

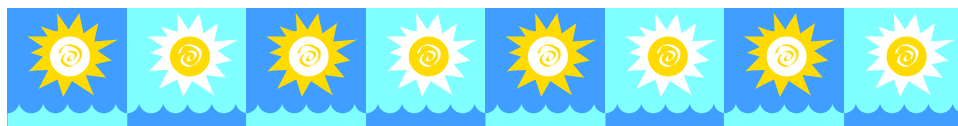
EMPLOYEE RIGHTS

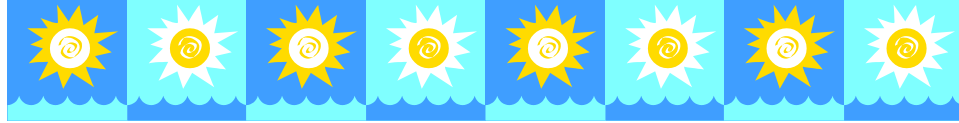
You are given a handbook with a list of rights when you start your job. Your rights include (but are not limited to):

- Be treated with dignity by staff and other persons.
- To participate in any program planning, decision making and implementation of such plans.
- Receive supervision and guidance intending to maintain your safety and wellbeing.
- To be provided with appropriate; safe healthful and comfortable accommodations, furnishings and equipment
- Access to information and sufficient time to make decisions concerning your services, including access to your records
- Report any action of staff which makes you feel uncomfortable which could include but is not limited to: punishment; teasing; harassment; humiliation; mental abuse; withholding of money or denying any daily function of living such as eating.
- To offer complaints and receive a timely response.

Additionally, if a decision is made about your service and you disagree - you have the right to appeal that decision. You may request assistance from Vocational Services staff, the Human Resources Administrator or another person such as a family member or social worker.

You will not be punished or otherwise negatively treated for communicating a concern or complaint.





CONFIDENTIALITY

Information concerning your job and performance is private. Before we will share information about you we will ask for your permission. This will be done at least one time per year. You will be asked to tell us what information we can release and who we can release it to. If you change your mind, you need to inform the Vocational Services Director to change your authorization form.

