Participants Manual

J. STINSON AND ASSOCIATES
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POLICY AND PROCEDURES

AN OPEN DOOR POLICY

It is the practice of **J. Stinson & Associates, Inc**.; to maintain open lines of communication.

No one wants you to succeed more than **J. Stinson & Associates, Inc**. When you have a problem or question, please do not hesitate to ask staff.

PROGRESSIVE DISCIPLINE

It is our intention to provide an environment, which all participants have the opportunity to know what is expected of them and of the company. The process enables us to work together to meet our common goal, which is to assist our participants in obtaining and sustaining fulltime employment.

We feel it is important for you to know, understand and accept the standards and conditions of your participation with us so you will be free to concentrate your efforts in doing the kind of job that will give you the greatest sense of personal and professional satisfaction.
Should there be a situation in which you fall short achieving our standards of job performance or conduct, you will be creating a situation where corrective action becomes necessary. We believe in the philosophy of progressive discipline. Participants may be disciplined orally or in written form for such problems as standards of conduct violations, performance concerns or any other unsatisfactory conduct**. J. Stinson & Associates, Inc.** reserves the right to take disciplinary action, as it deems appropriate, including dismissal from **J. Stinson & Associates Inc.** In most cases where progressive discipline is appropriate, the following may be followed:

COACHING/COUNSELING (VERBAL WARNING)

Used as initial indication of lack of satisfactory performance for the violation of an established standard. Coaching and counseling meetings are documented in participants' file as verbal warnings.

WRITTEN WARNING

Written warnings are considered serious matters and will become a permanent part of a participants record. Depending upon the nature of and the circumstances of the violation, a written warning may be accompanied by a disciplinary suspension of up to three days without pay. Any additional violation of company rules or policies after a written warning may result in termination of employment, management's decision is final.

If a participant fails to correct his/her performance or has violated an established standard, a written warning is issued. Participants are asked to acknowledge receiving the notice by signing the warning. **J. Stinson & Associates, Inc.**, reserves the right to determine the number of verbal warnings that will be allowed. A participant will be given a reasonable amount of time to correct the offenses. If management determines that an individual still does not meet performance requirements, the participant will be dismissed from **J. Stinson & Associates, Inc**. Management reserves the right to make the final decision. A written warning may be given without prior verbal warnings and are generally issued for:

- Repetition of any offenses for which a verbal warning was issued or for a pattern of multiple verbal warnings for various offenses.
- Failure to report dressed and ready for work at the assigned time or location.
- Leaving work without permission before the end of the participant's scheduled time.
- Loitering on company property while not on company time or returning to the office after scheduled working hours without permission.
- The inviting of anyone onto company property for purposes other than conducting business for the company.
- Immoral or indecent conduct including the use of abusive, offensive, obscene or profane language.
- The use of racial, ethic, religious or sexual slurs. The display or distribution of written or pictorial material with objectionable racial, ethnic, religious, sexual content or objectionable material.
- Engaging or participating in horseplay, scuffling, jumping, running or throwing objects while on company property or company time.
- Unauthorized posting, removing, defacing, altering or destroying of any authorized posted notice on company property.

- At the sole discretion of **J. Stinson & Associates, Inc.**, excessive unauthorized personal use of company telephones, communications networks, reproduction or copy equipment.

- Failure to exhibit a cooperative, courteous and professional attitude in the performance of assigned duties.

- Other actions or lack of actions warranting a written warning under the circumstances.

PREMANENT DISMISSAL FROM FACILITY

Separation may result for any violation subsequent to, and after a prior written warning, or for failure to improve performance or where violations or conduct is severe. You may be separated without prior suspension or warning for violations which **J. Stinson & Associates, Inc.,** determines to be serious but in no case without a review of all circumstances.

The following, while not a complete list, are examples of conduct that may result in disciplinary action (including but not limited to verbal or written warnings) or dismissal:

- Engaging in harassment, including sexual harassment, inappropriate conduct, or other behavior in violation of company policy;

- Repetition of any offense for which a written warning was issued or when an accumulation of warnings at the discretion of **J. Stinson & Associates Inc.**, for various offenses warrants dismissal under the circumstances.

- Misuse or abuse of company property, dishonesty, theft, misrepresentation, false statement in connection with any aspect of enrollment.

- Falsification of or tampering with records, reports or other company documents or dates including but not limited to job applications, reports and unauthorized alteration of time sheet;

- Unauthorized disclosure of confidential information;

- Use or sale of alcohol or illegal or dangerous drugs;

- Maintain at least an exemplary attendance record. Each participant will be reviewed individually as certain excused absences from work;

- Excessive tardiness to work;
- Failure to notify you supervisor of an absence from work;
- Failure to report dressed and ready to work;
- The conducting of any personal business on company time;
- Insubordination, disloyalty, refusal to perform task as directed or failure to obey the request of a staff member;
- Fighting, or provoking a fight or engaging in altercations while on company time.
- The possession, transportation, buying, selling, distribution or use of fireworks, explosive, firearms, any type of weapon;
- Coercing, inciting, bribing, or otherwise inducing another participant to engage in any practice in violation of the company rules or policies

PERSONAL TELEPHONE CALLS

It is important to keep our telephone lines for business calls. Although the occasional use of the company's telephone for personal emergency may be necessary, routine personal calls should be limited.

Do not call directory assistance to find telephone numbers or addresses. Look up the numbers and addresses in the telephone book.

JOB ABANDOMENT

Failure to report dressed and ready for work without proper and adequate notice for three or more consecutively days will be considered abandonment, and the participant will be withdrawn from **J. Stinson & Associates Inc.**

PERSONAL USE OF COMPANY PROPERTY

No participant shall use company property for other than the purpose of conducting the business of the company. This policy includes, but is not limited to, company vehicles, equipment, materials, supplies, tools, telephone, communication network, and reproduction and copy equipment.

PAYROLL PROCEDURES

Checks will be available after 3:00 p.m. on the Friday of issuance, unless otherwise notified by **J. Stinson & Associates Inc.**

We ask that you not bring your children while picking up your checks. This is a liability to **J. Stinson & Associates Inc.** and we cannot be held liable for any injuries / accidents that may occur on company property.

WEAPONS, FIREWORKS AND EXPLOSIVES

The possession, transportation, buying, selling, distribution or use of fireworks, explosives, firearms, knives, other lethal or non-lethal weapons (including chemical disabling agents such as mace or tear gas) on company property or on company time is prohibited. Violation of this policy may result in disciplinary action, up to and including termination of employment.

CORRECT INFORMATION

Each participant is to immediately inform the company of any address or telephone number changes.

I, _____ have read, understand and will adhered to the above policies and procedures. I understand if I fail to adhered to the polices and procedures I may be dismissed from **J. Stinson & Associates Inc.,** and potential removed from the GOODWORKS! program.

_____ _____

Signature **Date**

J. STINSON & ASSOCIATES
ATTENDANCE POLICY

All participants are required to report in a timely manner. The company expects you to report for work regularly and on time, but we will also try to accommodate your occasional needs to be absent during work hours.

ATTENDANCE POLICY:

- All participants ***MUST*** arrive no later than 8:30 am.
- All participants must provide J. Stinson & Associates at least 24 hours notice prior to any scheduled appointments.
- An appointment notice or letter must accompany all appointments, including doctor or DFCS appointments.
- If the participant anticipates that they are running late, the participant must call at least by 8:00 am.
- A form will be signed by each participant in the event that the participant is either tardy or absent.
- A total of three (3) no call or no shows will result in a one (1) day suspension. This constitutes not returning the next business day and without pay.

BREAKS/LUNCH:

- During the morning session, each participant will be given a ten (10) to fifteen (15) minute break.
- Each participant will receive a one (1) hour lunch break everyday. This lunch break begins promptly at 12 noon and will end at 1:00 pm.
- Each participant is expected to return on time from each scheduled break. Failure to do so will result in an automatic dismissal for that day without pay.

ADDITIONAL INFORMATION

In the event that an unforeseen event occurs overnight, the participant is to personally call the company at or before the scheduled reporting time and speak with an authorized staff member.

Call-ins from someone other than the participant will only be accepted in the event that the participant is incapacitated or is physically unable to get to a telephone. Unless prior arrangements have been made on a continuing

situation, a participant should keep the company informed of the status of their absence.

DISCIPLINARY ACTIONS:

The staff will use discretion in determining the appropriate disciplinary action along these guidelines;

- Oral discussion
- Informing a participant to leave and returning at the appropriate hours of operation
- Documentation of conference
- Written warning

Excessive disciplinary actions regarding the attendance policy and general abuse will result in dismissal from J. Stinson & Associates.

I, _____, have read, understand and will adhere to the above policies. I understand if I fail to adhere to the polices I may be dismissed from J. Stinson & Associates and potentially removed from the GOODWORKS! Program.

_____ _____

Signature Date

J. STINSON & ASSOICATES
DRESS CODE

All participates are required to report in professional attire. Appropriate undergarments are to be worn at all times. Please be especially conscious about your personal hygiene.

ACCEPTABLE:

- Skirts, capri's or dresses, the hemline must be no more than 4-5 inches above the knee;
- Knee length walking shorts (see shorts policy);
- Dress pants, khaki pants
- Denim dresses and skirts and denim shirts;
- Perfume (used in moderation);
- Earrings for men and women (keep to a minimum).
- Tattoos must be covered at all times.

NOT ACCEPTABLE:

- Jackets with dresses that have the back out of thin straps;
- Halter tops or revealing blouses or dresses;
- Any type of clothing with a "high cling" factor (tight);
- Flip flops or house shoes or sneakers;
- Muscle shirts;
- Sunglasses
- Biking shorts, short shorts, tight shorts, or cutoff shorts;
- No caps worn in the office;
- Short dresses or skirts;

- No visible body piercing (except earlobes);
- Worn or torn jeans;
- Extreme hair colors;
- Extreme length and colored nails;
- Cell phones, Pagers and 2 Way-Pagers

Dress Down Dress Code (Friday's Only)

ACCEPTABLE:

- Jeans
- Coveralls
- Tennis Shoes
- Sandals

NOT ACCEPTABLE:

- Sweat suits or Sweatshirts
- Mini Skirts
- Mid-Rift Shirts
- Caps and Bandanas

SHORTS POLICY:

- You may wear knee length walking shorts with stockings
- No biking shorts, short shorts, tight shorts, or cut off shorts
- No denim walking shorts

DISCIPLINARY ACTIONS:

The staff will use discretion in determining the appropriate disciplinary action along these guidelines;

- Oral discussion
- Informing a participate to leave and change into appropriate clothing (you may not be paid for this time away from work);
- Documentation of conference;
- Written warning;

Excessive disciplinary action regarding proper attire and general abuse will result in dismissal from Stinson.

I, _____ have read, understand and will adhered to the above policies. I understand that if I fail to adhere to the polices, that I may be dismissed from **J. Stinson & Associates** and potential removed from the GOODWORKS! program.

_____ _____

Signature Date

J. STINSON & ASSOCIATES
WORK SITE EXPECTATIONS

ANY JOB WORTH DOING IS WORTH DOING WELL.

When you are assigned to a work site we expect you to perform to the best of your ability this may or may not be your next employer; however you function as an employee of that company regardless.

ATTENDANCE:

- The assignee is to arrive at the time stated to them by the employer at the site.
- All absenteeism and tardiness will be dealt with according to the employer's rules. Inform your supervisor when you are running late or have to take off for the day.
- The assignee is responsible for calling in everyday to report their attendance between 8.00am and 9.00am.
- Schedule doctor or caseworker appointments after work hours.

TIME SHEETS:

- You are responsible to make sure your time is correct and faxed over to the office at **J. Stinson & Associates** every paid Friday no later than 9.00.am unless prior arrangements have been made.
- **J. Stinson & Associates** will review all time sheets on a bi-weekly basis. If any worker is not in compliance with the mandatory minimum work (30) hours, their P.A. will be informed and a meeting and staffing will be conducted.

ADDITIONAL INFORMATION:

- A pleasant attitude is our expectation of you at the work site.
- The employer or staff of **J. Stinson & Associates** will be the only ones to determine times for termination of work at the job site.
- All disciplinary actions will be at the employer's discretion.
- **J. Stinson & Associates** will perform a minimum of one work site visit per month (bi-weekly).

I, _____ have read, understand and will adhere to the above policies. I understand if I fail to adhere to the policies I may be dismissed from **J. Stinson & Associates** and potentially removed from the GOODWORKS! Program.