



POLICY AND PROCEDURES MANUAL
FOR CERTIFIED EMPLOYEES
Board Approved January 2019

LAFAYETTE INDUSTRIES CERTIFIED EMPLOYEE HANDBOOK

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Welcome to Lafayette Industries!

Congratulations on beginning your employment with Lafayette Industries. We are happy that you have chosen to be part of Lafayette Industries. We encourage you to work to the best of your ability and hope your association with Lafayette Industries will help build and improve your work skills---skills that can be used here or on other jobs you may have in the future.

This handbook has been designed to help Lafayette employees understand our Lafayette policies and guidelines. These guidelines are intended to provide the basis for the teamwork necessary to keep an organization successful. They play an important part in helping Lafayette achieve its goal of employment for people with different and varying abilities!

There may be questions in your mind about what to do, where to go and why it is done. That is natural. These questions should be answered for you as you read this handbook. Familiarize yourself with it and keep it for reference in the future. If you have questions, please take them to your supervisor or to the Program Coordinator so that they may help you to find the answer. After you have read the handbook, please sign (or your guardian if you have one) the enclosed Statement of Understanding and return it to the Program Coordinator for inclusion in your personnel record. These guidelines are not an employment contract and will be reviewed and revised as needed.

This handbook begins with a brief history of our company, a statement of our mission and some specific information that we feel is helpful to new employees. We will discuss work rules and safety guidelines designs to make your employment successful and rewarding.

Again, congratulations on your employment with us! We look forward to building a long working relationship with you that will provide you with the opportunities both to succeed here at Lafayette and as you proceed through your employment career.

Sincerely,

Robert ("Rob") F. Libera

CEO/Executive Director

OVERVIEW OF LAFAYETTE

Lafayette Industries was founded in 1975-76 by several organizations in West St. Louis County. They wanted to establish a sheltered workshop for adults with developmental disabilities living in the area. Lafayette was opened in September 1976 with 16 employees with disabilities located in a rented building in Valley Park, Missouri. Within two years, the shop had grown to its physical capacity of 30 workers.

An expansion program was launched to provide space for more employees. After raising the money to purchase land in Valley Park, a low interest loan for the building was obtained from the St. Louis County Productive Living Board (PLB). In September of 1981, the new building was completed and the shop was relocated. Within the next year, the shop had grown to 57 people with disabilities who were working full-time and engaged in meaningful, productive work.

In December of 1982, Lafayette Work Center was one of the many victims of the worst flood by the Meramec River in recorded history. Fortunately, no structural damage was done to the building, and Lafayette was able to resume production within six weeks. The expansion resumed soon thereafter and the Lafayette grew from 57 to 76 workers during 1983. Once again, the shop was reaching its physical capacity.

The Board of Directors decided to look for another building or land for future construction. After a thorough search, a very suitable sixteen year old building was found in Manchester near the intersection of Manchester Road and Highway 141. The building was three times larger and more centrally located than the old facility. In addition, the PLB extended a grant for the required alterations needed for the workers with disabilities, as well as for painting and refurbishing the interior. Lafayette with its 80 employees moved into the new facility in early November 1984.

By 1998, Lafayette had again reached its maximum capacity by employing over 210 people and plans were made to expand the facilities. Through a grant from the PLB, assistance from the Neighborhood Assistance Program (NAP), and the generosity of our donors (displayed in the reception area), Lafayette was able to construct an attached warehouse to its Manchester facility, which was completed in 2004.

Lafayette took over management of the operations and an additional 110 employees at a Workshop located in Berkeley, Missouri in 2003. More than 25 additional employees were hired in 2005 due to the loss of another local Workshop. In 2017, to meet a growing need, Lafayette expanded the workshop in Berkeley through a grant from the PLB and a capital campaign. Today, with two facilities and over 400 employees, Lafayette looks forward to the challenges of the future.

THE WORKSHOP OF CHOICE

CORE VALUES

We at Lafayette Industries will succeed in achieving our aspirations by concentrating our activities around the following values.

Pride

At Lafayette, Pride underscores everything we do. We strongly value teamwork and want everyone associated with Lafayette to take satisfaction in a job “well done”.

Dignity

We value the Dignity of each individual. We believe in the diversity of the human spirit. We expect honesty, integrity and respect in dealing with all people.

Safety

Lafayette takes priority in operating and maintaining a safe and pleasant work environment. We are all partners in this value.

Work

We believe meaningful and productive work enhances the Quality of Life and the Dignity of each individual.

Opportunity

At Lafayette, we create opportunities for individuals who desire to work toward their full potential. We do this through training; the delivery of quality and valuable services and products to our Customers; through the support of the community, and by operating in a professional and fiscally responsible manner.

HOW YOU CAN SUPPORT LAFAYETTE'S CORE VALUES

Pride

- I can work with my team to complete assigned jobs.
- I can follow directions to complete jobs correctly.
- I can keep my work area clean and safe.

Dignity

- I take responsibility for my actions and reactions.
- I can use appropriate strategies to manage a variety of problems.
- I can show respect to my co-workers.

Safety

- I can use all materials and machines safely.
- I can follow all safety expectations.
- I can work safely using appropriate actions and words.

Work

- I can arrive at work on time every day.
- I can work the entire shift.
- I can do my best to stay focused and finish my work.
- I follow my schedule.

Opportunity

- I have a positive attitude about trying different jobs.
- I use every day to lead by example.
- I improve my own skills by accepting feedback and training.

Your continued employment, as well as your future employment potential, depends very much on how you choose to demonstrate each of Lafayette Industries' Core Values.

LAFAYETTE INDUSTRIES' MISSION

Our Mission is to exceed our customers' expectations while employing hundreds of adults with disabilities within our packaging operation. Since 1976, we have been able to create opportunities for workers throughout St. Louis County. Through extensive training and support programs, our employees learn to utilize their abilities in a productive and professional environment.

STRATEGY

- To create employment opportunities for persons with developmental disabilities within the contract packaging industry.
- Provide work adjustment training and support programs within a sheltered workshop environment that results in personal growth.
- Provide high quality products and services at a competitive price, on a timely basis.
- Maintain a safe, productive and dignified work environment.
- Operate business through "best practices" and high ethical standards.

GOALS

- Continue to grow opportunities for meaningful and productive employment for adults with disabilities.
- Maintain a safe and pleasant work environment for employees.
- Provide training and support programs for persons with disabilities in order to develop their work abilities to the fullest extent possible.
- Provide ability based fair wages and competitive benefits.
- Enrich the lives of persons with developmental disabilities by providing opportunities for greater involvement in the community through the use of a supported work center.
- Deliver high-quality business service through packaging operations including shrink wrap, blister pack, display assemblies, and commercial mailings and more for our customers.
- Continue to operate the center in a fiscally responsible manner.

THE SHELTERED WORKSHOP OPTION

GOAL

The goal of Lafayette Industries is to provide a safe and dignified work environment for individuals meeting criteria designated by the State of Missouri and who are otherwise unable to access employment services through Missouri Vocational Rehabilitation. This is officially titled The Extended Employment Sheltered Workshop Program. All of our employees are encouraged and expected to maintain productivity at an acceptable skill level and are paid according to that skill level.

ELIGIBILITY REQUIREMENTS AND EXPECTATIONS

- At least 18 years or older
- Certified by the Missouri Division of Vocational Rehabilitation and the Missouri Department of Elementary and Secondary Education
- Demonstrate ability to complete work tasks
- Demonstrate ability to work safely with natural supports
- Demonstrate ability to manage personal care needs
- Demonstrate ability to follow group cues
- Independently follow the schedule
- Respond independently to environmental cues
- Work a variety of tasks and demonstrate flexibility due to production schedule
- Ability to work within a group setting
- Demonstrate basic skills required to complete packaging tasks
- Registration with St. Louis Regional Center, if applicable

TRAINING PROGRAM SERVICES & SUPPORTS

Positive Behavior Support Program©

GOAL

The Program Department at Lafayette Industries is your primary interface while working at Lafayette, and they work closely with the Production Department in supporting the day to day work.

Additionally, we have an individualized support plan for eligible individuals. For this program, we utilize a multi-tiered system of supports to systematically provide a range of interventions that are targeted, time limited and goal oriented for employees with developmental disabilities.

PROGRAM OUTCOMES

- Maintain or Increase Individual Employment Skills
- Improve Individual Performance
- Increase Time on Task
- Increase Individual Safety
- Improve Individual Employee Behaviors*

*If a disruptive or inappropriate behavior manifests in an employee, Lafayette Industries strives to prevent recurrences of these behaviors through the use of Positive Behavior Supports to keep the individual employed. However, if an employee's behavior continues to significantly impact their ability to work safely and independently within this setting, termination of employment may be necessary.

Process for identifying individuals for the program:

- System Wide Programs and natural supports are found ineffective
- Review of attendance, production, and behavioral data demonstrates unsatisfactory performance
- Consultation between Program Staff and Production Staff suggests a need for program utilization
- Employee self-advocates for training program based on desire to increase skill sets

Admission Criteria

- Resident of Saint Louis County
- New Employees may enter program for orientation purposes
- Current Employees may be recommended if their needs align with designated program outcomes
- Participation is voluntary by employee and/or guardian

Program Services

- Assessment of employee needs and current performance
- Each participant is provided Individualized Support Plan including measurable goal(s)
- Individualized and/or small group training during the workday
- Regular communication regarding progress within program
- Employment Skills Instruction
- Instructional methods based on best practice procedures

Exit Criteria

- Achievement of individual goals in Support Plan
- Termination or Transfer from Lafayette
- Obtain Supported or Competitive Employment
- Withdrawal from Program

EMPLOYEE PERSONNEL POLICIES AND PROCEDURES

We welcome you as an employee of Lafayette Industries. Positions are offered to individuals who demonstrate their ability to complete work tasks in a production facility. Lafayette Industries believes that your abilities can and will contribute to the success of this business.

During your employment with us, you will be assigned work to do on a daily basis. This means that the jobs you do might change from day to day. You are expected to provide your best effort to your assigned task. Each job you are assigned is an opportunity to learn a new skill. Our Program Staff and Production Staff will work closely with you to identify your strengths. This will help Lafayette Industries decide which job assignments are best for you and for the success of our business. Decisions about job placement are made within the organization.

Lafayette Industries reviews a variety of data regarding your performance. Attendance, productivity, and behavior are important to your overall success. Checklists, observations, and consultation with staff are utilized to collect this information.

INTRODUCTORY PERIOD FOR CERTIFIED EMPLOYEES

All new certified employees will be hired with the clear understanding that their first 90 days of employment are considered to be an introductory period. During the 90 day introductory period, each employee will be reviewed by Lafayette Staff. A recommendation will then be made to the Executive Director. During this time, your vacation time will be accruing, but will not be available for use until after six months of continuous employment.

If the review indicates an unsatisfactory work performance, the Executive Director may extend the introductory period for a reasonable amount of time with specific, written criteria which must be met during the extended time. Only the Executive Director has the authority to terminate a Certified Lafayette employee.

After successful completion of the Probationary Period, employees with satisfactory work records will be notified and allowed to continue their employment with Lafayette Industries.

Under the Workforce Innovation and Opportunity Act (WIOA) all certified employees are periodically provided career counseling by the Missouri Department of Vocational Rehabilitation (VR). These trainings are scheduled by VR. Participation is mandatory to maintain employment.

SCHEDULE and ATTENDANCE

Lafayette West, Manchester location - Scheduled work days are Monday through Friday from 8:30 a.m. to 3:00 p.m. Please do not arrive before 7:45 a.m. You should also be out of the building by 3:15 p.m. Employees are expected to be on time and in their work areas by 8:30. The average five (5) day work week is 30.0 hours per week (6.0 hours per day). You are not paid for your 30 minute lunch. You are paid for a 15 minute break during the morning.

Lafayette North, Berkeley location - Scheduled work days are Monday through Friday from 7:30 a.m. to 2:00 p.m. Please do not arrive before 7:00 a.m. You should also be out of the building by 2:15 p.m. Employees are expected to be on time and in their work areas by 7:30. The average five (5) day work week is 30.0 hours per week (6.0 hours per day). You are not paid for your 30 minute lunch. You are paid for a 15 minute break during the morning.

Lafayette Industries operates a secure building and your full cooperation with the badge system is required.

Doctor and dentist appointments should be scheduled after work hours when possible. Remember: our customers are expecting us to meet our deadlines, and our State grant is reduced due to poor attendance. Also, employees are not learning good work habits when poor attendance is permitted. Being present and productive each day that you are scheduled to work is important. All employers expect their employees to work and have strong attendance.

Late arrivals and early departures: enter or exit through the front entrance only. Please check-in or check-out with the front office. If, however, it is necessary for you to leave work during the day, please notify the office ahead of time.

There are times when the shop may be in production on Saturday. If you work that day, you will be responsible for arranging your own transportation.

We expect you to attend work daily and to be on time. If you know that you will be late or absent on a particular day, please notify the front office in writing. Last minute absences should be phoned in on the day of the absence.

Lafayette West phone # - (636) 227-5666 ext. 1100

Lafayette North phone #- (636) 227-5666 ext. 2101

All employees are expected to follow their schedule. This includes using time management skills to ensure you return on time to your job assignment after breaks and lunch. Lafayette Industries is successful when everyone works together as a team to meet our production goals. Your actions and choices impact the team. The staff will work with you to ensure that you understand your work schedule.

If attendance becomes unacceptable, an oral warning will be given to the employee. If the conduct persists, a written warning will be given to the employee, with a copy placed in his or her file. A meeting with parents/guardians may be requested if no improvement has been made. Probations may be recommended and finally termination if the undesirable conduct has not ceased.

BREAK PERIODS

There is one 15 minute break period each morning (per work area). This is the time to use the restrooms, have a snack or meet with your friends in the break room and relax. When the weather is nice, you may also spend the time outside at the picnic tables.

LUNCH

Lunch periods are 30 minutes (one period per work area). You will be assigned a lunch period based on the area in which you are working. Most employees bring their own lunches. Insulated lunch boxes work well if you bring any foods that need to stay cool. Please put your name on your lunch box and store within your assigned locker. Vending machines with sandwiches, snacks and soda are also available.

VISITING

Visiting is not allowed except at break and lunch time. Work is done during working hours. Meeting and talking with friends may be done during break and lunch periods only.

Persons visiting employees must wait in the front lobby and visiting is limited to the employee's lunch period. Visitors are not allowed at employee workstations. Off-duty or former employees will not be allowed to visit on the premises.

TRANSPORTATION

It is the responsibility of the employee to manage transportation and to have an emergency/back up plan if your normal transportation plan fails for some particular reason. There must be a contact person and phone number readily available if your transportation fails.

If you are riding Call-A-Ride, OATS, EMT or other transportation provider to or from work, it is your responsibility to communicate with the transportation provider when you need to cancel your ride due to illness, vacation or alternative transportation arrangements. Reservations need to be canceled in advance. The Call-A-Ride cancellation line is (314) 289-5230. OATS reservations can be canceled by calling (314)894-1701.

Always carry an identification card. We expect appropriate behavior at all times while walking to, waiting for, or riding any kind of public transportation.

Please do not make arrangements to arrive before designated times and be sure to have a timely pick-up arranged. Each location has a designated procedure for traffic. It is important that all vehicles adhere, for our employees' safety is vital. Lafayette Industries will not promote any arrival or dismissal routines that contradict our safety procedures.

All employees are expected to follow their designated transportation plan. Each individual transportation provider is responsible for managing that service including following the policies of that entity.

Changes to dismissal routines must be submitted in writing (e-mail) to office no later than 2:30 pm each work day at West and 1:30 pm at North. By submitting this change to Lafayette Industries, you are acknowledging that you have complied with the scheduling /canceling

policies of that particular agency responsible for providing transportation. This includes Call-A-Ride, OATs, EMT and personal rides.

Only those individuals who have requested a change as provided above will be permitted to use an alternative transportation plan. All other individuals must be dismissed according to their designated plan.

LATE FEE POLICY:

All employees are expected to have left the property by 3:15 pm at West and 2:15 pm at North. Employees picked up after this time will be charged at \$2.00 per minute unless there are extraordinary circumstances approved by the Director. If Lafayette Staff is unable to identify transportation for the employee by 3:20 pm at West or 2:20 pm at North they will be charged for a cab. The entity responsible for the transportation will be charged directly.

BAD WEATHER POLICY

You can expect Lafayette to be open every working day, since our customers depend on us to complete their jobs on time. If you are not able to come to work on a bad weather day, please notify the front office. If you have questions about your public transportation on a bad weather day, please call the appropriate office: Metro, Call-A-Ride or OATS. Call A Ride, OATS and EMT will also use KMOX AM Radio to announce when they cancel their service due to bad weather.

If the decision is made to close Lafayette, we will put it on KMOX and local TV stations.

PLEASE DO NOT FOLLOW PARKWAY SCHOOL OR ANY OTHER SCHOOL

DISTRICT'S NOTIFICATIONS. They may close, but as we are a business we may still be open.

PROFESSIONALISM

Everyone is expected to dress in clean clothes that are appropriate for work and for the weather. Close-toed shoes with nonslip soles are required. Blue jeans, T- shirts, sweatshirts, sweat pants, and tennis shoes are good choices. Knee length shorts are acceptable. Remember that a neat and clean appearance is important for any job. Short skirts, revealing tops, including muscle shirts and halters, inappropriate language on clothing, and ripped clothing are unprofessional and unacceptable. Provide a change of clothes to be kept in the locker here at work in case of emergencies.

PERSONAL HYGIENE

Appearance and cleanliness are important on a job. This includes daily showering/bathing, shampooing, use of deodorant and wearing clean and neat clothing. Hands must be washed every time the restroom is used. Hands should also be washed before and after eating. Each employee is responsible for keeping their workplace clean. Always use appropriate hygiene procedures for all personal care issues.

LOCKERS and PERSONAL ITEMS

Lafayette Industries will provide each employee with a lock, key and locker. They are all property of Lafayette Industries and must be treated with respect. Locker assignments are managed by Lafayette Industries. It is also your responsibility to bring your key each day and lock your locker. If you lose your key during your employment with Lafayette, you may order another at the replacement cost. The identification photos and labels on each locker are Lafayette's property. If you destroy or remove them, you will be charged for the replacement.

Lockers are for keeping your lunch, coat, purse, and other personal belongings. Lafayette is not responsible for articles that are lost or stolen at work. All valuable belongings must be left at home. It is against Lafayette Industries Policy to keep glass objects and open food or drink containers in lockers. Lafayette Industries reserves the right to inspect the contents of employee lockers, if necessary.

Lafayette forbids the borrowing or lending of money and personal items. Please do not bring large amounts of cash or valuable items to work. This includes personal devices, jewelry, and expensive articles of clothing.

Working in a production facility requires certain safety procedures. This includes keeping all personal devices, beverages, and personal items stored and locked in your locker. Water fountains are available at all times. Program Staff may make individualized recommendations with written documentation to approve the use of a personal device and/or headphones as an intervention to promote positive behavior.

We understand for personal safety and/or living arrangements, you may own a cell phone. Lafayette is not responsible for the damage, loss or theft of cell phones. **THE USE OF CELL PHONES IS NOT ALLOWED ON THE PRODUCTION FLOOR.** This is policy for both staff and employees. Photographs are not allowed at any time. If bringing a cell phone to work becomes a distracting issue, you will be asked to leave it at home.

It is unprofessional to leave your work assignment to make personal calls. Please use your break and lunchtime to do so. If your family/guardian/staff person needs to contact you in case of emergency, please inform them to call the front office.

WEAPONS

Lafayette believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, Lafayette prohibits all person who enter company property from carrying a (concealed or not) handgun, firearm, knife, or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not. Lafayette has a zero tolerance policy for weapons in the workplace or on company property.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by Lafayette to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

AT-WILL EMPLOYMENT

Missouri is an at-will employment state which means you are free to terminate your employment with Lafayette Industries at any time, with or without reason. Likewise, Lafayette has the right to terminate your employment, or otherwise discipline, transfer or change your job at any time based on the discretion of Lafayette Management. No employee of Lafayette can enter into an employment contract for a specified period of time or make any agreement contrary to this policy without written approval from the Board of Directors.

LAYOFF

Lafayette is a subcontract shop, which means we get most of our work from other companies. If work is unavailable, we may have to layoff Lafayette employees. In such a case, a notice would be sent home specifying the date of the start of the layoff and the approximate date you may return to work.

RESIGNATION

If you accept another job or decide that you will no longer be working at Lafayette we request that you notify your supervisor and a member of management, in writing two weeks in advance, stating the last date of work. On your last day, you will be asked to clean out your locker and return your key. If you are entitled to another paycheck after you leave this can be mailed to you. This check will include any paid vacation that is owed to you.

TERMINATION

Termination from Lafayette may occur for a several reasons. Each case for termination is reviewed and evaluated individually taking extenuating circumstance into consideration.

1. Termination from the Lafayette's program may take place for one or more of the following reasons:
 - a. At the request of the employee's physician because of medical reasons.
 - b. At the request of the employee or their family. The advantages and disadvantages of this decision will be discussed with the employee and their family by the Executive Director and/or the Program Director.
 - c. Upon admission or transfer into another program or location.
 - d. At the request of the Executive Director when the employee's attendance is less than 90% of the scheduled number of work days. The reason for absenteeism will be taken into consideration.
 - e. During the initial 90 day introductory period, work performance is deemed inappropriate by the Executive Director.

- f. When the employee is unmanageable or dangerous to themselves or others at Lafayette.
- g. Whenever the Executive Director determines that the continued employment is detrimental to the mission of Lafayette Industries.

Terminations will be made only by the Executive Director after conferring with the other individuals on the management team who are knowledgeable concerning the circumstances.

In all dismissal situations, the reasons will be documented in writing. A copy will be available to the dismissed party. Any dismissed employee may submit to the Executive Director a statement in writing concerning such dismissal; this statement will be placed in the employee's personnel file. Separated employees may reapply and will be considered for hire on the same basis as new applicants.

The success of each employee is important to Lafayette Industries. If it is the goal of an employee to obtain employment in a competitive setting, Lafayette will support the transition. Should an individual wish to return to Lafayette Industries after obtaining competitive employment, they may reapply.

PERSONAL CARE NEEDS

You are expected to maintain current records with the Programs Department including any relevant medical information. Lafayette employs a Personal Care Attendant who is certified to administer medication. For employees who need to have medications administered through the workday and are not capable of doing so themselves, a Personal Care Plan is developed and with physician's orders, arrangements can be made to administer medication.

It is the responsibility of the employee's guardian and/or residential staff to inform Lafayette of any changes in medication (dosage form, dosage strength, obsolete medication, etc.) And to designate a representative who is on call in case of emergency.

An obsolete or invalid emergency contact form may prevent you from continuing to work until the form is correct and updated.

CHANGES OF TELEPHONE NUMBER OR ADDRESS

Employees are responsible for making sure that the Lafayette has their correct residence address and telephone number at all times. All changes should be promptly reported so that the Lafayette may contact the employee by telephone or mail whenever necessary. Employees should also notify Lafayette of any changes in dependents, guardianship, or marital status, as well as any changes in emergency contacts.

DISCIPLINE PHILOSOPHY

Lafayette has a mission of employing adults with developmental disabilities in a contract packing facility. We approach each task with a specific mindset geared towards preventing undesired behaviors that impede our ability to safely employ individuals and meet business demands.

Individual abilities are matched with production tasks that maximize performance while providing opportunity for growth. This decreases the likelihood of inappropriate undesirable behaviors. More specifically, Lafayette places priority on ensuring the elements of Positive Behavior Supports are embedded throughout the organization.

Lafayette proactively trains employees on employer expectations across all settings within the Lafayette organization. By positively reinforcing employees who demonstrate expected behaviors (safety, behavioral, task related), it decreases focus and attention given to negative or inappropriate behaviors. Emphasis is placed on setting clear expectations for “Professional” behaviors.

Employee Behavioral Expectations

- Use appropriate and professional topics, words and actions at all times
- Respect personal space and property including customer product
- Display a professional attitude towards all
- Hugging, grabbing, clutching, etc., is unprofessional and may be uncomfortable to others. To prevent the potential for spreading colds, instead of handshakes, we use the Lafayette “Fist bumps” only
- Only use Lafayette issued box cutters after passing training
- Lafayette is a smoke-free building, and moving to smoke-free campus. Currently, smoking is only allowed in designated areas
- Use personal devices and technology at designated times
- The use of any type of intoxicant including alcohol is prohibited.
- The use of any type of controlled substance is prohibited

Explicit emphasis is placed on preventing undesired/inappropriate behaviors. Our staff utilize a continuum of strategies to discourage minor inappropriate behaviors. De-escalation strategies are used as needed. Behavior occurs at multiple levels of intensity which drives our response including documentation and consequences.

Consequences are determined after reviewing each individual incident, but the adverse impact on business is always considered. Documentation procedures allow staff to review patterns of behavior including frequency, duration, intensity, and safety of self and others.

Documentation is maintained to identify the type of each behavioral incident including if it is classified as minor or major. Incident categories may include but are not limited to:

- Disrespect/Defiance
- Disruption
- Safety Violation
- Property Damage/Misuse
- Personal Display of Affection
- Inappropriate Language
- Dress Code Violation
- Technology Violation
- Physical Aggression including use or possession of a weapon
- Theft
- Absenteeism and/or failure to work assigned hours

All incidents will be recorded on Personnel Behavior Forms and reviewed by management. Any behavior requiring suspension must be approved of and signed for by management.

Lafayette Industries acknowledges the need to teach appropriate replacement behaviors, but our employment setting is not always the appropriate setting to do so. Referrals to other agencies who provide such services may be necessary while employment is suspended or terminated.

SAFETY

Lafayette Industries believes that maintaining a clean and safe environment is the responsibility of all staff members and employees.

SAFETY IS EVERYONE'S BUSINESS!

Lafayette's Safety Committee is made up of a group of staff and employees who conduct regular safety inspections, keep informed of current safety and health issues and share this information with the rest of the Lafayette.

Our positive reinforcement system, Caught Being Safe, is a systematic way to provide ongoing employee training and recognition for reporting and preventing safety issues.

SAFETY EXPECTATIONS-PRODUCTION FLOOR

- KEEP AISLES CLEAR
- ALWAYS WALK
- STACK PRODUCT BEHIND YELLOW LINES
- KEEP FIRE EXTINGUISHER AND ELECTRICAL PANELS CLEAR
- KEEP FIRE EXITS CLEAR
- KNUCKLE BUMPS ONLY or KEEP HANDS TO SELF
- ALWAYS WEAR SAFETY GLASSES.
- PUT ALL TRASH IN PROPER CONTAINER
- PUSH IN CHAIRS
- REPORT ALL SAFETY ISSUES TO SUPERVISORS IMMEDIATELY

SAFETY EXPECTATIONS- LUNCHROOM

- KEEP ALL FOOD AND DRINK IN LUNCHROOM
- PUSH IN CHAIRS
- KEEP WALKWAYS CLEAR
- ALWAYS WALK
- CLEAN UP ALL SPILLS AND TRASH
- KNUCKLE BUMPS ONLY or KEEP HANDS TO SELF

EMERGENCY PROCEDURES

Lafayette has developed an emergency evacuation plan for every possible condition. Your supervisor will conduct training on these procedures and will point out which exit(s) you will be expected to use, or what location you should go to depending on the situation. An emergency evacuation chart is posted at or on outside exit doors or as required. The purpose of these charts is to familiarize employees and volunteers with the planned exit routes from those areas in the event that a fire or evacuation warning is given. Lafayette periodically tests each of the emergency plans.

Specific instructions are available for each emergency. You must follow the instructions of your supervisor. You will be required to sign off on the emergency procedures and plans as a condition of your employment. Examples of emergency evacuations may include but are not limited to: Fire Drills, Intruder Drills, Tornado Drills, and Earthquake Drills.

EVERYONE IS EXPECTED TO TREAT THESE DRILLS SERIOUSLY

EMERGENCY SITUATION ARRANGEMENTS

There may be unexpected occasions that require employees to be picked up from the Lafayette before the end of the work day (These may include individual circumstances such as illness, injury, etc.). Because these situations occur with little or no advance notice, please have an emergency plan to provide transportation, on short notice, during working hours.

COMPENSATION AND BENEFITS

Wages paid to employees will be based upon the work completed by the employee in relationship to the established industrial standard for that job task (e.g., commensurate wage), according to established Department of Labor guidelines

TAXES AND SOCIAL SECURITY

It is your responsibility to notify Social Security of your working status. Your wages will affect your SSI/SSDI payments. If federal taxes are withheld, you will need to file an income tax return with the IRS. W2 forms for income taxes will be distributed before January 31 of each year.

PERFORMANCE MONITORING

Production data, attendance records, and behavioral reports are reviewed quarterly at minimum. Program Staff and Production Staff utilize this information to collaborate and make decisions about training, job assignments, and other natural supports that may increase productivity and your overall success. At times, it may be necessary to meet with you and your support network to discuss your performance.

HOLIDAYS

National holidays to be observed are:

Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day
Thanksgiving Day	New Year's Day

RELIGIOUS HOLIDAYS

Time off for religious observations can be taken as personal holidays, vacation time or without pay. The method must be agreed upon no later than the pay period preceding the pay period in which the religious holiday will be taken.

VACATION POLICY (Revised eff. 1-2022)

The Company provides paid vacation benefits for you to use when you are away from work for vacation, attending appointments during the workday or when you are off work for illness.

Employees scheduled to work thirty (30) hours each week and are actively at work are eligible for vacation benefits. Employees hired after 9/1/2021 and scheduled to work less than thirty (30) hours each week are not eligible for vacation benefits.

The vacation period runs from January 1 through December 31. Vacation benefits for employees are determined by length of continuous service on January 1 of each calendar year.

Upon hire, employees are allotted vacation benefits in their first year of employment (date of hire through December 31 of the year of hire) according to the schedule below.

HIRE DATE IS BETWEEN:	VACATION BENEFIT
January 2 – February 28	42 hours
March 1 – April 30	30 hours
May 1 – June 30	18 hours

On January 1 of each year thereafter, employees are allotted vacation benefits according to the schedule below.

CONTINUOUS SERVICE ON JANUARY 1	VACATION BENEFIT**
0 - 4 years	84 hours
5 – 9 years	102 hours
10 years or more	120 hours

You can use your vacation benefits after you have completed ninety (90) days of continuous employment. A minimum of three (3) hours vacation can be scheduled.

Vacation benefits are paid at your average rate of pay at the time you take your vacation. When a paid Company holiday falls on a regularly scheduled workday during your vacation, the day is paid as a holiday and is not counted against vacation balances.

To schedule vacation time, email or give a written request stating the dates and hours requested to Lafayette administration.

** If you do not work for more than twelve (12) weeks in a calendar year, your vacation benefit allotment shown above may be reduced for the next calendar year.

Employees who have completed at least one year of continuous service and resign with two weeks' notice or who are terminated from employment (other than for gross misconduct) will receive

payment for fully earned unused vacation equal to one-twelfth (1/12) of their allotted vacation for each full month completed since January 1 of the current calendar year.

Employees who have used more vacation than they have fully earned since January 1 of the calendar year will have the unearned portion deducted from their final paycheck. This occurs when vacation used in the current calendar year is greater than one-twelfth (1/12) of their allotted vacation for each full month completed since January 1 of the current calendar year.

Employees who have not completed at least one year of continuous service, who are terminated for gross misconduct, or who resign without two weeks' notice will not be paid for any unused vacation.

WORKER'S COMPENSATION INSURANCE

Lafayette provides Worker's Compensation Insurance for you. Should an employee become injured or hurt while performing their duties, Lafayette has made arrangements through its provider of Workers Compensation Insurance to have medical treatments rendered. Should the employee's injury require treatment from a hospital/trauma center, they will be transported to the nearest hospital unless a preferred hospital has been identified.

Any and all work related injuries must be reported immediately to a supervisor as we are required to process a Workers Compensation Injury Report. An employee's failure to follow these reporting guidelines may jeopardize their protection under the Workers Compensation Insurance Act.

ATTENDANCE RECOGNITION PROGRAMS

Lafayette values employees with strong attendance through recognition programs. Arriving on time, working the entire shift, and coming to work every day are all considered when determining recognition.

ACCESSIBILITY

Accessibility is defined by Lafayette as follows:

1. For persons with disabilities, the right and ease to enter a facility of Lafayette.
2. Access to water fountains, bathrooms (and their facilities) and movement within the buildings.
3. Promotion of Board of Director seats for the person with a disability either directly or by a parent.
4. Promotion of the open access to staff positions for people with physical disabilities.

Access is a philosophy, intent and action element for Lafayette Industries.

Lafayette Industries shall cooperate with those agencies working for barrier free access to buildings and social and economic opportunities.

In accordance with those people with disabilities whose input was sought prior to writing this policy, one of the major concerns is attitudinal barriers. It shall be the policy and practices of Lafayette Industries to assist in any way to remove attitudinal barriers and to promote those actions that tend to so remove the barriers.

It shall be the policy and practice to always consider accessibility in all that we do.

IMMIGRATION LAW COMPLIANCE

All offers of employment are contingent on verification of your right to work in the United States. On your first day, you will be asked to provide original documents verifying your right to work, and as required by federal law, to sign Federal Form I-9, Employment Eligibility Form. If at any time you cannot verify your right to work in the U.S., Lafayette may be obligated to terminate your employment.

FAMILY MEDICAL LEAVE ACT (FMLA)

Lafayette will not discriminate against employees as a result of the approved and qualified use of Family Medical Leave or a proper request for such leave. Requests for FMLA will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical/mental disability, marital status or veteran status.

In general, a leave of absence is an official authorization to be absent from work without pay for a specific period of time. Eligible employees may be entitled to job-protected Family/Medical Leave if they are unable to come to work due to pressing family or medical concerns, as described within FMLA, which shall be administered in accordance with applicable state and federal laws as follows:

- Employees are eligible if they have been actively employed for twelve (12) months and worked at least 1250 hours (an average of 25 hours/week) during those twelve (12) months. This twelve (12) month period “rolls back” from the date of leave to the prior twelve (12) month period.
- Employees may request one (1) or more family care or medical leaves, however, the total amount of leave taken cannot exceed twelve (12) work weeks in any twelve (12) month period. You may request an intermittent leave or reduced schedule leave to care for a seriously ill family member or if you have a serious health condition that warrants such a request.
- A medical leave shall be granted upon the employee’s own serious health condition.
- In appropriate circumstances, we may require you to be examined by a company designated physician, at Lafayette’s expense.

- In the event of a serious health condition to the employee, his/her child, spouse or parent, creating a need for unforeseeable family/medical leave, the employee must provide Lafayette with notice, as soon as practicable, for any needed time off, and a written doctor's certificate, including date of occurrence, probable duration, estimate of the required time off and confirmation that the nature of the condition warrants the time away from work to care for yourself or your dependents.
- Employees shall be required to give thirty (30) days notice in the event of a foreseeable medical treatment, birth or adoption, as well as an indication of the expected return date.
- For the purpose of this policy, a child is defined as a natural, adopted, foster, stepchild or legal ward. If the child is over eighteen (18), he/she must be unable to care for himself/herself due to a serious illness.
- A parent is defined as the employee's or his/her spouse's natural, adoptive, foster, stepparent or legal guardian.
- A serious health condition is defined as a disabling physical or mental illness, injury, impairment or condition involving: 1) inpatient care in a hospital, nursing home or hospice; or 2) outpatient care requiring continuing treatment or supervision from a health care professional.
- Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.
- A FMLA leave that relates to the birth or adoption of a child must be completed within twelve (12) months of the birth/adoption.
- Upon completion of FMLA Leave, you shall be reinstated to your original position or an equivalent one. If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.
- You must use any accrued vacation time or personal days during your FMLA leave. Vacation time/personal days shall be preserved at the level accrued at the beginning of leave, but shall not accrue further during the leave. Vacation and personal holiday pay amounts will be based on your hourly pay amount at the time of the commencement of the leave.
- During a period of disability, you may be eligible for disability pay benefits. Please refer to your local Social Security office for further information.
- If additional FMLA leave is required you must, prior to expiration of the FMLA leave, submit additional certification to Lafayette.
- Should you seek a leave of absence for reasons other than described above, Lafayette will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance and company needs. Lafayette reserves the right to refuse such a request at its sole discretion.

FUNERAL LEAVE

One (1) working day of leave with pay will be granted to regular full-time employees upon request to attend the funeral services for a family member or close friend. Up to three (3) working days of leave with pay will be granted to regular full-time employees upon request to attend funeral services for immediate family members. Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements.

POLICY ON HARASSMENT

Lafayette intends to provide a work environment that is pleasant, professional and free from intimidation, hostility or other offenses, which may interfere with work performance. Harassment of any sort - verbal, physical, visual and sexual - will not be tolerated.

What is Harassment? - Workplace harassment can take many forms. It may be, but is not limited to words, signs, offensive jokes, cartoons, pictures, posters, e-mail, social media, or statements, pranks, intimidation, physical assaults/contact or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity, including derogatory comments not directed to the targeted individual, but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature and taking retaliatory action against an employee for discussing or making a harassment complaint.

Responsibility - All Lafayette employees, particularly staff, have a responsibility for keeping our work environment free of harassment. Any employee or staff member who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report the incident to a member of the Management Team, who must then report the incident to the Executive Director. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Reporting - While Lafayette encourages employees to communicate directly with the person alleged of harassment and make it clear that the person's behavior is unacceptable, offensive or inappropriate, it is not required of the employee to do so. When incidents of harassment are reported to management, appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved, however, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee will be subject to severe disciplinary action up to and including termination. The Executive Director will determine the final decision for action taken. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment. (See Lafayette's Grievance Procedure). Lafayette accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences.

POLICY STATEMENT ON SEXUAL HARASSMENT

What is Sexual Harassment? - Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other verbal/physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment or prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct. It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may involve two women or two men.

Sexual harassment usually falls within two categories: 1) exchange of sexual favors for an improvement in working conditions or compensation, or 2) situations in which unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature creates an intimidating or offensive work environment. It is also against Lafayette policy to show inappropriate pictures or material.

Lafayette prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual. Lafayette will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace. (See Lafayette's Grievance Procedure).

EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of the Lafayette Industries to give equal opportunity to all qualified persons without regard to race, color, religion, sex, marital status, disability, national origin or age.

All employment practices are to provide that all individuals are recruited, hired, assigned, advanced, compensated and retained on the basis of their qualifications, and treated equally in these and all other respects without regard to race, color, religion, sex, marital status, disability, national origin or age.

It will be considered the responsibility of every supervisory employee to further the implementation of this policy and ensure conformance by their subordinates.

Supervisory personnel as well as those responsible for hiring new employees must take all necessary action in the elimination of possible discrimination toward employees and applicants for employment with Lafayette in all categories and levels of employment relations.

It will further be the policy of Lafayette to provide our services/merchandise/products to our customers/employees on an equal opportunity basis. All credit decisions, vendor choices and other business decisions will be made on the basis of merit, without regard to race, color, religion, sex, marital status, disability, age or national origin.

Supervisory personnel responsible for hiring and carrying out other selection policies must take all necessary action in the elimination of possible discrimination toward employees, applicants for employment and employees of Lafayette.

It is also the policy of the Company to maintain a working environment free of sexual harassment and intimidation. Verbal or physical conduct of a sexual nature that creates an intimidating, hostile or offensive working environment constitutes sexual harassment. Employees who violate this policy will be subject to disciplinary action. (See Sexual Harassment Policy - p. 25)

EMPLOYEE RIGHTS

YOU ARE ENTITLED TO THE FOLLOWING WITHOUT LIMITATION:

1. TO HAVE HUMANE CARE.
2. SERVICES TO THE HIGHEST STANDARDS.
3. TO HAVE A SAFE AND CLEAN WORKPLACE.
4. TO RECEIVE PROMPT EVALUATION.
5. TO MAKE INPUT INTO YOUR PROGRAM.
6. TO BE TREATED WITH RESPECT.
7. TO BE IN THE LEAST RESTRICTIVE ENVIRONMENT AT WORK.
8. TO HAVE ALL LEGAL RIGHTS AND RESPONSIBILITIES OF ANY OTHER CITIZEN.
9. TO RECEIVE AN IMPARTIAL REVIEW OF ALLEGED VIOLATIONS OF ANY OF YOUR RIGHTS.

THIS FACILITY DOES NOT DENY ADMISSION OF SERVICE BECAUSE OF RACE, SEX, CREED, MARITAL STATUS, NATION OF ORIGIN, DISABILITY OR AGE.

HUMAN RIGHTS

It is the intent, and shall be the practice of all activities of all the people at Lafayette to respect and further the human rights of all staff, workers, and employees/employees.

Human Rights, for our purposes, is defined as the right and opportunity for all people to be treated fairly and with respect on a consistent basis regardless of position, station, job title, color, race, creed, religion, age, sex or disabling condition.

CONFIDENTIALITY

The right to privacy of employees must be protected at all times. All medical, family or other personal information will be kept confidential.

It is the responsibility of Lafayette staff to maintain permanent and up-to-date employment and training records on each employee and to have access to those records. Information contained in employment and training records may be released only on a signed "Release of Information" request. The release of employment and training records information to non-privileged persons will be considered a breach of confidentiality.

In cases where the Executive Director, or his designated representative, is unable to resolve a question concerning the release of information, the matter will be referred to the agency's legal counsel for a decision.

GRIEVANCE PROCEDURE

It is the intent and shall be the practice of Lafayette that all staff and employees/employees be treated fairly in all respects. The policy for handling grievances is as follows:

- Any person having a grievance against a co-worker, staff member or Lafayette shall first discuss their grievance with their immediate supervisor. The supervisor shall submit a written report of the grievance and action taken to the Program Director. In situations where the immediate supervisor is the subject of the grievance, the individual should discuss the situation with the next line of supervision.
- If the situation is not ameliorated at the above level within 3 days, then the grieved party may request and be given time to present the grievance to a person designated by the Executive Director in the company of his/her supervisor. After hearing and reviewing the matter, the person designated by the Executive Director shall, within 2 days, respond in writing to the grieved party and his/her supervisor.
- If the grieved party is not satisfied with this second level review of the problem, he/she shall, within 3 days, request a meeting with the Executive Director. Those attending the meeting shall be: the grieved party and the Executive Director. Within 3 days of said meeting, the Executive Director shall respond in writing to the grieved party and submit a copy to his/her supervisor.
- If the situation is not able to be resolved at the Executive Director level, or the Executive Director is the subject of the grievance, the aggrieved party has a right to a review by members of the Board of Directors. To do so, the aggrieved party shall contact the President of the Board within 3 days to request a meeting with the Board of Directors. Those attending the meeting shall be: the aggrieved party, the Executive Director (unless he/she is the subject of the grievance), and at least two members of the Board, appointed by the President of the Board. Upon completion of the investigation, the Board members

will respond in writing within three days to the aggrieved party and submit a copy to the Executive Director. This is the final level of review.

All records relating to a grievance and the incident(s) leading up to the grievance shall be kept in a segregated file within the personnel file and made available only to those with a business need to know.

SPECIAL POLICY: ABUSE

Lafayette, a facility serving people with Developmental Disabilities, prohibits intentional physical and psychological abuse in any way and emphasizes its policy regarding the personal dignity and safety of these special workers.

Physical abuse, including corporal punishment, shall not be used by anyone at Lafayette. Psychological abuse in any form is also prohibited. Abuse is defined as: mistreat, harm, hurt, injure, insult, berate, belittle, curse, humiliate, frighten, exploit or malign.

We are an advocate of these individuals. Infraction of the rules shall be dealt with in accordance with written procedures, up to and including termination.

SPECIAL POLICY: EMPLOYEE INPUT

It is the desire, and shall be the practice, of all involved in Lafayette Industries to seek input from our employees. This input shall be recorded and reported to the staff and Board on a regular basis. Input from them shall be in the areas of:

1. Their satisfaction with their position at Lafayette Industries.
2. Their satisfaction with their progress at Lafayette Industries.
3. Their needs fulfillment level while at Lafayette Industries.
4. Their needs fulfillment level when not at Lafayette Industries.
5. Their desires for other types of work.
6. Their desire to work in a competitive job.
7. Their needs for self-improvement in all areas of life.
8. Their problems.
9. Their desired solutions to their problems.
10. Any input they might wish to make.

We must keep in mind that many of our employees are either unwilling or unable to communicate their thoughts, views or feelings either verbally or in writing. With this fact in mind, it shall be our practice to recognize this inability and attempt to seek answers by a courteous and considerate verbal question process.

We must also keep in mind that in some instances, our employees, like anyone else, may not be realistic in their statements. It is our responsibility to help them work through unrealistic desires/needs/wants to a point of realism. This, too, must be done in a courteous, impartial, professional and considerate manner.

Staff will conduct regular meetings with employees and employee input will be solicited and recorded on a timely basis. Information from employee input is utilized in future program planning. This will include all services, techniques, methods and means of assisting program participants/employees.

DISSEMINATION OF POLICIES

Each employee of the Lafayette shall be given a copy of these policies upon being hired at Lafayette.

Each employee and their guardian will be required to sign a Statement of Understanding prior to employment at the Lafayette that they have read and understand these policies and practices and that they have had an opportunity to ask questions relating to them.

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Certified EMPLOYEE HANDBOOK
ACKNOWLEDGMENT OF UNDERSTANDING

By my signature I acknowledge that I have received my copy of the Handbook which contains and outlines my benefits and responsibilities as an at-will employee of Lafayette Industries. I understand that this Handbook serves as a guide to employment and does not constitute a contract of any kind. I also understand that the handbook may change at any time. I agree to read it carefully and to observe the policies and work rules stated herein as part of my employment with Lafayette Industries.

Signed: _____ Date: _____

EMPLOYEE

Signed: _____ Date: _____

PARENT OR GUARDIAN