



Youth Services Department

Program Rules

As a participant in the New Directions Youth program, I agree to adhere to the following rules:

- Absolutely no weapons are allowed.
- Absolutely no drugs or alcohol are allowed and anyone under the influence of drugs or alcohol will be asked to leave.
- No fighting or threats to harm anyone.
- No destruction of property.
- No harassment as defined by the harassment policy.
- All participants must refrain from any activities that may jeopardize the safety and integrity of themselves, other youth participants, staff, program and community.

Failure to adhere to program rules may result in immediate termination from New Directions Youth Programs.

Acknowledgement of Receipt of Policy

I acknowledge receipt of New Directions Program Rules. I have read the rules, they have been explained to me, and I understand them. .

Name (Print)

Signature

Date

New Directions Youth Department

Harassment Policy

New Directions prohibits all forms of harassment within the workplace, including harassment based on race, color, religion, gender, national origin, age, sexual orientation, and disability by or against any staff member, program participant, vendor, customer, officer or other member engaged in any New Directions activities.

Violators of the policy will be subject to discipline and possible termination from our program. Those bringing complaints will not be subjected to discipline or retaliation for complaining.

The following are examples of behavior that when unwelcome may constitute sexual harassment:

- Sexual flirtations, advances, or propositions
- Verbal comments or physical actions of a sexual nature
- Sexually degrading words used to describe an individual
- A display of sexually suggestive objects or pictures
- Sexually explicit jokes
- Unnecessary touching

The following are examples of behavior that when unwelcome may constitute harassment based on race, color, religion, gender, national origin, age, sexual orientation, and disability:

- Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts, that relate to race, color, religion, gender, national origin, age, sexual orientation, or disability; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, sexual orientation, or disability and that is circulated or placed on walls, bulletin boards, or elsewhere in work-related environments.

July 21, 2009

New Directions Youth Department
Harassment Policy

Acknowledgement of Receipt of Policy

I acknowledge receipt of the Harassment Policy and that I have read and understand its contents. I also understand that should I be the one being harassed or that I witness harassment of others, that I will immediately notify New Directions Youth Department at 508- 979-1616, ext. 127.

Employee Name (Print)

Signature

Date

New Directions Youth Department
Safety Policy

The personal safety and health of each employee of New Directions is of primary importance. To this end, substantial efforts will be made in the interest of accident prevention.

New Directions will endeavor to maintain a safe and healthful work place. New Directions will provide safe working equipment, necessary personnel protection, training, and in the case of injury, first aid and medical service.

All work related accidents requiring professional treatment and all “near” accidents and accidents requiring first aid treatment where conditions were such that a more serious injury could have resulted shall be investigated. It is wrong to believe that accidents are unavoidable and will always happen. Through our cooperative efforts, a healthy attitude towards accident prevention and an improved safety record can be achieved.

Reducing accident and related insurance costs will permit us to be more competitive in our organization, thus helping to safeguard our jobs. To help achieve our goals, all employees will abide by the following safety rules:

1. Promptly report all injuries to your immediate supervisor.
2. Report unsafe conditions to your immediate supervisor.
3. Use eye and face protection where there is danger from flying objects or particles, such as moving, grinding, chipping, weed whacking, etc.
4. Use protective gloves where there is danger of sharp objects, such as when clearing brush, emptying rubbish, hovering, etc.
5. Keep all tools in safe working condition. Never use defective tools or equipment.
6. Use protective ointment when possible exposure to the sun, poison ivy/oak, etc.
7. Never operate any equipment unless all guards and safety devices are in place and in proper operating condition.
8. Do not leave materials in aisles, stairways, or other points of exit.
9. Practice good housekeeping at all times.
10. Do not leave materials in aisles, stairways, or other points of exit.
11. Never engage in horseplay.
12. Do not use intoxicating beverages or illegal drugs.

July 21, 2009

New Directions Youth Department
Safety Policy

Acknowledgement of Receipt of Policy

I acknowledge receipt of the Safety Policy and that I have read and understand its contents. I also understand that should I be injured on the job that I must report it to New Directions Youth Department immediately at 508-979-1616, ext 127.

Employee Name (Print)

Signature

Date