

SECURITY/WORKPLACE VIOLENCE

New Haven has developed guidelines to help maintain a secure workplace. All employees should remain proactive at all times to observing and communicating concerns regarding persons on our campus as well as issues with youth under our care. The following highlights specific behavior expected of you:

- Be aware of persons and/or resident youth loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons, activities, or behavioral concerns to a lead employee and/or supervisor who should take action and, in turn, alert higher management.
- Secure your desk and/or office when you leave your immediate work area.
- Assure that objects that may be sharp or can otherwise be used as weapons (i.e. scissors, knives, tools, pieces of lumber or sticks), are properly stored out of reach and locked when outside of your control.
- Avoid leaving your personal articles and/or valuables unattended for even a short period of time.
- Investigate if a staff member and/or a child under our care is absent from a planned meeting/activity and/or appears to be unresponsive to contact. If you are holding an activity, i.e. therapy session, where you are require high confidentiality, alert a fellow employee that you are not to be interrupted for a set period of time and provide a timeline in which you anticipate you will be reachable.
- Notify Administration if you see evidence of a break-in, or if keys under your care are missing.

The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when youth in your care, not in your care but observed, and/or unknown persons are acting in a suspicious manner in or around the facilities, or when items such as keys or belongings are missing.

Further information regarding New Haven workplace security and violence program is described in detail in the Illness and Injury Prevention Program (IIPP).

HEALTH AND SAFETY POLICY

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. New Haven has a long-standing philosophy of taking pride in its practices to ensure the safety, health and well-being of all of our employees. This program serves to outline our commitment to this philosophy and provide guidance to all staff on the standards we expect its employees to adhere to. Fact sheets that provide supplemental information for the specific functions of this program are available through Human Resources.

Fires and Other Emergencies:

The facility where you are assigned has Emergency procedures and an evacuation plan to follow in the event of fire or other disaster. These are posted prominently in the facility office and/or common areas and bulletin boards. Exits, fire extinguishers and first aid kits are also located in each staff office. All employees are expected to familiarize themselves with the location of such equipment.

New Haven line staff is trained in first aid practices. The telephone numbers of our Medical Services Department and your Facility Administrator are also posted on each bulletin board.

General Safety Rules:

Our employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to comply with the following rules:

- Use common sense in performing your duties.
- Report any work injury/illness to your supervisor.
- Report unsafe conditions to your supervisor, department director, and/or safety committee member.
- Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect your judgment.
- Keep your work area neat and tidy.
- Use mechanical devices or request assistance in lifting heavy loads.
- Wear seat belts when operating any New Haven or rented vehicle or driving your own personal vehicle while on company business.
- Do not use tops of cabinets or bookcases for extra storage or displays.
- Be sure that aisles and exits are kept clear. Do not let cords interfere with walkways.
- Keep paper clips, tacks, pins and other objects off the floors.
- Store all sharp objects properly when not in use.

- Open and close doors cautiously and use extra caution at blind hallway intersections.
- Open only one file cabinet drawer at a time to avoid tip-over. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
- Report or clean up all spills immediately.
- Use stepstools, platforms or ladders for climbing. Never use chairs.
- Report or replace frayed electrical cords.

Emergency Evacuation Plans and Re-Entry:

In all emergencies, employees should follow alarms or other alerts to evacuate the building and/or area near the premises. Always follow the basic evacuation procedures, but remember that personal safety is paramount and takes precedence.

- Check work area for anything needing to be secured and store it quickly.
- Secure locks on all secured containers and cabinets.
- Leave your work area and report to your designated assembly area.

The Director of Residential and/or the Chief Operating Officer will coordinate with fire, police or other emergency preparedness personnel to determine when the facility may be re-entered. This information will then be passed through agency supervisors, directors, and/or safety committee members.

Material Safety Data Sheets (MSDS):

New Haven will maintain Material Safety Data Sheets (MSDS) on all hazardous substances and materials on its premises in areas adjacent to the equipment for which the MSDS pertains. Employees should help ensure that MSDS are kept in their respective areas or report missing ones to their supervisor or safety committee representative.

Improper Health and Safety Practices:

You are expected to abide by safe work practices and adhere to general safety rules to ensure your safety as well as that of coworkers and our resident youth.

Infractions of New Haven's health and safety practices will be dealt with in accordance with the Company's policies on discipline and will be based on the following factors:

- Severity of the infraction.
- Whether the infraction endangered only the employee, or coworkers and/or our youth.
- Whether the infraction was a first or repeat violation.

ON-THE-JOB INJURIES/ILLNESSES*

Any job-related injury or illness, regardless of severity, must be reported immediately to your supervisor or the Human Resources Department for prompt and trained evaluation and medical attention as necessary. Your supervisor will complete an initial safety incident report and forward it to Human Resources.

PROCEDURES (in the event of a workplace injury/ illness)

Below is an outline of New Haven's procedures:

- **Responsibility of the Injured Employee**
 1. Immediately notify your supervisor in the event of an on-the-job injury (within 24 hours of the time it has occurred if the supervisor is not on duty on the date of its occurrence if urgent care is not required).
 2. The employee should obtain first aid for minor injuries or accept medical assistance provided for by the supervisor when the injury is significant.
 3. The employee should report to HR to determine if anything other than first aid is required and/or to complete a Report of Injury.
 4. If medical care is needed immediately AND Administration is not open, seek the care through our pre designated medical facility (unless an emergency and/or the employee has pre designated his or her own physician). The necessary information is posted in each group home facility and in three locations on campus – the training room, the school, and in our offsite location on Bobier. Report to HR on the first administrative workday following the injury.
 5. Notify HR of the physician's recommendation concerning your ability to work following any treatment received. Obtain a doctor's release regarding your ability to return to work, any work limitations, and the prognosis.
 6. The employee will be provided with the Employee's Claim Form (DWC Form 1) for workers' compensation benefits if anything other than first aid was administered. The employee uses this form to describe the circumstances of the injury/illness if a claim for benefits under worker's compensation is to be filed.
 7. Continue to maintain contact with HR regarding the status of your claim until it is closed.

Should you require a disability leave of absence as a result of this injury, certification from your health care provider will be maintained regarding your need for leave on an ongoing basis and will be required before your return to work. You will be reinstated, in most circumstances, to the same position held at the time the leave began, or to an equivalent position if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave, (i.e. if your position had been eliminated, you would not be eligible for reinstatement). If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, New Haven's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

False/Fraudulent Claims

The law requires New Haven to notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment and/or fines. Additional civil penalties may also apply.

Supervisor's Responsibility

It is the responsibility of the supervisor to carry out State and departmental injury prevention policies. In case of injury, this responsibility includes initiating action to obtain prompt medical treatment for injured employees.

- If there is a **serious injury** or multiple serious injuries (death or high risk) – proceed with obtaining the most immediate care possible for the employee(s), contacting 911 and/or administering First Aid/CPR as required. Then, as soon as possible, **contact HR immediately**. If this occurs when administrative offices are closed, page any on-call management and have them call the HR Director and/or designee, as soon as possible.
- If an employee is injured and/or requires care immediately, contact HR immediately for instructions, authorization to send for care, and an appointment to obtain all reporting information. If during after hours, obtain transportation assistance and send the employee to our pre-designated facility and contact HR on the first administrative workday following the injury. Our Medical Services Coordinator will also be available for consult and/or to administer First Aid when available and able.
- If the employee does not require immediate urgent care, notify Human Resources of an injury/illness as soon as possible after it occurs. An internal report of the injury must be completed and submitted to HR by the end of the workday (or on the first workday following the injury if the injury occurred over the weekend). Human Resource will report the injury and arrange for a referral to our medical provider if necessary.
- After notification of any injury, HR, the employee, and the supervisor should meet to determine if anything other than first aid was administered, to investigate and to review the incident leading to the injury, as well as to review any absences and/or accommodations that may be required. A claim can then be fully filed with our carrier. A review of our safety practices will also occur.

See Workers' Compensation under the Benefits section for benefits provided under workers' compensation. In compliance with Proposition 65, New Haven will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

COMMUNICABLE DISEASES

New Haven's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative(s) for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. New Haven may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

We will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. New Haven reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

New Haven will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

ERGONOMICS

New Haven is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. We will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. We encourage safe and proper work procedures and require all employees to follow safety instructions and guidelines. We believe that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact Human Resources.

Employees Expressing Breast Milk at Work

New Haven will make every effort to reasonably accommodate employees in a private location at or close to your work location for those who wish to express breast milk at work during your break time and/or your lunch time if so desired. If additional time is required, please let us know so that we can find a reasonable solution for you without seriously disrupting our operations.

DRIVER SAFETY

Your safety and the well being of our residents are of critical importance to New Haven. Therefore, each of us has a responsibility to protect both ourselves and those around us when on the road. Employees who are required to drive on company business at any time will be expected to consistently follow all the following procedures:

PROCEDURES

1. All staff, whether driver or passenger, are expected to wear seat belts at all times while in a moving vehicle being used for Company business.
2. Use of handheld cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on company business is strictly prohibited.
3. Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in unusual or emergency circumstances.
4. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music is also strongly discouraged while driving, even when in slow-moving traffic.
5. Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
6. All staff are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
7. Staff should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
8. You must promptly report any accidents to local law enforcement as well as to New Haven in accordance with established procedures. See below Accident Reporting Policy.
9. You are also expected to report any moving or parking violations received while driving on New Haven business and/or in company vehicles.

ACCIDENT REPORTING – VEHICLE

We hope that you are never in an accident while driving for New Haven; however, should one occur, we want you to be prepared. This policy assumes that you are not seriously injured. Should you, or any resident or staff passenger, be seriously injured, remain as calm as possible, get out of harm's way if necessary, knowing that staying with the vehicle is normally the safest position, and call 911 for assistance. Then, as soon as possible, proceed as follows:

- Immediately notify the police in the event of any bodily injury and/or property damage.
- Immediately notify management (on-call staff if outside administrative work hours).
- Be careful of what you say if other parties are involved. Wait until the investigating police officer arrives (and New Haven's representative with the insurance company, if possible) before discussing the accident (or admitting liability) with anyone.
- Provide your information, company information, and New Haven insurance information (a binder is in the van for this purpose).
- Obtain the vehicle license number of any other vehicles involved in the collision, as well as the name, address, telephone number and driver's license number of the other drivers. If possible, view and get the information regarding the other driver insurance coverage and identification.
- Return to New Haven as soon as possible for two reasons: (1) to report any potential work related injuries to HR and (2) to record all information and details of the accident on New Haven accident/incident report. This written report should be submitted to your department director on the first administrative workday following the accident who will submit it through HR Department to the Accounting Department twenty-four hours after the accident occurs.

Recognize that any time an employee is involved in an accident or collision, he or she will be subject to the provisions of New Haven's drug-free workplace policy as set elsewhere in our policies (see Drug & Alcohol Detection) and may undergo immediate testing.

DRUG AND ALCOHOL

New Haven is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can detract from your work performance, efficiency, safety, and health, and therefore seriously impair your value to us. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of our youth and other employees, and exposes the Company to the risks of property loss, damage, or injury to other persons.

Even the use of some prescription drugs and/or over-the-counter drugs may affect your job performance. If you are using prescription or over-the-counter drugs that you think may impair your ability to safely perform the job, or affect the safety or well-being of others, we need you to notify a supervisor of such use immediately before starting or resuming work.

Due to the above concerns, we have established the following rules and standards of conduct which apply to all employees and their spouses, visitors, volunteers, vendors, while on any of our properties or during your work time (including meals and rest periods). Behavior that we are concerned about and consider a violation of our Company policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job.
- Driving a Company vehicle while under the influence of alcohol.
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.
- Being unable to safely and/or competently perform any job function due to the effects of any drug (illegal or prescribed) or alcohol.

In addition to disciplinary and/or discharging an employee for violating New Haven's Drug & Alcohol Policy, violation of these rules and standards of conduct cannot be tolerated. New Haven may also be required to bring the matter to the attention of appropriate licensing and/or law enforcement authorities.

In order to enforce this policy, New Haven reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

Note also that a conviction for a charge of illegal sale or possession of any controlled substance while off New Haven property may not be tolerated. Such conduct, even though off duty, reflects adversely on New Haven, our program, and our youth whom we are working hard to protect and redirect from such activities. An arrest for this type of charge may also affect your ability to retain the clearance necessary to work here. Notify HR immediately if you are arrested for an activity which may negatively impact your right to work in a licensed facility and/or create the appearance of poor judgment when reported to New Haven from appropriate authorities.

New Haven will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. If you desire such assistance, you should request a treatment or rehabilitation leave. Please note that New Haven is not obligated to continue to employ anyone whose performance of essential job duties is impaired because of drug or alcohol use, nor are we obligated to re-employ anyone who has participated in a treatment and/or rehabilitation program if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation but fail to successfully overcome their dependency or problem will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect New Haven's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

DRUG AND ALCOHOL DETECTION

New Haven reserves the right to require drug and/or alcohol tests of any employee as set forth below. The testing program supplements other means, such as personal observation, by which the use of drugs and alcohol can be detected.

Testing of employees for drug and/or alcohol use may be conducted under any of the following circumstances:

- a. When there is reasonable suspicion that an employee is under the influence of drugs and/or alcohol. "Reasonable suspicion" is established by observation of overt behavior or conduct of the employee sufficient to lead a prudent person to suspect that the employee is under the influence of drugs and/or alcohol.
- b. When an employee is directly involved in an on-the-job accident or suffers an on-the-job injury, and a supervisor has a reasonable suspicion that the employee was under the influence of drugs and/or alcohol at the time the accident or injury occurred.
- c. As part of a testing program instituted as a condition of employment after prior drug- or alcohol-related rehabilitation, treatment, and/or disciplinary proceedings.

The following conditions apply to the testing of employees for drug and/or alcohol:

- a. At the time an employee is directed to submit to drug or alcohol testing, he/she shall be informed of the reasons he/she is being directed to submit to the test. Any refusal to be tested will be considered both an admission that the employee is in fact under the influence of alcohol or drugs and as an act of insubordination which is itself grounds for discipline, up to and including discharge.
- b. Any consent or refusal to the testing shall be in writing. If the employee consents to the testing, he/she should also authorize in writing the release of the medical information. If the employee consents to the testing but refuses to authorize the release of the medical information, disciplinary actions will not be taken because of that refusal. Disciplinary action, however, may be taken based on other available evidence. If such medical information is not released, it will not be available to assist the employer in any decision regarding discipline.
- c. The fact of the test and its results shall be kept confidential. The Human Resource Department will be designated to receive test results and will notify appropriate New Haven management on a need-to-know basis only.

INCLEMENT WEATHER / NATURAL DISASTERS

In the event of severe weather or a natural disaster that prevents you from coming or safely traveling to and from work, the following leave policies will apply:

- Inclement weather/natural disasters: Conditions that excuse absence from work include earthquake, fire, explosions, road closures, heavy rains, and severe flooding, etc. If conditions prevent you from safely traveling to work, you must notify your supervisor or emergency contact person by phone, if telephone service is functional, or by any other available means. Employees responsible for the care and safety of residents whose relief shift has not been able to get to the work site should remain at the site and attempt to contact their emergency supervisor and/or any member of management by any means available.
- Except in unusual circumstances, absences will be unpaid or will be deducted from accumulated paid time off time if you have time available.
- If our offices are closed because the campus or buildings are damaged or highways leading to the office are not passable, continue to contact your emergency supervisors for instructions on reporting to another location and/or contact the main office number, if possible, and/or check our www.newhavenyfs.org site for emergency instructions.

RECREATIONAL ACTIVITIES and PROGRAMS

New Haven or its insurer will not be liable for payment of workers' compensation benefits for any injury or illness that arises out of your voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the your work-related duties.

KEYS, ACCESS TO AND POSSESSION OF NH PROPERTY

In order to provide as much protection as possible for the security of our employees and the youth under our care, as well as our property, certain items such as keys to our buildings, facilities, and designated rooms will be issued only to those employees whose responsibilities require them.

PROVISIONS:

a. The designation of what is included under restricted items, depending on the items, will be made by the Program Director, Residential Director, or the Human Resources Director, as appropriate. Examples of such items include security keys, office or room keys, file, desk and cabinet keys, company sponsored credit cards, telephones or pagers, policy and procedures manuals and employee handbooks.

b. All restricted access items will be controlled and issued by the Program Director, Residential Director, and/or Human Resources Director with the exception of policy and procedures manuals and employee handbooks, which are controlled by the Human Resource Department. In most cases, employees will be responsible for signing a form indicating that they have received a particular item and understand that it is the property of New Haven.

c. Duplication of any restricted access item is prohibited.

d. Loss of any restricted access item should be reported to the issuing party as soon as the loss is discovered.

e. The employee may be charged an appropriate fee for the replacement of any lost restricted access item.

f. Upon leaving employment with New Haven for any reason, all restricted access items must be returned prior to final processing.