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Program Services Guide

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WELCOME TO WEAVER INDUSTRIES!

This Program Services guide is designed to explain policies and procedures as they relate to receiving services from Weaver Industries. It is also a way to inform you of what is expected of you and the expectations you should have of Weaver staff.

We look forward to working with you to achieve your employment goals. Through our services, we hope to assist you in utilizing the many resources available at Weaver Industries. We hope you will enjoy working with us as we strive to ensure our services benefit your goals and outcomes.

This guide is reviewed regularly, and updated as necessary, to reflect changes in information. Please keep it and refer back to it as a reference. If there is any section that is unclear to you or needs further explanation, please let us know.

Upon your request, we will produce this document in an alternate format, including your primary language if other than English, pictures, large print or any other ways to better help you understand the material.

You will be assigned a certified supervisor who will work closely with you to maximize your participation in the workforce. If you have questions at any time, feel free to ask your supervisor or contact our Training and Advocacy Support Manager, Carol Flunoy, at (330) 379-3660 ext. 261.

If at ANY time during services you are unhappy and have already spoken with your supervisor and/or the Training and Advocacy Support Manager, and do not feel your concern was resolved to your satisfaction, feel free to contact me directly at (330) 379-3660 ext. 262.

To learn more about Weaver Industries, or for more resources, please visit our website at www.weaverindustries.org.

We are pleased you chose Weaver as your provider. Welcome to the team!

Best Regards,

A handwritten signature in black ink that reads "Jeffrey S. Johnson".

Jeffrey S. Johnson
Executive Director

MISSION STATEMENT

The mission of Weaver Industries is to maximize the independence and personal fulfillment of individuals with disabilities through community, business and family partnerships. We provide this through vocational training and employment opportunities.

VISION STATEMENT

Inclusive communities that value and respect all people, regardless of their abilities.

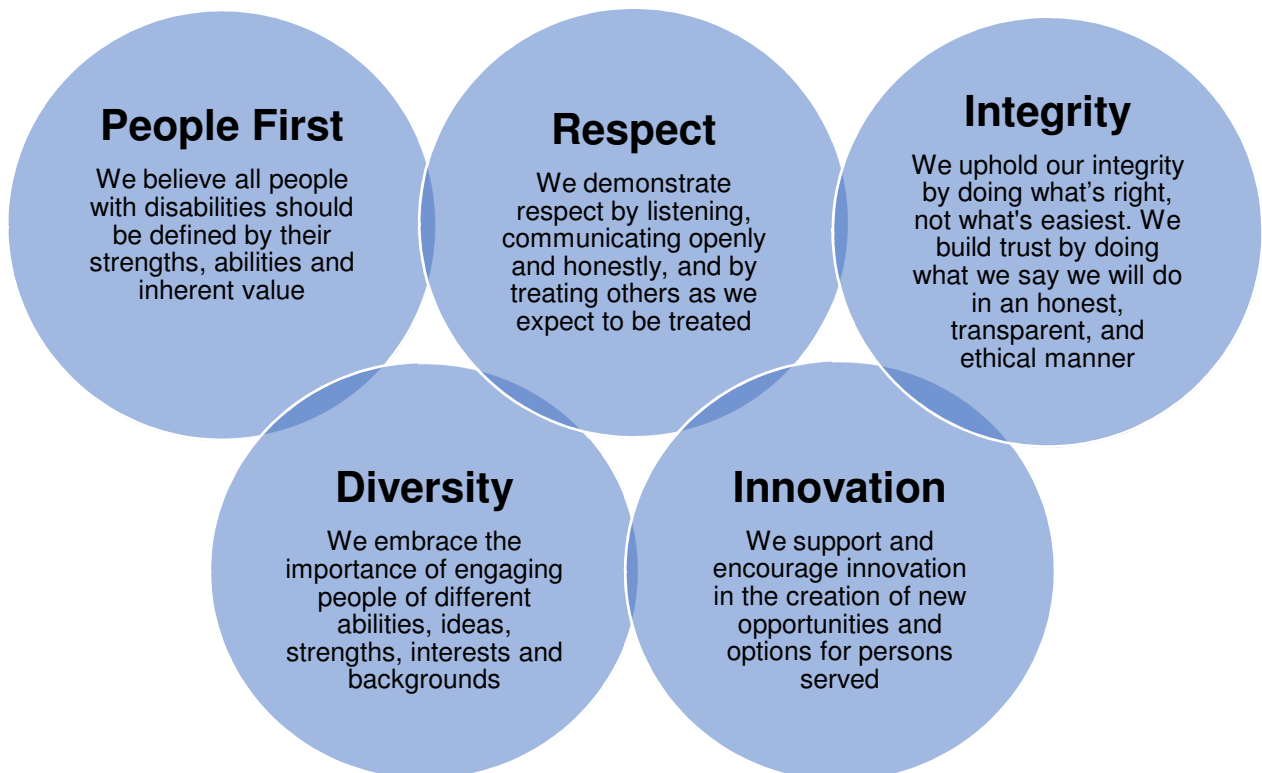
HISTORY OF WEAVER INDUSTRIES

Weaver Industries was founded in 1971 as a 501(c)(3) non-profit organization to provide vocational training and employment opportunities to adults with disabilities. The Weaver name stems from Carlene Weaver, a strong supporter for individuals with disabilities, who was instrumental in improving the lives of many people in Summit County by advocating for meaningful vocational opportunities.

For over 45 years, Weaver Industries has worked together with the Summit County Board of Developmental Disabilities, among other county boards, to provide training and employment opportunities for the individuals we serve.

Weaver continues to grow and expand the services we provide to individuals throughout Northeast Ohio by operating multiple distinct business divisions. Weaver remains a strong presence in the provider community and strives to accommodate to the skills and needs of adults with disabilities.

WEAVER INDUSTRIES CORE VALUES



PROGRAM SERVICES

Weaver provides program services to adults with disabilities (ages 18+) who require assistance to obtain and maintain employment. Our program services are available to those individuals that have been deemed eligible to receive services by the county board in their home community. Our funding is provided by Medicaid (Level 1, IO Waiver) and local funding sources (county board). We do not charge fees for our program services. At this time, our only source of referrals are local county boards.

All of our program services are person-centered and individualized for your needs. We operate four distinct business divisions in several locations throughout Summit, Stark, Medina and Portage Counties. Work hours occur Monday – Friday, with shifts that vary according to the specific work location. All of our program services are provided directly by certified members of Weaver Industries staff.

Organizational Employment Services



Weaver's Organizational Employment Services provide a structured and supportive work environment for people with significant disabilities and multiple barriers to employment. Through this service, employees are able to build a solid work history while reinforcing positive work skills, attitudes and behaviors. They are provided the opportunity to enhance personal and social development as they continue to work toward obtaining a higher level of vocational functioning or competitive employment in the community. Organizational Employment Services are provided at integrated, facility-based Weaver Industries' locations that also employ typical peers (persons without disabilities).

Supported Employment Services



Weaver's Supported Employment Services are provided in small work groups (which may or may not be mobile), that are supported by a supervisor and may be at one or more locations within the community. Supported Employment Services are designed to develop appropriate work skills and habits, such as taking direction from supervisors and working both independently and within a team, and provide the client opportunities for interaction with both coworkers and the community-at-large. Supported Employment Services are provided through Weaver Industries-operated business divisions.

Community Group Employment



Weaver Industries works with area businesses to provide Community Group Employment in integrated community work settings. At host businesses' locations, clients are employed to perform tasks that are the same, or similar to, the host businesses' employees. In Community Group Employment, clients work as a team at a single work site where initial training, supervision and ongoing support are provided by an on-site supervisor. As clients learn to handle increased levels of responsibility, the level of direct supervisor support fades accordingly.

Job Development Services

Weaver's Job Development Services are designed to assist current Weaver Industries' employees who have expressed an interest in gaining competitive integrated employment reach this goal. Job Development Services are tailored to each employee's interests, preferences and abilities. Weaver Industries will leverage its relationships with customers, vendors and community connections to assist the employee in attaining his/her goal of competitive integrated employment.

Transportation Services

Weaver operates a fleet of multi-passenger vehicles to provide its employees transportation to and from their worksites. Weaver's Transportation Services are built on the foundation of on-time service and a rotating fleet of current vehicles for rider comfort and improved reliability.

PROGRAM SETTINGS



- **ProPak – Marc Dr.** (129 Marc Dr., Cuyahoga Falls)
- **ProPak – Osceola Ave.** (66 Osceola Ave., Tallmadge)
- **ProPak – East End** (480 Baltimore Ave., Akron)

Weaver ProPak, our production services division, provides high-quality, professional assembly, packaging, kitting, labeling and fulfillment services at competitive prices with on-time turnaround. We continue to invest in resources that will maximize our level of competitiveness and allow us to widen the scope of services we can offer.



SecurShred (2337 Romig Rd., Suite 2, Akron)

Weaver SecurShred is a NAID AAA Certified shredding company dedicated to providing the best service and support to its customers in the area of confidential and secure information destruction.



- **EarthCare Proper** (mobile crews, Summit Co.)
- **EarthCare Camp Ravenna** (mobile crews, Portage Co.)

Weaver EarthCare offers full service commercial grounds maintenance that includes regular mowing services, bed maintenance (including weeding and mulching), spring and fall cleanup services, shrub pruning, flower and shrub planting, and other general landscaping services.



- **TruClean – ODOT rest areas** (I-77, I-271, I-76)
- **TruClean** (mobile crews, Summit, Portage, Stark and Medina Counties)

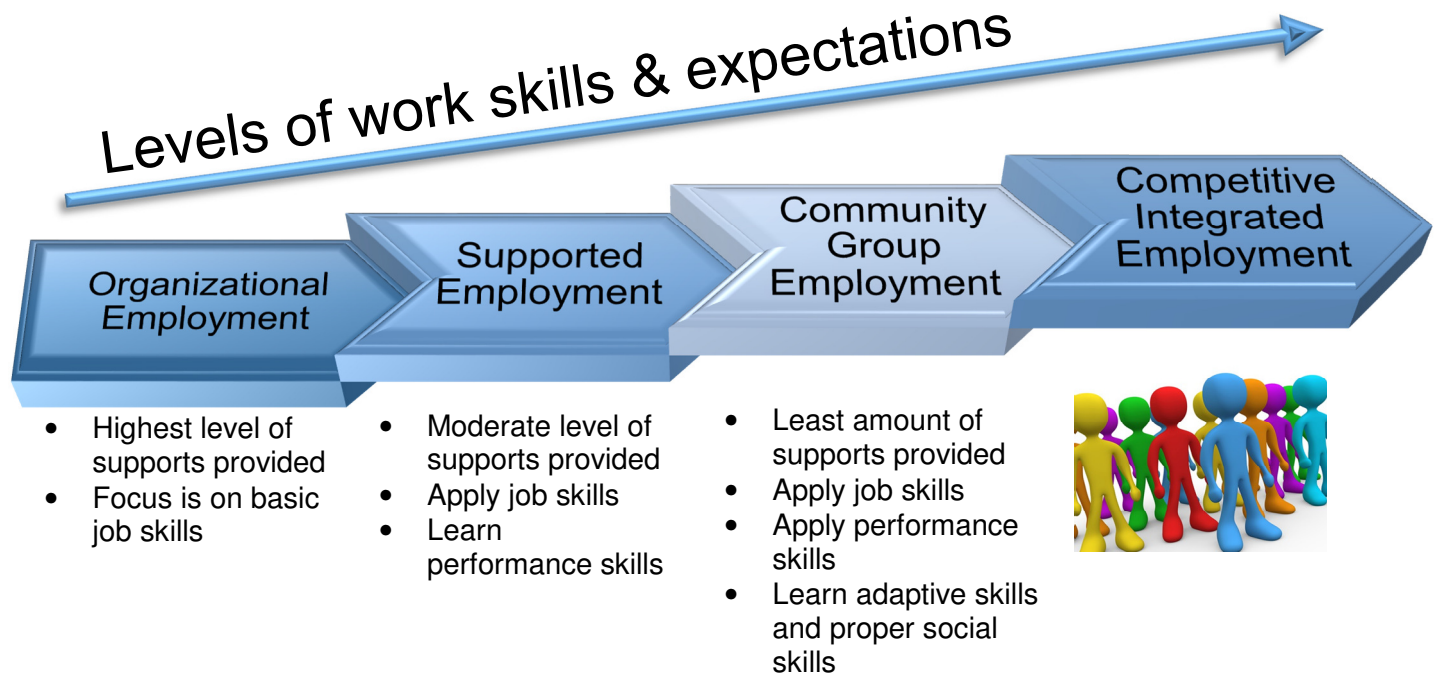
Weaver TruClean offers janitorial services, carpet cleaning, and certified floor care technicians to strip and finish VCT tile, using environmentally friendly cleaning products. Our employees are trained to provide optimal cleaning services for your business or office.



Community Group Employment

Weaver Community Group Employment locations allow employees to work at our customers' businesses with the support of a certified supervisor. The type of work varies by site location and can include on-site assembly services, performing oil changes and routine maintenance on vehicles, and providing ongoing repair and upkeep to local public transportation property.

THE PATH TO SUCCESSFUL EMPLOYMENT



OUR COMMITMENT TO QUALITY SERVICE

Weaver has a long history of providing quality service to our clients in safe and clean environments that will ensure the health and safety of the individuals we serve. Our staff are knowledgeable and fully certified prior to being placed on site with our clients. They also receive ongoing training during the year to keep up-to-date on information that could impact the quality of services you receive. We maintain no more than a 1:12 staffing ratio (1 supervisor that could have up to 12 clients) in all of our program services and have backup plans in place in the event of staff absences.

Every program we offer is reviewed regularly to make sure that all programs have the resources needed to maintain quality standards. Resources (such as money, tools, equipment, space, and supplies) are budgeted annually and allocated per Program Service to ensure the sustainability of our programs. If at any time you feel that you do not have access to the proper resources to complete your job, please talk to your supervisor so that we can accommodate your request. This includes requests for adaptive and assistive technology to help your ability to perform work tasks with greater ease and independence.

PROGRAM ELIGIBILITY & INTAKE

In order to be eligible for our program services, you must meet the following entry criteria:

- Be at least 18 years old
- Live in the state of Ohio and be legally eligible to work in the United States
- Possess a state-issued identification card or driver's license and a social security card
- Be deemed eligible for services from the Ohio Department of Developmental Disabilities (DODD) and a county boards of DD
- Have a developmental disability that substantially limits functions in your capacity for economic self-sufficiency
- Maintain third-party funding through referrals from a county boards of DD

Individual Service Plans (ISP):

All Weaver Industries program service participants referred by a local county board of developmental disabilities have an assigned Service and Support Administrator (SSA). Your SSA will work with you and your team to develop an ISP that will include the services and supports you want, as well as short-term and long-term goals customized to your interests and abilities.

Intake into our program services will be done on a person-centered basis, through a process of continually listening and learning to discover what is important to you. We use this knowledge to provide services and supports, along with your circle of support, to help you in achieving your goals and realize the full benefit of your abilities.

Our pre-employment process is as follows:

1. Jobs available with Weaver Industries can be found on the job portal, referred through your SSA, or by word-of-mouth. Based on the openings, you identify which job you would like to apply for and speak with your SSA.
2. Once you have discussed with your SSA, they will talk to you about your expectations and determine if the requested service is right for your desired outcomes. Weaver Industries will consider each request for services and if applicable, arrange a tour of the work location so that you can visit and talk to others who work there.
3. To formally request services, you (or someone on your behalf) must complete a written application. The application should identify desired outcomes and requested work location. At this time, a background check is also required.
4. Once your request for services has been approved by Weaver Industries and we have received the results of your background check, the Training and Advocacy Support Manager will schedule a formal intake meeting. At this time, your written application will be reviewed as well as other required documents needed to confirm acceptance into our program services.

5. Based on the pre-employment process results, Weaver Industries will respond in one of three ways:
 - a) **Immediate acceptance** – however, no services will begin without a fully completed intake packet (including a full ISP at least 15 days prior to beginning work.)
 - b) **Placement on a waiting list (if available)** – The person will be advised that there is a waiting list for the program services that they have requested. The Training and Advocacy Support Manager will offer services to individuals on the waiting list before accepting anyone new into the program. At any time, you may request to be removed from the waiting list.
 - c) Weaver Industries **might not be a willing provider of services** at this time for reasons not related to a waiting list for program services. If you are found ineligible for services, the Training and Advocacy Support Manager will contact you to explain the specific reason(s) why you were not accepted into our program services at this time. We will also send an explanation for the reason of denial to your SSA.

Our intake process is as follows:

1. If you are accepted into Weaver Industries program services, the Training and Advocacy Support Manager will review with you:
 - a. Our Program Services Guide
 - b. Your ISP
 - c. Your hiring paperwork
 - d. The “How you are Paid” document (if applicable)
2. With your input, the ‘Path to Employment’ section of your ISP will be developed to determine your overall employment outcomes, any specific measurable outcomes, and the methods which will be taken to achieve the outcomes. It will also identify the people who will help you work to achieve your desired outcomes.

Additionally, the ISP will address any of the following needs required for you to be employed by Weaver Industries:

- a. Assistive technology
 - b. Reasonable accommodations
 - c. Identified health and safety risks
 - d. Any other needs identified by you or your support team
3. Once all of the required documents are completed, you will be informed of start date, work hours, and work location. Once at your work location, you will be provided specific training by your supervisor based on your desired outcomes and the type of work you will be performing. Thirty days after your start date, a follow-up meeting will be held to review your progress.
4. Goals and progress meetings will be held on a regular basis with you and your supervisor to work out any issues and make sure you are working towards your employment goals. During these meetings, Weaver Industries may utilize communication tools such as written, verbal, specialized communication devices, handheld devices and computers, videos, audio recordings, and one-on-one teaching.

Transition/Transfer & Hold Status

If at any time, you feel that the job and/or supervisor you are working with is not a good fit for you, please contact the Training and Advocacy Support Manager to explore other employment options within Weaver Industries business divisions. Transition from one program service to another may be delayed if there is a wait list for the desired program service.

If you choose not to continue working at your existing position until there is an opening for a new position, you can request to be placed on "Hold Status". Hold status can also be used for situations such as FMLA, hospitalizations, a leave of absence, or short-term educational/vocational training. Hold Status will last no longer than three (3) months. If the situation requires additional time away from services, your services will be discontinued and the Training and Advocacy Support Manager will notify you of the proper exit criteria.

Exit Criteria:

Discontinuation of program services with Weaver Industries can happen for a number of reasons, including but not limited to:

- **Competitive Placement**
 - Client demonstrates the ability to sustain employment without support, and
 - Client receives job opportunity
- **Referral to Other Services**
 - Client is in need of training in life areas other than vocational, or
 - Client's vocational needs are not being met by current program services
- **Client Drops Out**

No criteria, however, Training and Advocacy Support Manager will try to determine reason for drop out.
- **Not Feasible for Service**
 - Client can no longer meet entry criteria, or
 - Evidence exists of lack of cooperation or motivation to participate in the program services, or
 - Evidence exists of the client's inability to benefit from the program services.
- **Lack of Funding**

Weaver Industries reserves the right to refuse or terminate your services (with a 30-day notice) if you display inappropriate behaviors on an ongoing basis. Weaver staff will work closely with you and your team to identify the cause of inappropriate behaviors and develop a plan to address and correct these issues. Immediate termination may occur if the behavior is considered a health and safety issue. Each case will be treated individually to determine the status of services and proper exit strategy.

PROGRESSIVE DISCIPLINE PROCEDURES

Weaver Industries supports equal access for everyone and will work with you on your vocational goals. In return, we expect our clients to act in a safe and professional manner at work. At all times, you are expected to show respect to all Weaver Industries staff and all individuals associated with the services you receive.

Additionally, you are to refrain from using foul language, from causing bodily harm, and expected to show respect for equipment, supplies and facilities at all times.

Weaver Industries staff is trained in the use of positive intervention and is committed to providing a professional and positive approach regarding corrective actions should you display inappropriate behavior. This includes not using undue force or restrictive procedures that could lead to injury.

Weaver Industries **does not** and **will not** use restrictive procedures or actions that constitute restrictions on rights unless failing to act would result in immediate harm to you or others. If actions are taken by Weaver Industries staff that could possibly pose a rights restriction to a persons served, we will initiate the proper protocol for MUI (Major Unusual Incident) reporting and follow through all stages of the reporting process.

The following are some examples of behaviors that will initiate cause for discipline procedures:

- Excessive tardiness or absenteeism (no call, no show) at any scheduled appointment or meeting with Weaver Industries' staff
- Quitting a job without consulting Weaver Industries' staff beforehand
- Threatening words or actions to Weaver Industries' staff, volunteers, or other employees within Weaver Industries
- Being involved in criminal activity at any point during services, such as stealing
- Being involved with illegal substances at any point during services, including denying or failing a drug test required by Weaver Industries
- Possessing a firearm or other endangering weapons while receiving services
- Failing to report criminal backgrounds or other pertinent information that may affect employment services to Weaver Industries
- Refusing excessively to participate / inactivity in program services
- Falsifying information and/or documents or lying in any situation
- Failing to communicate with Weaver Industries, including excessive unreturned phone calls or emails
- Any behaviors that Weaver Industries deems inexcusable and unethical

Weaver Industries' staff will inform the Training and Advocacy Support Manager of behaviors that would cause us to call for a meeting, to be held with you, your support team, and Weaver staff. We will document a plan that demonstrates positive and non-restrictive measures to be employed prior to the steps outlined below.

Progressive Discipline Steps:

Step 1: Informal Verbal Warning: An offer of assistance to correct the behavior and a written record of the warning will be documented in your file. Services are not interrupted at this time.

Step 2: Formal Verbal Warning: *The first formal notice that inappropriate behavior, or a violation of a policy or procedure, has occurred.*

- The Training and Advocacy Support Manager shall meet with you and your team in a private setting to discuss the issue that needs improvement. The Training and Advocacy Support Manager will make clear to you that the issue is serious and, together, you will agree on how and a timeframe to correct the situation.
- The Training and Advocacy Support Manager, you and your team will both sign a detailed letter recognizing that a verbal warning has been issued. This letter says that should a more severe violation occur, or if you fail to resolve the current issue within the specified timeframe, further corrective actions may take place, not to exclude termination of services. The original document will be placed in your file and a copy will be given to your team. At this point, services are not interrupted.

Step 3: Written Warning: *The second formal notice that inappropriate behavior, or a violation of a policy or procedure, has occurred.*

- If you continue to have difficulties in the same area(s), or if a separate, more severe violation occurs, you may receive a written warning.
 - The Training and Advocacy Support Manager will prepare the written warning and schedule a private meeting with you and your team to discuss the issue(s) in question and mutually agreed upon corrective actions.
 - If an agreement is not reached regarding corrective actions, the Training and Advocacy Support Manager shall determine a corrective action with assistance from the HR Director. A date will be set to follow up on your behavior.
- The Training and Advocacy Support Manager and you both will sign the written warning. The original document will be placed in your file and a copy will be given to you and your team. At this point, services are not interrupted, but you are informed that services may be terminated or postponed if the situation is not corrected.

Step 4: Termination of Services: If your behavior is not corrected as per the written warning, or should a more severe violation occur, Weaver Industries reserves the right to terminate services. The Training and Advocacy Support Manager will issue a formal letter to you and your team informing them of:

- The reason for the termination of your services
- That you have a 30 day notice to secure another employer
- That Weaver Industries is no longer a willing provider

If your behavior poses significant health and safety risks to yourself and others, services will be terminated immediately and no 30 day notice will be given.

COMPLAINT / CONCERN PROCEDURE

You have a right to make a complaint and have your complaint looked at fully and quickly. You also have the right to ask another person (including Weaver Staff) to help you make a complaint.

- A complaint or concern is something you are not happy about. It could be about the supports you receive or something you want changed.
- Complaints will not affect the service you get in a negative way. It is fine to make a complaint. No one will treat you badly because of it.

There are multiple ways you can make a complaint. You can:

1. Fill out a Complaint/Concern form (available at your work location)
2. Talk to your supervisor about making a formal complaint
3. Call the Training and Advocacy Support Manager to make a verbal complaint

Advocacy Support Manager: Carol Flunoy

Office Phone: 330.400.3897

Cell Phone: 330.245.7166

Email: cflunoy@weaverindustries.org

4. Report your complaint to our outside source, Red Flag Reporting

Report your complaint/concern confidentially by calling the Toll-Free HOTLINE at 1-877-647-3335 or in writing at www.RedFlagReporting.com. In either case, you will need to use client code "Weaver."

CLIENT RIGHTS

It is the policy of Weaver Industries that you will be given the protection and exercise of all rights: legal, human, and civil. Additionally, it is understood that all persons representing Weaver Industries must promote the rights, health, safety and privacy/confidentiality for all served.

1. You have the right to be treated with respect.
2. You have the right to a clean, safe place to live. And you have the right to a place to be alone.
3. You have the right to have food that is good for you.
4. You have the right to go to a church, synagogue or mosque if you want to. And you have the right not to go to one if you don't want to.
5. You have the right to go to a doctor or dentist when you need to.
6. You have the right to get other health care services, like speech therapy or physical therapy if you want to. And you have the right to get mental health services if you want to talk about your feelings.
7. You have the right to get these services in a way that makes you feel comfortable.

8. You have the right to be alone sometimes. And you have the right to keep some things private if you want to.
9. You have the right to talk to other people.
10. You have the right to have your own things. And you have the right to use your things.
11. You have the right to have men and women as friends.
12. You have the right to do things that help you reach your goals.
13. You have the right to work and make money.
14. You have the right to be treated fairly.
15. You have the right to live without bullying or abuse.
16. You have the right to do things you enjoy.
17. You have the right to help make decisions that affect your life.
18. You have the right to choose someone to help you make decisions.
19. You have the right to earn money and pay your bills. You have the right to save your money and to spend your money. And you have the right to choose someone to help you with your money.
20. You have the right to say who can see information about you and your disability.
21. You have the right to ask for changes when you don't like something. And you have the right to ask for changes without being afraid of getting into trouble.
22. You have the right to refuse to take medicine you don't think you need. You have the right to be in control of your own body. You have the right not be held down if you are not hurting yourself or someone else.
23. You have the right to vote and to learn about laws.
24. You have the right to decide if you want to take part in a study or an experiment if someone asks you to. You have the right to say no to take part in a study or experiment.

If, at any time, your rights are violated, you must report it to your supervisor or the Training and Advocacy Support Manager.

PAYROLL

Your wages are covered under the Fair Labor Standards Act (FLSA), which provides for the employment of workers with disabilities at special minimum wage rates or minimum wage or greater based upon department and position. Weaver Industries holds a special certificate (14c) that allows us to pay commensurate hourly wages based upon your productivity.

Weaver Industries withholds appropriate taxes, such as federal, social security, state and local taxes. You are required to participate in direct deposit of your paycheck. If you have any questions about your check or how you are paid, please contact the Payroll Department at 330.400.3900.

ATTENDANCE & ABSENCES

You are expected to attend every day that you are scheduled (as agreed upon in your ISP), unless you are sick.

If you cannot attend work, you need to call your work location and/or supervisor so that they know you will not be in attendance that day. Phone numbers and contact information will be provided to you once your work location is determined. You can also contact the Training and Advocacy Manager if you cannot reach your supervisor and/or work location to call off.

PAID TIME OFF & HOLIDAYS

You can earn up to 27.5 hours of Paid Time off (PTO) per year. This is earned throughout the year based upon the hours that you work. PTO is earned annually and does not carry over from year to year, therefore you must use your vacation before the calendar year is over or you will lose those days.

Each year, Weaver Industries issues a schedule of holidays and staff training days for the upcoming year (January through December) that show what days Weaver Industries will be closed. Please make a note of the closed days listed on each calendar.

INCLEMENT WEATHER & EMERGENCY INFORMATION

Sometimes Weaver Industries' work locations will need to delay the start of work or close due to bad weather, power outages or other types of unforeseeable events. If this occurs, you will be notified by your supervisor directly. Please make sure that we have your Emergency Contact information on file (and that it is updated, if something changes) so that we can reach you.

If you are injured or become ill on the job, your injury (or illness) must be reported to your supervisor immediately, regardless of how minor the injury (or illness) may seem. This ensures that Weaver can assist you in obtaining appropriate medical treatment.

Your failure to report your injury (or illness) may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your rights to benefits in connection with work-related injury or illness.

If you are injured or become ill while at work and are unable to complete the workday, your parent, guardian or transportation provider will be asked to take you home. If a life-threatening or serious injury/illness occurs while you are at work or being transported in a Weaver Industries vehicle, we will call 9-1-1 and/or take you to the nearest hospital.

HEALTH & SAFETY AT WORK

Health & safety at Weaver Industries is our top priority. At your work location, you will be trained on the use of tools, equipment, supplies, and the proper safety equipment to wear during work hours.

Please review the following Health & Safety rules that apply to you while you are at work:

- Report to your workspace on time with all required safety equipment and tools. If you leave the location that your supervisor expects you to be, you must notify your supervisor beforehand.
- Fighting or rough horseplay will not be tolerated.
- You should wear appropriate clothing for your work assignment for that day (including proper layers and sunscreen and/or bug repellent if needed.) Do not wear excessively ripped clothing or accessories, as these may interfere with your job responsibilities.
- You are expected to clean up after yourself at your work area and in the breakroom after breaks and lunchtime.
- Knives and weapons are prohibited.

Emergency action drills (fire, tornado, etc.) are conducted at least once per month and require your participation. These drills are important to protect the safety and welfare of everyone who is employed by Weaver Industries.

Be aware that different work locations may also have additional health & safety rules you must follow. If you are unsure of these rules, talk to your supervisor. You must report any unsafe conditions to your supervisor or the Training and Advocacy Support Manager immediately.

SMOKING & SUBSTANCE ABUSE

Ohio law prohibits smoking in the workplace and subjects violators to civil fines. In a sincere effort to comply with this law, protect the health and safety of our employees and to assure the preservation of buildings, machinery, equipment and inventories of goods and materials, Weaver applies a general no smoking policy throughout its workplace. In accordance with this policy, Weaver (and/or the facility landlord) has designated an area in where smoking is permitted before and after work and during breaks. This is the only area and times in which smoking is permitted (except in employees own vehicle).

Please adhere to the following guidelines:

- Smoking is not permitted inside any Weaver facility at any time.
- Smoking is not permitted in any Weaver vehicle.
- Smoking is not permitted when working outside at a customer location (for a mobile work crew) unless you are on your lunch or break.
- Smoking is permitted in designated smoking areas only.

The possession, sale or use of alcohol, undocumented prescription drugs, marijuana or other controlled substances not prescribed by a physician is prohibited. Weaver Industries' staff will seize such substances found on Weaver Industries' property and/or worksites. Criminal prosecution may occur. Any individual under the influence of alcohol and/or illicit drugs will be asked to leave and transportation or the support team will be called.

If you see anyone in violation of the smoking and/or substance abuse policy, please report it to the Human Resources Director. Violation of this policy may subject the offender to disciplinary action up to and including termination.

LUNCH & BREAKS

Except on special occasions, lunch will not be provided. You will need to pack your own lunch. At certain work locations, microwaves and refrigerators will be provided for your use. Sharing of food or drinks between employees is prohibited.

All break periods are scheduled by the site supervisor. Employees who exceed the allotted time may be subject to disciplinary action.

DRESS CODE & GROOMING/PERSONAL HYGIENE

Proper clothing for employees is very important. Clothing should be clean and appropriate for your work location. Employees may wear "street clothes," and for those employees who participate in Supported Employment Services (EarthCare and TruClean) and Community Group Employment Services, you are encouraged to wear the 'Weaver Industries' logo wear (provided upon employment).

You are expected to maintain good grooming and personal hygiene.

PERSONAL PROPERTY

You are responsible for your personal belongings. Stealing property (including food) from others or from Weaver Industries may be cause for a disciplinary meeting and you will be asked to replace the item. If an employee's personal property is lost or missing, staff will make every attempt to locate the item. Weaver Industries will not assume liability for the loss, damage or theft of an employee's property.

CELL PHONE USAGE

Personal cell phone use must be limited to emergency/important calls except during employee breaks or meal periods. Excessive use during business hours will result in discipline. If you need to make a call, please clear it with your supervisor.

Weaver Industries does not provide access to Wi-Fi during work hours.

Cell phones are expensive and break easily. While you are working, it is your responsibility to protect it from theft, loss, or damage.

CLIENT RECORDS

Weaver Industries has implemented procedures to secure and restrict access to Employee Files and Program Records to protect the confidentiality and privacy of individuals participating in our programs.

At any time, you have the right to review your Employee File and/or Program Records at the Weaver Industries Administrative office. This request will be fulfilled within five (5) business days. A staff member will be present upon your review and will help answer questions about the items included.

A detailed list of the items included in your file is available upon request.

Your records will not be shown or given to anyone (other than your legal guardian) without your written permission.

RELATIONSHIPS BETWEEN STAFF AND YOU

Weaver Industries has placed restrictions on socializations between staff and you. It is expected that all staff members are friendly and helpful, but it is also expected that relationships are kept professional. Dating is never permitted between Weaver Industries staff and you.

Weaver Industries does not permit staff to provide transportation for you, unless it is an emergency. Weaver Industries does, however, provide Non-Medical Transportation, which is a door-to-door service administered by Weaver Industries.

Weaver Industries also does not permit staff to enter into your living arrangement for social visits. Staff can arrange to meet you and your team at an appropriate Weaver location, public site, such as a library or fast-food restaurant, to discuss services.

PHYSICAL CONTACT & PUBLIC DISPLAYS OF AFFECTION

Weaver Industries is a public place. Typical social greeting or goodbyes are appropriate. All intimate physical contact is not appropriate during work hours.

MEDICATION POLICY

Due to the nature of services provided by Weaver Industries, under no circumstances will staff prescribe, administer or dispense medications (including prescription and over-the-counter) to you. If staff members are asked to administer, handle, or store medications for you or other staff, they will notify the Training and Advocacy Support Manager immediately.

Also, it is necessary for you to make known to Weaver Industries any medications being taken at the time of services for knowledge of possible side effects. Should there be new medications, dosage changes, or any other changes in prescription, this information is also to be shared with Weaver Industries as soon as possible.

NOTES: