning where people are not to leave their homes. It is extremely dangerous to leave home in these circumstances: however, experience has shown that some people will ignore all good sense and needlessly hazard their health and lives in hopes of earning a few more dollars by coming to work under those dangerous conditions. In these cases ALTi WILL NOT AUTHORIZE PAY and you will either find the campus locked when you arrive or you will be sent right back home. Instructions on how to determine if this condition exists on any given workday are provided in orientation.

Employee Workday

The concept of Employee Workday applies to EMPLOYEES, but not to all Contributors. The normal workday is eight (8) hours for hourly workers, with 40 hours being a normal work week. Salaried employees generally work the same hours, but may be required to work more hours as the work dictates. While you are generally expected to work the number of hours stated above, ALTi does not guarantee that you will actually work that many hours in any given day or week (or that you will be paid for such hours if you do not work that many hours).

Overtime work is only performed when necessary and approved in advance by your supervisor. You are expected to work necessary overtime when requested to do so. Unless otherwise arranged in writing, hourly employees will receive time and one-half pay for time worked exceeding 40 hours in any given work week or double time for working on a company holiday. Salaried employees are not entitled to overtime pay. All overtime payments will be made in the pay period following the period the overtime was worked.

Senior Aides Workday

The concept of Senior Aides Workday applies to Volunteers who come to us from the SCSEP Senior Aides program administrated by Catholic Charities, but not to all Contributors. The normal workday is Tuesday through Friday 9:00AM to 2:00PM which is five (5) hours each work day, with 20 hours being one normal work week. While you are generally expected to work the number of hours stated above, ALTi does not guarantee that you will actually work that many hours in any given day or week (or to be paid for such hours if you do not work that many hours). SCSEP Volunteers are NOT employed by ALTi and they must follow the employment rules provided by the SCSEP program and their actual employer, which is Catholic Charities.

Overtime is when more than the allowed number of hours is accumulated over a two week period. Overtime work is only performed when necessary and approved in advance by your supervisor at Catholic Charities. Rules for compensation for such overtime should be obtained from your supervisor at Catholic Charities.

Time Clock and Time Cards

Where applicable, ALTi hourly Employees and SCSEP Volunteers must clock in before beginning their work shift and clock out at the end of their shift. This is done using the time clock web page on the company web site. All such contributors are expected to work their entire shift unless otherwise arranged in advance. Any employee clocking in five (5) or more minutes late may be docked fifteen (15) minutes of pay. Any contributor clocking in earlier than the time their scheduled shift starts or clocking out later than the time their scheduled shift ends, without prior authorization, may be paid for the scheduled time only. Any deviation from the above requirements could result in disciplinary action. The companies decision to overlook timeliness one time does not require it to overlook it again.

Contributors are not allowed to clock in or out for another contributor. Should your time record be incorrect, for any reason, your supervisor will note the correct start and/or end time, and initial the correction. All time records must be approved by your supervisor.

Time Clock Errors and Omissions

If you forget to clock in, forget to clock out, or have some other problem related to time keeping, then you must submit a Time Clock Help Form showing your name, the date and time of the mistake and describing what needs to be corrected and why. No verbal changes will be binding upon management.

Attendance Irregularities

Personal appointments are to be scheduled outside of normal working hours. Exceptions might be made in rare cases where it is impossible (not inconvenient for the contributor -- impossible) to schedule said appointments outside of working hours. For example, when the Township Trustee only sees people at particular times, or a potential employer will only schedule job interviews at particular times, and that time falls during normal working hours. In this case you must advise management in writing before the missed time so that your absence can be approved and scheduled in advance. This does NOT guarantee that you will be paid for this time nor does it guarantee that you will receive additional working hours so that you can make up the missed time. ALTi decision to allow you to make up missed time one time does not require ALTi to do so again.

Time Sheets

For contributors required to complete time sheets, the sheets must be filled out with all hours worked and turned in to your supervisor every other Thursday. SCSEP volunteers who fail to submit their time sheet on time may find their pay delayed two weeks until the next pay period. The SCSEP Time Sheet is an electronic form available on the ALTi Time Clock Page (click to download); this form must be used and manually completed forms will normally be rejected.

Vacation days, sick days, holidays, and absences such as jury duty, funeral leave or military training, must be specifically noted on the time sheets for days on which they occur. Vacation and holidays should be counted as full work days and marked "V" or "H". All time sheets must be approved and signed by your supervisor prior to being sent to time keeping.

Personal information

It is important that your personnel records be accurate at all times. In order to avoid issues or compromising your benefit eligibility or having W2's returned, we ask you to promptly notify Human Resources of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information which may change. In particular, please keep your contact telephone number and emergency contact number up to date.

Drug, Background, and Other Checks

In some cases programs in which ALTi participates may require or strongly recommend that ALTi perform certain checks on each person allowed to participate in that program. Examples of such checks are drug screenings and Criminal History checks. Each participant affected by such rules will be so advised in advance, but the check is mandated for participation.

Criminal Background Check

To ensure that Adult Life Training Inc, is in compliance with all laws and polices of the State of Indiana, all employees or volunteers of ALTI who are participating in certain programs are subject to a criminal history check. When an individual requests employment they must consent to a criminal history check. The director or his designate shall request a criminal history report from the Indiana State Police.

Conflict of Interest Policy

To ensure that Adult Life Training Inc, is in compliance with all laws and polices of the State of Indiana, all employees or volunteers of ALTI Inc. who are participating in certain programs shall read and agree to the ALTi Conflict of Interest Policy. This policy is lengthy and attached at the end of this handbook. Agreement to this policy shall be indicated by signing a copy thereof.

Attendance

Attendance is an important facet of your job performance review. All unapproved absences will be noted in the your personnel file. Excessive absences, including for Sick Leave, may result in disciplinary action, up to and including termination. Contributors are expected to arrive at work before they are scheduled to start and be at their work station and productively engaged by the scheduled start time. All time off must be requested in advance and submitted in writing, as outlined in the appropriate categories with the exception of sick leave. For specific details, including changes from recent legislation, please talk with your Human Resources person.

Absence

If you need, or would like to have, time off from work, please advise your supervisor as soon as possible. We rely on everyone's attendance, volunteer or employee. We understand that sometimes emergencies do happen, but if possible please try to arrange your absence with your supervisor at least two weeks in advance.

Pay periods

If you are an employee, you will be provided with the deadline dates by which to submit your time cards and the dates on which you will receive your payment.

Payroll

Payroll applies to ALTi EMPLOYEES, but not to all contributors. ALTi employees are paid bi-weekly. Our payroll process includes:

Direct Deposit

While an employee can certainly have his/her actual pay check delivered directly to their desk each pay period, when possible, ALTi provides, and encourages, direct deposit of paychecks. This is a service which saves you time and provides added security. With this option, each paycheck will be automatically deposited to your bank account. Each pay day, you still receive a pay stub for your records - much like a voided check with all the same information which would appear on your regular check - except the face of the check is voided. No trips to the bank are necessary because your pay appears in your bank account on payday, or in some cases the night before. Direct Deposit will be initiated one pay period following the receipt of the signed authorization form from the employee.

Payroll Deductions

As required by law, ALTi will deduct Federal Social Security, Income Tax, and other payments from your payroll check each pay period. When Group Insurance is possible, premiums for eligible employees and dependent family members will be deducted from your payroll check each pay period, once the employee completes the appropriate authorization forms.

Job Objectives, Performance Reviews, Salary Reviews

Within one week of employment, job change or promotion, every employee will be given job objectives which detail the requirements and expectations of the position for which the employee was hired. ALTi will measure your job performance against these objectives. After every evaluation, job objectives will be re-dated and reviewed, or rewritten if needed. In either case, your supervisor will review and discuss the objectives with you. You will be asked to sign a statement indicating agreement with, and understanding of, the objectives.

Performance reviews are normally conducted every six (6) months from the date of hire, with the exception of a three month review at the end of your probationary period. All performance reviews are

based on merit, achievement, job description fulfillment and performance. Wage increases, if they apply to your job classification, will be based upon this review, as well as past performance improvement, dependability, attitude, cooperation, disciplinary actions, and adherence to all employment policies. Your supervisor will review and discuss your salary during your performance reviews.

Termination of Participation

The only evidence of life is growth. People and organizations both grow if they are alive and healthy, and part of growing is change. There are three conditions whereby a contributor may cease to participate: Retirement, Resignation, and Involuntary Termination.

Retirement

If a retirement plan is available to you, then it will be explained in separate documentation specifically on that topic.

Resignation

People grow and change: you will grow and change. If you will no longer be participating with ALTi, please help us by providing two weeks notice so that the rest of us can plan for a smooth transition.

Involuntary Termination

Organizations grow and change: ALTi will grow and change. If you will no longer be participating with ALTi, we will try to provide two weeks notice so that you can plan for a smooth transition. If we feel in your case that this is not a good idea then ALTi may sever your participation sooner. Any additional information from ALTi that you need will be provided to you by Human Resources at that time.

Exit interviews

Once we both know that your time here is drawing to a close, ALTi may request an exit interview to better understand your feelings and thoughts concerning your time here. If you are an employee, your final paycheck may be delivered to you at the conclusion of this interview.

Use of Company Property

ALTi will provide you with the necessary equipment to do your job. None of this equipment should be used for personal use, nor removed from the physical confines of ALTi - unless it is approved and your job specifically requires use of company equipment outside the physical facility of ALTi.

Computer equipment, including laptops, may not be used for personal use - this includes word processing and computing functions. It is forbidden to install any other programs on a company computer without the written permission of your supervisor. These forbidden programs include, but are not limited to, unlicensed software, pirated media (sound and/or video), games, and anything suggesting moral turpitude, such as pornography. The copying of programs installed on the company

computers is not allowed unless you are specifically directed to do so in writing by your supervisor.

The telephone lines at ALTi must remain open for business calls to help our customers. Contributors are requested to discourage any personal calls - incoming and outgoing - with the exception of emergency calls. No long distance calls which are not strictly business-related are to be made on company phones.

Use of Company E-Mail, Chat, and Internet

All Internet related tools at ALTi are filtered and their use is recorded in computer logs. This includes but is not limited to all web use, on-line chat and e-mail. ***Under no conditions should you ever begin to imagine that use of these tools is in any way private.*** These are company resources for company use and may be inspected and maintained to continue practical operation of the resource. This includes but is not limited to reading and deletion of e-mail. In the case of questionable activity, information may also be provided to law enforcement agencies.

Dress Code

As a contributor at ALTi, we expect you to present a clean and professional appearance when you represent us, whether that is in, or outside of, the office. Management, counselors, instructors, aides, and all other contributors who come in contact with our public, are expected to dress in accepted business tradition. A specific list of suggested do's and definite don'ts, including a specific definition of business casual, is available from Human Resources and will be posted in each work area.

It is just as essential that you act in a professional manner and extend the highest courtesy to co-workers, visitors, customers, vendors and clients. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and impeccable quality.

Safety and Accident Rules

Safety is everyone's job at ALTi. ALTi provides a clean, hazard free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. As a contributor, you are expected to take an active part in maintaining this environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor and use safety equipment where required. Your workspace should be kept neat, clean and orderly.

It is your responsibility to know the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers. A copy of the Emergency Procedures will be posted in each work area.

All safety equipment will be provided by ALTi. Contributors will not be responsible for reasonable upkeep of most of this equipment – this responsibility is contracted out to professional organizations who perform exactly this line of work. In the case where safety equipment is assigned to individuals, such as hearing protectors or safety goggles, each individual contributor is responsible for reasonable upkeep of the equipment assigned to them. Any problems with or defects in, equipment should be reported immediately to your supervisor.

As an employee, you have a duty to comply with the safety rules of ALTi, to assist in maintaining a hazard-free environment, to report any accidents or injuries, and to report any unsafe equipment, working condition, process or procedure, immediately to a supervisor.

Contributors may report safety violations or injuries anonymously to the Safety Committee, if they are not the injured or violating party. No contributor will be punished or reprimanded for reporting safety violations or hazards. However, any deliberate or ongoing safety violation, or creation of hazard, by a contributor will be dealt with through disciplinary action by ALTi, up to and including termination.

Substance Abuse

ALTi takes seriously the problem of drug and alcohol abuse, and is committed to providing a substance free work place for its contributors. This is particularly important in our work as in some cases we are aiding persons who are recovering from a background including substance abuse, who could be disproportionately harmed by a contributor engaging in the addiction from which the client is trying to recover. This policy applies to all contributors of ALTi, without exception, including part-time and temporary contributors.

No contributor is allowed to consume, possess, sell or purchase any alcoholic beverage on any property owned by or leased on behalf of ALTi, or in any vehicle owned or leased on behalf of ALTi. No contributor may use, possess, sell, transfer or purchase any drug or other controlled substance which may alter an individual's mental or physical capacity. The exceptions are aspirin- or ibuprofen-based products and legal drugs which have been prescribed to that contributor, and which are being used in the manner prescribed. For the purposes of general operational procedures, currently legal synthetic drugs which approximate the effects of illegal drugs, by way of example but not by way of limitation, "K2" and "Bath Salts", are disallowed.

ALTi will not tolerate contributors who report for duty while impaired by use of alcoholic beverages or other drugs.

All contributors should report evidence of alcohol or drug abuse to a supervisor or a personnel representative immediately. In cases where the use of alcohol or drugs pose an imminent threat to the safety of persons or property, a contributor must report the violation. Failure to do so could result in disciplinary action for the non-reporting contributor. This can be especially important for health and safety reasons as the person who appears to be compromised could in fact be having a medical emergency and need immediate medical help.

Contributors who violate the Substance Abuse Policy will be subject to disciplinary action, including termination. It is our policy at ALTi to assist contributors and family members who suffer from drug or alcohol abuse. You may be eligible for a medical leave of absence. We do work with other area agencies and will try to arrange some appropriate form of help for each case of which we become aware. We encourage any contributor with a substance abuse problem to contact Human Resources for details.

As a part of our policy to ensure a substance abuse free workplace, and to comply with some government programs in which we may participate, ALTi contributors may be asked to submit to a medical examination and/or be clinically tested for the presence of alcohol and/or drugs. Within the

limits of federal and state laws, we reserve the right, at our discretion, to examine and test for drugs and alcohol. Some such situations may include, but not be limited to, the following:

- When required by any program in which ALTi is participating
- All contributors who are offered employment with ALTi
- Where there are reasonable grounds for believing a contributor is under the influence of alcohol or drugs
- As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident
- On a random basis, where allowed by statute
- As a follow-up to a rehabilitation program, where allowed by statute
- As necessary for the safety of contributors, customers, clients or the public at large, where allowed by statute
- When a contributor returns to duty after an absence other than from accrued time off, such as vacation or sick leave

This is only a summary of ALTi's Substance Abuse Policy. You have been provided, and are required to be aware of, the full policy. The full policy goes into greater detail and includes such subjects as definitions, testing methods, consequences of testing refusal, confidentiality, rights of contributors and ALTi, appeal procedures, notice of applicable statutes, and voluntary assistance. You will be required to sign a consent form agreeing to ALTi's Substance Abuse Policy.

It is a condition of your continued employment with ALTi that you comply with the Substance Abuse Policy. Nothing in the Substance Abuse Policy shall be construed to alter or amend the employment relationship between ALTi and its contributors.

Smoking

ALTi endeavors to provide a healthy environment. Therefore any form of tobacco consumed in company buildings is prohibited. Additionally, no smoking is allowed within thirty (30) feet of the exterior entrance ways.

Benefits

Holidays, Vacation, Sick Leave, FMLA, Funeral Leave, Maternity Leave, Jury Duty, Military Service

ALTi recognizes the following holidays: New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Other time off may be arranged by communicating with your supervisor far enough in advance that arrangements can be made to carry on without you. ALTi is a Public Charity which cannot afford to provide paid time off. When adequate

funding is received to provide paid time off then this document will be updated accordingly.

ALTi will normally be closed the week of Easter, the week of Thanksgiving, the last two weeks of December and the first week of January. Other time off can be requested in writing. Some other time off may occur due to weather (or other) conditions which make it unsafe to be at work.

Group Insurance Benefits, Short Term Disability, Continuation of Medical/COBRA, Worker's Compensation, Retirement Plans, Tuition Assistance, Employee Assistance Program

ALTi is a Public Charity which cannot afford to buy these benefits. When adequate funding is received to provide these benefits then this document will be updated accordingly.

Other Benefits

Credit Union

Three Rivers Federal Credit Union has always been about wanting to help those who seek it.

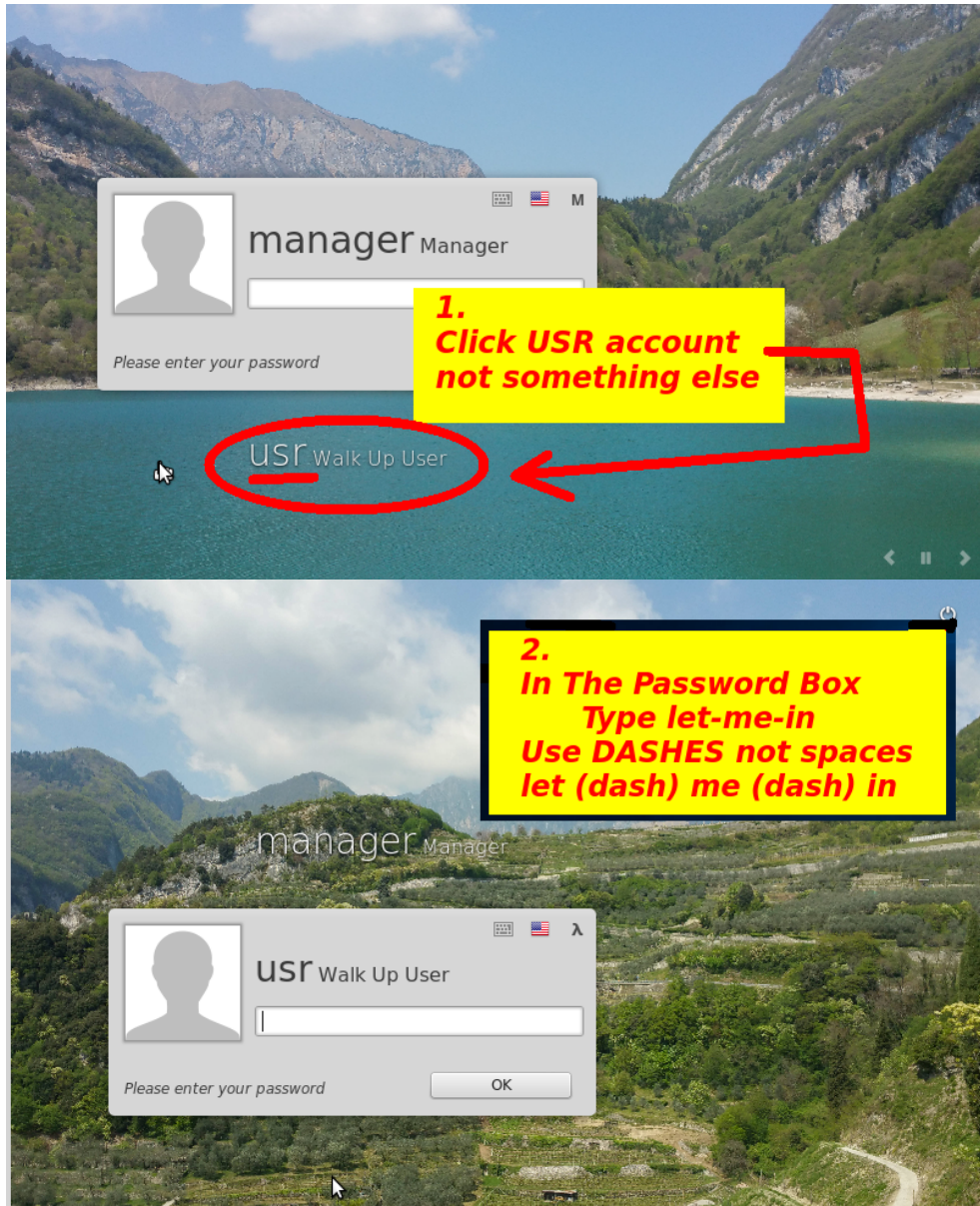
They believe in listening, understanding and working together to create a better future. 3Rivers exists to make a real difference in people's lives. We know that through engaging with our families, friends, and community we can make a difference.

So talk to Three Rivers about money - how to spend, save and borrow it. Start slowly or dive in ...it's about working together on options, discussing possibilities, and being comfortable with the choices you make. It could be life changing.

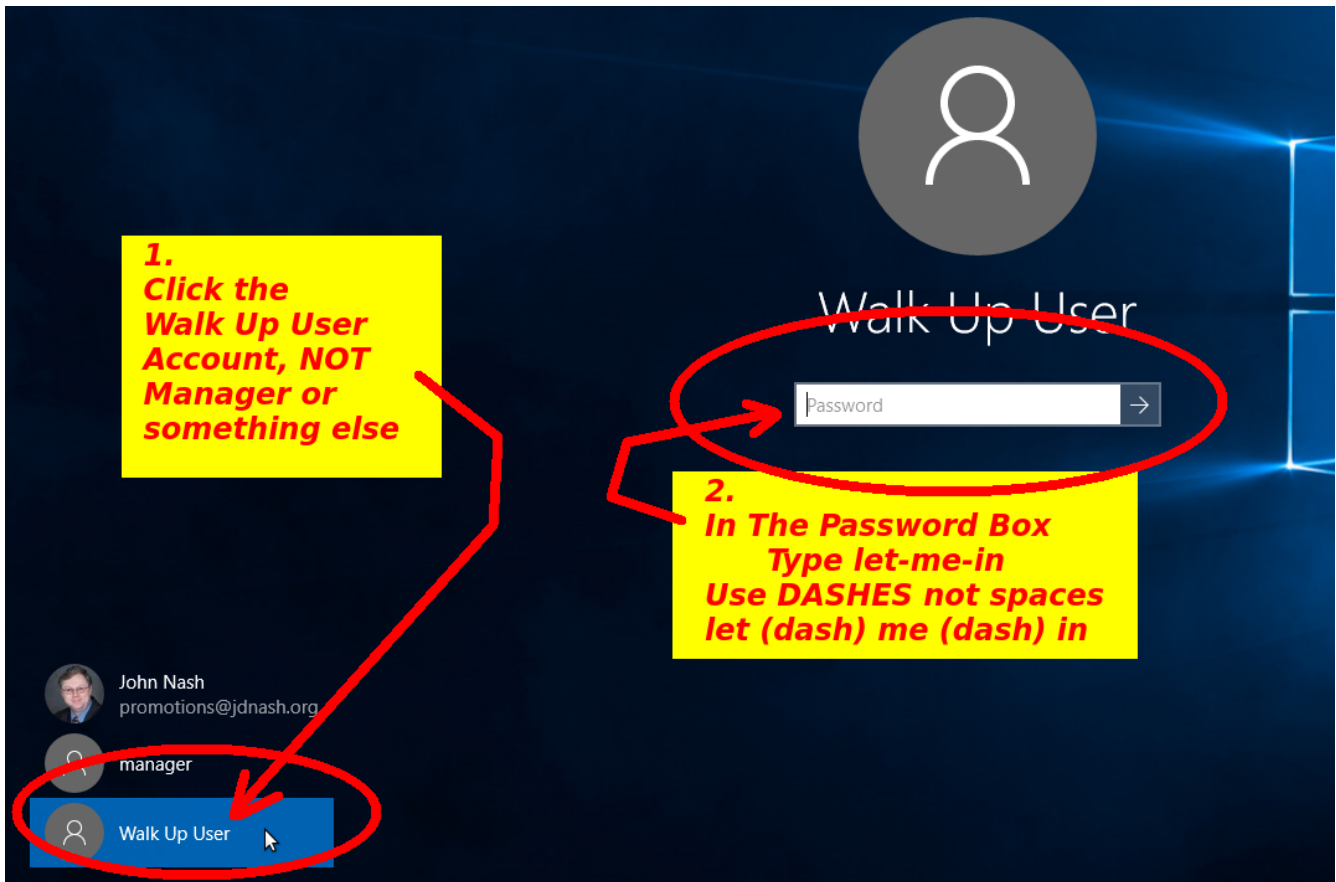
Other Policies

It is impossible to provide comprehensive information on all policies, known and as yet unforeseen. Information on other policies will be provided as need arises.

Login Poster Mint Linux 17.3



Login Poster Windows 10 Enterprise



Adult Life Training, Inc.

Company Time Clock Account Information

Participant: Mildred Davis
Login Name: mdavis

Your Time Clock account has been created. This is a company Time Clock account for company business and not to be construed as in any way being private: the information in this account can, and sometimes will, be read by management. You may wish to write your Secret Code down and keep it in your wallet so you do not forget.

To use your account:

1. Browse to the alt-fw.org home page
2. Click the Time Clock link
3. Login with the Login Name [shown above](#)
4. Use your password that you normally like to use
5. Click “Clock In”, “Clock Out”, or “List for Time Sheet” as appropriate

Always remember to clock in at or before the start of your shift and clock out at the end of your shift. Only time during the shift will count towards pay: coming in five minutes early is sensible, but coming in an hour early because you want to get another hour's pay will not work – we go by working hours approved in advance by Adult Life Training and you cannot simply choose your own hours.

If you have not clocked in or out then your hours will be estimated as a best, conservative, effort based upon other written substantiation (no proof means you did not come to work) by administration and the manager's decision will be final. This estimate will most likely NOT meet your approval – so remember to clock in AND out. Time Clock Help Forms are one way to document your time if there is some unusual problem clocking in or out.

Time Clock Help Form

Participant: Mildred Davis

Date to be changed: _____

What was wrong?

I did not clock in. I arrived at (time) _____

I did not clock out. I left at (time) _____

Something else (please describe) _____

Under penalty of perjury, I affirm that my statement(s) above are complete, true and correct.

Signed _____ Date _____

Time Sheet Sample

SCSEP Time Sheet

Catholic Charities

Participant: John Nash Payroll #: 007
 Assignment Title: Awesome Guy Hourly Rate: 7.25
 Name of Host Agency: ADULT LIFE TRAINING, INC.
 Payroll Period Beginning Date: Dec 22, 2013 Ending Date: Jan 4, 2014

Date	Regular Worked Hours	Meeting Hours	Training Hours	Total Paid Hours	Host Agency Supervisor Hours/Day
Dec 23, 2013	4			4	
Dec 24, 2013			4	4	
Dec 25, 2013	2		2	4	
Dec 26, 2013	4			4	
Dec 27, 2013			4	4	4
Dec 30, 2013	4			4	
Dec 31, 2013			4	4	
Jan 1, 2014	2		2	4	
Jan 2, 2014	4			4	
Jan 3, 2014			4	4	4
Total	20		20	40	8

The undersigned hereby certifies that the reporting information is correct for the payroll period indicated.

I. John Nash Jan 2, 2014
 Participant Signature Date
 Supervision hours 8 x wage \$ 0 = Total in-kind cost of \$ 0 (Where applicable) I hereby certify that: (i) this report is true in all aspects; (ii) the in-kind contributions are from non-federal sources; and (iii) these contributions have not been claimed on any other federal program.
 II. Je Supar Jan 2, 2014
 Host Agency Supervisor Signature Date

*Participants can not exceed 40 hours per pay period, unless there is advance and written authorization by Project Director.

For Sponsor Use Only

Total hours for pay this period 40
 Payment approved by _____
 Signature of Project Director or Sponsor's Designee

Please fax and mail original timesheets to: Catholic Charities
 Attn: Senior AIDES Program
 315 E. Washington Blvd., Fort Wayne, IN 46802
 Fax: (260) 420-7382 Phone: (260) 422-5625
 Email to: mseitz@ccfwsb.org

Adult Life Training, Inc.

Worldwide Interactive System (WIN) Login

Participant: Mildred Davis

Open your **GOOGLE CHROME** browser and go to: <http://www.wincrsystem.com/>.

1. Type your email address, mdavis@alti.world into the LOGIN box
2. Type your password Great#5997 into the password box
3. Click LOG IN or press ENTER.



Adult Life Training, Inc.

Company Google E-Mail Account Information

Participant: Mildred Davis

Username: mdavis@alt-fw.org

Your email account has been created. This is a company email account for company business and not to be construed as in any way being private: the information in this account can, and sometimes will, be read by management. Please use some other email account when privacy is important to you.

To use your account:

1. Browse to the <http://alt-fw.org> home page
2. Click the Company EMail link
3. Login with your username mdavis@alt-fw.org
4. Use your password Great#5997

We won't use this email much except for training. It is like Gmail.

Adult Life Training, Inc.

Company Office 365 Account Information

Participant: Mildred Davis

Username: mdavis@alti.world

Your email account has been created. This is a company email account for company business and not to be construed as in any way being private: the information in this account can, and sometimes will, be read by management. Please use some other email account when privacy is important to you.

To use your account:

1. Browse to the <http://alt-fw.org> home page
2. Click the Office 365 link
3. Login with your username mdavis@alti.world
4. Use your password Great#5997
5. Check your company e-mail at the start of every shift: information may be in your company email providing direction for this day's work and you need to know.

Always remember to check your email right after you have clocked in for the day.

Adult Life Training, Inc.
EMERGENCY CONTACT FORM

Participant: Mildred Davis

Personal Contact Info:

Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Emergency Contact Info:

(1)
Name _____ Relationship _____

Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Work Telephone # _____ Employer _____

(2)
Name _____ Relationship _____

Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Work Telephone # _____ Employer _____

Medical Contact Info:

Doctor Name _____ Phone # _____

Dentist Name _____ Phone # _____

[] I have voluntarily provided the above contact information and authorize Adult Life Training, Inc. and its representatives to contact any of the above on my behalf in the event of an emergency.

[] I understand the risks and exempt all concerned from any liability in the event that I become hurt or ill. I choose not to furnish any emergency contact information to Adult Life Training, Inc. at this time.

Participant Signature _____ Date _____

Adult Life Training, Inc.

Work Limitations

Participant: Mildred Davis

The organization that helps us to satisfy our SCSEP requirement for 10 hours of work time per week has requested a list of who is working and any physical limitations that person has. Please fill in the information below.

Please also remember you are required to pick up your badge at the Receptionist's Desk at Door #3 when you come in, to wear your security badge at all times inside the facility, and to remove it and leave it at the desk at Door #3 as you leave the facility.

Date _____

PHYSICAL LIMITATIONS which can be documented by a doctor's statement **if** necessary:

I have received a copy of this policy

Signed: _____ Date: _____

Adult Life Training, Inc.

Photo release

Participant: Mildred Davis

I hereby give my consent for Adult Life Training, Inc. to use my photograph and likeness to be used in its publications, including my security badge and its website. I release them from any expectation of confidentiality.

I have received a copy of this policy

Signed: _____ Date: _____

Adult Life Training, Inc.

Informed Consent to Release and Obtain Information

I Mildred Davis hereby authorize Adult Life Training, Inc. to obtain and disclose this valid information for the purposes listed below pertaining to my case in order that I may receive services necessary to meet my need(s). I understand that I will not be able to volunteer at Adult Life Training, Inc. in the SCSEP program if Adult Life Training, Inc. cannot communicate with Catholic Charities concerning me.

I specify that the release form for disclosure of confidential information shall expire when my time in the SCSEP program at Adult Life Training, Inc. ends, or as the law requires, when a contracted or cooperating service provider requires the release of information for ongoing service provision. I have the right to withdraw this authorization at any time understanding that my time at Adult Life Training also ends at that time.

This information is to be used in the course of Status-Updates-Correspondences with Catholic Charities concerning my conduct and progress during my time volunteering at Adult Life Training as relates to their role as my Supervisor and Job Skills Instructor.

This information is to be released to and/or obtained from:

Name: Catholic Charities

Contact Name: _____

Address: Archbishop Noll Catholic Center, 915 South Clinton Street, Fort Wayne, Indiana 46802

Phone: 260.422.5625 Fax: 260.422.5657

Effective Date: _____ Expiration Date: When participation terminates

Client's Signature

Date

Address

City, State, Zip

Staff Signature

Date

Adult Life Training, Inc.

Participant Grievance Policy and Procedures

Participant: Mildred Davis

1. Purpose

- a. The purpose of the grievance process is to identify any issue brought to the attention of the Director of Adult Life Learning Inc. regarding the treatment of a Client and the process(s) that will be addressed on behalf of the client.

2. Scope

- a. This document is to be used by the Adult Life Training Inc. Director to establish a documented process for reporting potential grievances by Clients of ALTI Inc. either from ALTI Inc. staff or other ALTI Inc. Client.

3. Procedure

- a. If an individual feels they have been mistreated by an ALTI Inc. staff member or client they should...
 - i. Give a written or verbal complaint to the CEO.
 - ii. Meet with the CEO to resolve such complaints.

I have received a copy of this policy

Signed: _____ Date: _____

Adult Life Training, Inc.

Confidentiality Agreement

Participant: Mildred Davis

Participants at Adult Life Training, Inc. may encounter health information protected by the Health Insurance Portability and Accountability Act of 1996 through various sources including, but not limited to, interoffice communications, data or software maintenance, electronic media, verbal interactions, health plan claims, or medical records. Participants with access to such information shall not discuss, disclose, or give access to confidential health information except as needed to perform an essential participant function or to those having a legal right to such information. They must further agree to access, use and disclose only the minimum protected health information necessary to perform their functions and to follow the HIPAA covered entity's policies and procedures that address the technical, physical and administrative safeguarding and security of protected health information. Any breach of confidentiality in violation of the HIPAA covered entity's policies, professional standards, or state and federal laws and regulations governing protected health information, may result in applicable sanctions and/or Adult Life Training, Inc. disciplinary action against the responsible participant.

By signing below, I certify that I will abide by the HIPAA covered entity's policies and procedures to ensure appropriate confidentiality and security of the health information that I encounter to perform my functions.

I have received a copy of this policy

Signed: _____ Date: _____

Adult Life Training, Inc.

Company Weather Closings Policy

Participant: Mildred Davis

To protect the physical safety of our participants, when weather is too bad to safely allow transport to work we will be closed, and any participant coming to their job location in spite of our being closed **WILL NOT BE AUTHORIZED FOR PAY** for that time.

When the Fort Wayne Community Schools are delayed, Adult Life Training, Inc. is also delayed: when the Fort Wayne Community Schools are closed, Adult Life Training, Inc. is also closed. Please check your television, radio, or other normal communication channels when weather is bad **BEFORE YOU LEAVE HOME** to save yourself needing to return home should we be closed.

The reason for this policy is to remove all incentive to ignore good sense and law enforcement requests for citizens to stay home and off the highways. When possible, additional hours may be added later in the same pay period to permit participants to earn the pay they lost due to weather, but such accommodation is solely at the discretion and convenience of Adult Life Training, Inc. management and is not guaranteed.

I have received a copy of this policy

Signed: _____ Date: _____

Adult Life Training, Inc.

Dress Code Policy

It is essential that we all act in a professional manner and extend the highest courtesy to co-workers, visitors, customers, vendors and clients. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and impeccable quality. As a participant at ALTi, we expect you to present a clean and professional appearance when you represent us, whether that is in, or outside of, the office.

This list of suggested do's and definite don'ts, including a specific definition of business casual, is available from Human Resources and will be posted in each work area. Our objective in establishing a business casual dress code is to allow our participants to work comfortably in the workplace. Yet, we still need our participants to project a professional image for our customers, potential participants, and community visitors. Business casual dress is the standard for this dress code. ALTi reserves the right in its sole discretion to determine what is or is not acceptable.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach, your thighs, or your underwear is not appropriate for a place of business, even in a business casual setting.

Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other participants is unacceptable. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Certain days can be declared dress down days, generally Fridays. On these days, other more casual clothing, although never clothing potentially offensive to others, are allowed.

Guide to Business Casual Dressing for Work

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire. ALTi reserves the right in its sole discretion to determine what is or is not acceptable.

No dress code can cover all contingencies so participants must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or Human Resources.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length

should be at a length at which you can sit comfortably in public with the hem of the skirt clearly hanging down over and covering both knees. Short, tight skirts that ride partially up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; fishnet tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; gang insignia or potential gang insignia, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, moccasins, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Thongs, flip-flops, bedroom slippers, bunny slippers, and any shoe with an open toe are not acceptable in the office. Closed toe and closed heel shoes, preferably Red Wings with steel toes and shanks (or equivalent), are required in areas where heavy objects could fall and injure feet.

Jewelry, Makeup, Perfume, and Cologne

There should be no jewelry and no visible body piercing. Pierced body parts are generally allowed so long as they are not highlighted by containing inserts (such as studs) at work. Remember, that some people are allergic to the chemicals in perfumes and make-up, so do not wear these substances at work.

Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed. There is a hat rack outside the computer lab which shall be used to hold hats and over-garments while at work.

Conclusion

If clothing fails to meet these standards, as determined by the participant's supervisor or Human Resources, the participant will be asked not to wear the inappropriate item to work again and or sent home to change. If the problem persists, progressive disciplinary action may be applied.

I have received a copy of this policy

Signed: _____ Date: _____

Adult Life Training, Inc.

Emergency Procedure

FIRE

If the fire alarm sounds

1. Stop work
2. Walk out of the computer lab, turn left, and exit the building through door #3. The area outside Door #3 is our MEETING PLACE.
3. If you are at another building exit when the alarm sounds, exit through the nearest door and walk around the building until you are outside the building at door #3.
4. Wait for further instructions: do not re-enter the building until told to re-enter by supervision

TORNADO

1. When informed of an approaching tornado exit the computer lab and kneel in the hallway beside the wall.
2. Avoid areas with large glass windows: they can break in a storm and the flying glass pieces can hurt.
3. Wait for further instructions: do not leave the safe area until told to re-enter by supervision
4. If you cannot get to the hallway before the tornado hits the building, then get under the largest, sturdiest object near you: try to protect yourself from falling objects. This is controversial and there is no perfect answer.

EARTHQUAKE

1. Stop work
2. Walk out of the computer lab, turn left, and exit the building through door #3
3. If you are at another building exit when the alarm sounds, exit through the nearest door and walk around the building until you are outside the building at door #3.
4. Wait for further instructions: do not re-enter the building until told to re-enter by supervision
5. If you can't get out before the shaking gets too bad to stand, drop to your hands and knees and get by or under the largest, sturdiest object near you: try to protect yourself from falling objects. This is controversial and there is no perfect answer.

I have received a copy of this policy

Signed: _____ Date: _____

Flood Procedures

If a flood is likely in your area, you should:

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

If you must prepare to evacuate, you should do the following:

- Secure your home. If you have time, bring in outdoor furniture. Move essential items to an upper floor.
- Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you have to leave your home, remember these evacuation tips:

- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

The following are important points to remember when driving in flood conditions:

- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.

Information taken from FEMA.gov.

I have received a copy of this policy

Signed: _____ Date: _____

Limited Criminal History Search Consent Form

I understand that volunteers and employees working with clients in the Indiana Access to Recovery program must pass a limited criminal history search as a precondition for participation.

I consent to the Limited Criminal History Search.

I understand that past criminal activity may disqualify me for a position with Adult Life Training, Inc. I also understand if I provide inaccurate information for this search that will also disqualify me for a position with Adult Life Training, Inc.

A officer at Adult Life training, Inc. will perform the search result and report the result to my supervisor. The result will be placed in my personnel record. The results will not be released to any other parties without my written authorization.

I understand the above conditions and hereby agree to comply with them.

Date: _____

Name: **Mildred Davis**

(Signature)

DATE OF BIRTH: _____

SSN: _____

RACE: _____

Controlled Substances Testing Consent Form

I understand that volunteers and employees working with clients in the Indiana Access to Recovery program must be tested for controlled substances as a precondition for participation.

I consent to the specimen collection and testing for controlled substances.

I understand that a positive test result for controlled substances will disqualify me for a position with Adult Life Training, Inc. I also understand a report that my specimen was adulterated or substituted will also disqualify me for a position with Adult Life Training, Inc. I understand that if my specimen is reported as unusable, I may be required to provide another sample for testing.

A Medical Review Officer will review my test result from the laboratory and report the result to my Adult Life Training, Inc. The report will be placed in my personnel file. If the results are positive, the controlled substance will be identified and reported to Adult Life Training, Inc. The results will not be released to any other parties without my written authorization.

I understand the above conditions and hereby agree to comply with them.

Name: Mildred Davis

(Signature)

Date: _____

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