

Welcome to EBI, Adult Foster Care

Employee Handbook

Rev. 2/2023

EBI, Inc., Adult Foster Care, was first established in 1986 and is owned by Sarah Hamilton. EBI, Inc., is licensed by the MN Department of Human Services, St. Louis County, and MN Department of Health. EBI, Inc., has 3 Adult Foster Care homes, which are located in the Duluth/Hermantown area.

At each home, our mission is to provide a safe, secure environment and a supportive atmosphere for adults to become productive participants in society despite the challenges of any medical challenges or disabilities. Our role is to teach independent living skills and to structure a resident's individual environment to give a resident the best chance at success within their home environment and in the community. Each program is individualized for each resident and enhances quality of life in a less restrictive environment, while nurturing independence, dignity, and personal life choices. We aspire to achieve this through modeling, assisting, coaching, providing person centered planning, and supporting each in the social, financial, and interpersonal areas of their lives.

Employment Classifications:

All EBI employees are "At-Will" employees. There is no contract expressed or implied between you and EBI, Inc. You may choose to leave your employment at any time. Furthermore, EBI, Inc. has the right not to keep you as an employee and may terminate employment at any time. Upon separation, a former employee may choose to apply for unemployment compensation but must qualify and meet all state law regulation qualifications.

Each employee will have a further classification withing one of the following employment classifications:

- Regular Full-time: A person who is regularly, throughout a 90 day period, scheduled to work eighty hours or more in a two week pay period.
- Regular Part-time: A person who is regularly, throughout a 90 day period, scheduled to work under eighty hours in a two week pay period.
- Fill in: A person who is regularly, throughout a 30 day period, scheduled to work at least 4-8 hours.
- Probationary: A person who is continuously employed for 90 calendar days and is in his or her training and assessment period.

If an employee has questions regarding his or her employment classification, he or she should discuss them with Sarah Hamilton.

Employment Verification and personal records

All employees must verify their identity to be eligible to work in the United States. Verification will include the following:

- I-9 form, section 1, must be completed the first day of employment; Section 2, employer portion, must be completed within 3 business days of the first day of employment. A copy of your social security card, and ID or birth certificate will be requested for verification.

When applying for a position with EBI, you will be asked to fill out an application and provide EBI with identifying information, which will remain confidential and kept in a locked office. During your time at EBI, your personal information may change. It is important that you notify EBI's owner, Sarah Hamilton of any changes. Please put in writing of any changes to the following information: Name, address, phone number, marital status, person to be notified in case of an emergency, tax withholding changes. If you wish to review your personnel record, you must submit a written requires to Sarah Hamilton.

Open Door Policy

- EBI, Inc., believes in an '*open door*' policy and therefore takes all its staff members issues and problems very seriously. The company values each and every staff member and tries to provide a positive work experience. Employees are actively encouraged to bring any workplace concerns they may have or problems they might be facing, or for that matter be aware of, to management to share their issues and problems in any way that might affect their overall workplace efficiency.

Payroll Classifications

- The Fair Labor Standards Act, or FLSA, classifies employees into two groups: exempt and non-exempt. An exempt employee must be salaried and typically has duties that are more vital to a company's operations. Exempt employees are excluded from FLSA minimum wage and overtime laws, while non-exempt employees are considered to be "covered employees" under the FLSA.

Employment Benefits

- Benefit eligibility is dependent upon a variety of factors, including an employee's classification. EBI may change the types of benefits; or change insurance carriers, deductibles, premiums, or any other feature of any benefit. Affected employees will be notified of changes as soon as practicable.
- Eligible full time employees may choose to participate in EBI's medical and dental insurance plan after 60 days of employment in a full time position. The employee will pay 50% toward the monthly medical premium and 50% toward the monthly dental premium, which will be deducted from the employee's paycheck bi-weekly. If an employee would like to add dependents to the medical or dental plan, the employee will pay 100% toward monthly dependent premium costs, and it will be deducted from the employee's paycheck bi-weekly. If you are an employee covered by the company's health insurance plan, you have the right to continue coverage if you lose coverage because of a reduction of hours or termination of employment (except for reasons of gross misconduct on your part). A COBRA informational packet and application will be provided to you.
- If you are a full time employee who has requested to take time off for an extended period of time and you are receiving medical and dental benefits through the company, you will be asked to continue to pay your health care premiums either through payroll deductions or making personal payments by the normal payroll date.
- After completing two years of employment, eligible employees may defer part of their income on a tax deferred basis into a Simple IRA plan. In addition to your contributions, EBI will also contribute to your plan. EBI will either match your contribution or will calculate and contribute 2% of your monthly gross wage, whichever is lower.
 - Example: Employee earns monthly gross wage of \$1500. Employee only contributes \$20 monthly. Employer would only match \$20, because 2% of 1500 is more than what the employee contributes. 2% of \$1500 is \$30.

Performance Evaluations

- The performance of new employees will generally be reviewed at the completion of probation, 90 days after start date. The performance of regular employees will generally be reviewed annually. Satisfactory job performance is required for continued employment. A good performance evaluation will not necessarily result in a salary or wage increase.

Holiday Pay

- EBI recognizes the following paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.
- If you are scheduled to work on the recognized holiday, you will be paid at time and one-half your regular rate of pay for the hours actually worked on the holiday.
- Administration employees may choose not to work on recognized holidays and will still receive their normal pay as holiday pay.
- If in a supervisory or administration position and choosing to work a holiday, the holiday pay will be paid at time and one half at a direct care staff wage unless you are performing administrative duties.

Personal Time Off Benefits (PTO) and Earned Sick and Safe Time (ESST)

PTO

- Full time employees, who are eligible for benefits will receive PTO. PTO will begin to accumulate after the employee has reached their probationary period, 90 days of employment. After the probationary period has been reached, the eligible full-time employee will earn 4.60 hours on each payday.
- Full time employees with benefits may use their unused PTO hours earned to compensate for any missed time during their workweek. Unused PTO will automatically be calculated onto the employees paycheck to equal a 40 hour workweek unless the employee requests not to use PTO for missed time.
- PTO cannot be borrowed from the company. If you do not have enough available PTO hours to cover time off, you will only be paid for actual hours worked plus any remaining PTO that has been accumulated.
- PTO cash out – With voluntary or involuntary termination of employment, EBI will provide the employee the final paycheck with their remaining balance of unused PTO.
- PTO will stop if the employee reduces their schedule from full time to part time during the calendar year.

ESST

- ESST - Part time employees that work in the City of Duluth (Denfeld and West house) may use earned sick and safe time to compensate for missed time as defined on the earned sick and safe time policy or Minnesota Statutes Section 181.9413(b). Part time employees will “accrue” ESST after 90 days of employment and annually thereafter. Employees will earn 1 hour of ESST for every 50 hours worked. Up to 40 hours of unused ESST can be carried over from the previous year. ESST rules apply to EBI Denfeld and EBI West Staff.

Eligible employees may use Personal time off (PTO) or Earned Sick and Safe Time (ESST) to compensate for missed time.

- Any accumulated PTO for eligible employees will automatically be added to their time sheet for missed hours to equal 40 hours in a workweek. If the employee does not want to use PTO, the employee will be responsible for communicating that to Sarah Hamilton.
- Any accumulated ESST will not be automatically added to the employees time sheet. The employee has the responsibility to verbally or in writing report to Sarah Hamilton the amount of ESST that they wish to use and the reason for use. ESST can be used by employees in order to care for themselves or a family member in situations involving illnesses, injuries, physical or mental health conditions, domestic violence, sexual assault, or stalking.

Family and Medical Leave Act (FMLA)

- Employees are eligible for FMLA if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. EBI does not meet this definition, therefore EBI does not provide FMLA benefits. There are situations in which job protection will apply and should be discussed with Sarah Hamilton.
- EBI will work with an employee who may need short term time off.

Personnel Records and Changes of Status or Employment Information

Personnel records are considered confidential.

- Employees who would like copies of payroll records must provide Sarah Hamilton a 48 hour notice. If an employee needs to make a change to their personal information or withholding information, a request in writing must be provided to Sarah Hamilton. Withholding forms are kept at the main office.
- Upon written request by an employee, the employer shall provide the employee with an opportunity to review the employee's personnel record. An employer is not required to provide an employee with an opportunity to review the employee's personnel record if the employee has reviewed the personnel record during the previous six months; except that, upon separation from employment, an employee may review the

employee's personnel record once each year after separation for as long as the personnel record is maintained.

- The employer shall comply with a written request no later than seven working days after receipt of the request.

Code of Conduct

A code of conduct is necessary to ensure orderly operations and provide the best possible work environment for our employees, and the best possible living environment for our residents. All EBI employees will follow these rules of conduct. EBI's supervisors will give employees honest, timely feedback on performance, and work with them to help them improve.

- **Corrective Action** – The purpose of corrective action is to bring performance issues to the attention of the employee and work together with the employee and understand the cause of the issues and create a plan to address the issues. EBI's corrective action is at the discretion of EBI and may take the form of:
 - Counseling/verbal review;
 - A verbal warning;
 - A written warning;
 - Suspension or termination

These steps are usually followed in sequence; however, EBI reserves the right to skip some or all of these steps.

Tardiness, Absenteeism, Attendance, and illness

Employees at EBI, Inc., are expected to be present for work, on time, every scheduled shift. Regular attendance and punctuality are important to keep your team and EBI operating. Arriving late, being tardy or absent causes disruptions.

Though, unexpected things happen, our expectation is that you will be ready for work at your designated start time. When a team member shows up late, it places a burden on your manager and fellow co-workers as they have to fill in for you. If something unavoidable causes you to be late for a shift, call the house supervisor on duty as soon as possible and let them know what is causing you to be late and when you will arrive. You are an important part of our team and we need you here; therefore, excessive absences or tardiness may be cause for disciplinary action, up to and including termination.

We do not want anyone who is truly ill to spread their illness to others. If you are sick, call the house supervisor on duty as soon as you know you are unable to work. At a minimum, at least eight hours before you are scheduled to start your shift. Excessive absences are not viewed favorably. It is not acceptable for anyone to call in sick because they "don't feel like" coming to work.

No call/No show is the failure to provide notification of an absence as required under this policy. In the event of two consecutive scheduled work periods of no call, no show, you will be considered to have voluntarily terminated your employment with EBI and your final paycheck will be mailed to you with the address that EBI has on file.

EBI will use the following monitoring system for tardiness and absences: Attendance is monitored by the house supervisor and attendance infractions reset every year.

- **Calculation of attendance infractions.**
 - Absent with call in to supervisor and replaced self: 0 points
 - Tardy of 15 minutes or more for scheduled shift and no call to supervisor: ½ point.
 - Absent with call to supervisor, but did not replace self: 2 point.
 - Absent, with no call to supervisor and no replacement: 3 points.
- **Overview of disciplinary action for attendance infractions.** Attendance issues will result in progressive disciplinary action up to and including termination based on the following point system:
 - 3 points: Verbal warning.
 - 4 points: Written warning.
 - 5 points: Meeting with manager/supervisor, possible suspension.

- 6 points: Employee is subject to [termination](#).

If an employee is absent for three or more consecutive days, evidence for excusing the absence, such as a doctor's note, must be provided.

Excused, unpaid absences can be granted for funerals, jury duty, military leave, bereavement, childbirth, a car accident, medical appointment, and unavoidable emergencies. In these cases, employees may be asked to provide documentation to prove a reason for the absence. Eligible employees may use PTO or ESST as applicable.

Work Schedule,

- EBI may schedule you day hours, afternoon hours, awake or asleep overnight hours, and/or weekend hours. EBI is a 24 hour care facility. EBI Berkeley has awake overnight staff and EBI West and Denfeld has asleep overnight staff.
- Staff schedules are made and available at least 2 weeks in advance. EBI's house supervisor will post a master schedule, text employees their schedule, and will provide every employee with a paper copy of their schedule in their mailbox. Employees may be scheduled up to 40 hours per week.
- Employees must follow a work schedule and clock in and clock out at their scheduled time.
 - If you come in before your regular starting time or remain after your ending time, per your written or authorized schedule, this may be considered voluntary time vs work time. EBI does not recommend that you clock in early or clock out late unless it is work time and you are performing work duties. EBI does not pay for voluntary time,
 - If work is done during any early or late clock out punching, you will need to provide an explanation on your time card why you clocked in early or stayed late. EBI's Designator Coordinator or Designated Manager will complete this verification with your supervisor and compensate the hours on the time card accordingly for worked time.
- If an employee begins to have regular occurrences of unavailability, these absences or occurrences will be monitored for frequency, duration and patterns and can result in schedule changes, warnings, or termination. Missing three or more consecutive scheduled workdays without notifying the supervisor will be considered a voluntary termination.
- Employees must obtain approval to make up missed hours.

Overtime

- There will be instances where employees may be asked by an EBI supervisor to work more than 40 hours in a scheduled work week, which will be considered overtime (OT). Overtime will be paid at time and one-half at your regular rate of pay in which role you are working or performing job duties in (supervisor or direct care staff)
- EBI asks that notations be made by you on your timecard if working any hours that are not on your schedule and in excess of 40 hours in a workweek. (i.e. – scheduled shift 9a-5p, but worked 9a-5:23pm. You would need to write on your timecard why you stayed until 5:23. If no notation was made, verification will need to be made to determine if work was being performed and in what role).
- EBI supervisors may be asked to perform duties in a different role, such as a direct care staff member, as situations arise. Supervisors will be paid at their supervisory rate even if working in a direct care role, up to 40 hours per work week.
 - Anything in excess of 40 hours in a workweek will be paid at time and one-half at direct care staff pay if work performed was in a direct care staff role, see direct care staff job description. (i.e. – outings, activities, shopping, caregiving, non-administrative duties, staff meetings). It is your responsibility to indicate on your time card duties performed if excess of 40 hours were worked to determine your work role.
 - If excess of 40 hours of work was performed in a supervisory role, these hours will be paid at time and one-half, at your regular rate of pay in a supervisory role. It is your responsibility to indicate on your time card duties performed if excess of 40 hours were worked to determine your work role.

- Employees that obtain unauthorized overtime may be subject to disciplinary action including but not limited to warnings, suspension, or termination.

Use of Time Clock

EBI requires all employees to use a time clock to record their working hours.

Terms of use –

- Staff are expected to clock in and clock out at scheduled times according to the employee's written schedule and or with any additional authorized time from the employee's supervisor.
- If you cannot clock in or out, you must review the reason why with your supervisor and have your supervisor initial your timecard next to any handwritten time.
- If there is any problem recording a clock-in or clock-out, employees should inform a manager immediately. Employees who consistently fail to clock-in or clock-out may receive disciplinary action..
- Employees who need to leave the premises for personal reasons while on duty will not be paid for this and must clock out.
- Employees who misrepresent their timecard will result in disciplinary action, up to and including verbal warnings, written warnings, and termination.
- Employees are not allowed to clock in and out for others.

Pay Period

- **Work week** - is a seven day period of time, which begins on each Sunday at 12:00am, lasting until Saturday at 11:59pm. Employee's may not exceed 40 hours in a workweek, Sunday-Saturday, unless they have approval from a supervisor.

Classification of Pay and schedule

Breakdown of schedule and pay:

- **EBI Berkeley –**
 - 24 hour awake Adult foster care home. Hours between 9p-9a have a shift differential pay, which is an increase of \$1.00 more per hour and you must have worked at least 6 hours between the hours of 9p-9a to qualify for this differential pay.
 - Hours worked on Saturday between the hours of 9a – 9p, and Sunday between the hours of 9a-9p, have a shift differential pay, which is an increase of \$1.00 more per hour.
 - Training hours are exempt from shift differential pay.
- **EBI Denfeld and EBI West –**
 - 24 hour Adult foster care home with asleep staff between the hours of 11p-6a, 7a on Sat/Sun. Hours of sleep are paid at state minimum wage rate. Hours worked during the scheduled sleep time will be counted toward hours worked during your scheduled work week.
 - Hours worked on Saturday between the hours of 7a – 11p, and Sunday between the hours of 7a-11p, have a shift differential pay, which is an increase of \$1.00 more per hour.
 - Training hours are exempt from shift differential pay.

Pay Structure for Training Counselors

- EBI Denfeld and EBI West
 - \$14.50 - \$15.50 starting pay, depending on experience and willingness to cross train.
 - Shift differential pay of \$1 more an hour during weekend hours worked (Saturday 7a-11p and Sunday 7am-11 pm)
 - Asleep time hours worked will be paid at the state minimum wage rate. Asleep time is Sunday night -Thursday morning 11pm – 6am and Friday night - Sunday morning 11pm – 7am.
 - 1% - 5% - opportunity for increase after one year of good standing employment, and annually thereafter.

- Staff Meeting hours and computer training may be subject to be paid at the state minimum wage rate (i.e. training resulting in OT)
- EBI Berkeley
 - \$15.00 - 16.00 starting pay, depending on experience and willingness to cross train.
 - Shift differential pay of \$1 more an hour during awake overnight time (9pm – 9am) and weekend hours worked (Saturday 12a through Sunday 11:59pm)
 - 1% - 5% - opportunity for increase after one year of good standing employment, and annually thereafter.
 - Staff Meeting hours and computer training may be subject to be paid at the state minimum wage rate (i.e. training resulting in OT)

Pay Checks / Pay Day

- Paychecks will be issued every two weeks, on alternating Fridays. You will be paid for all time worked for the previous 2 weeks. One workweek is a seven day period beginning at 12:00am Sunday and ending at 11:59pm Saturday. EBI will withhold taxes that are required by law to withhold, such as state and federal taxes, and forward directly to the appropriate agency. We may also be required by court order to deduct certain amounts such as for child support or garnishments.
- Paychecks will be available by 12:00pm on payday Friday's. You may pick up your paycheck at the main office. Paychecks will either be in your mailbox, if assigned at EBI West, or they will be in the back outside mailbox at EBI West. Do not call/text your supervisor to request your paycheck prior to payday and outside of office hours.
- If questions or concerns arise regarding your paycheck, office hours are 9a-5p, Monday through Friday, and you may address these questions or concerns during that time with your supervisor or Sarah Hamilton. Paychecks that need to be re-issued may occur 72 hours after date of original disbursement and the employee will be responsible to pay the cancellation fee for the first issued paycheck.
- Employees whose employment terminates for any reason will receive their paycheck in the mail.

Meal Breaks and Work Breaks

- Employees will receive paid breaks unless they leave the facility. The employee will work at least 4 hours before taking a 15 minute break. Breaks may be taken every 2 hours after your initial first break. Break times will be 10-15 minutes.
- Any employee who needs to express breast milk for their infant will receive reasonable unpaid break time each day to do so. The employee must make a plan with their supervisor.

Staff Training and Orientation

- EBI requires a background study to be completed prior to starting employment with EBI, Inc. The employee may not be unsupervised until the background study has cleared. If a 90 day break or more in employment occurs, an additional background study will be initiated. Fingerprinting is part of the background study process and employees will be assigned to report to a fingerprinting site within two weeks of being hired.
- Within 60 days of hire, employee's must complete at least 30 hours of staff orientation. Employees will receive training online, through readings, and in person, including observation shifts and competency training prior to being able to work alone. The employee must hold current certification in CPR and First Aid, which will be scheduled by EBI's DC or DM during the orientation period. The employee will be paid for all training hours. Training that is completed on personal time, when onsite training was offered and available, will be considered voluntary by the employee and the employee will not be paid for this time.
- Employees of EBI West must undergo a two step mantoux test within 90 days of employment. EBI's supervisor will schedule Mantoux appointments and alert the employee of the appointment time.
- Ongoing staff training is important and most often is mandatory. Employees are required to attend at least one staff meeting in a three-month period of time, although it is strongly encouraged to attend meetings monthly. Staff meetings are scheduled monthly, the day before the last payday of the month at 10am. Staff meetings are held at EBI West.

- Employees are responsible to complete quarterly training that is assigned online via Star Services. It is the employee's responsibility to check Star Services training site at least monthly.
- Employees are responsible to complete assigned training that is assigned in the staff training book or offsite. It is the employee's responsibility to check their mailbox and the staff book for any assigned training.
- If an employee chooses to complete their quarterly Star Service online training offsite, it will be the employees responsibility to document on their timecard when training is completed offsite, including what training was completed and amount of time spent on training. EBI's DM will verify training time on the Star Service website prior to payday and the employee will be compensated accordingly. If an employee terminates their employment during the orientation process, training hours will be paid at minimum wage.

Company Transportation

- Employees must be at least 21 and have a valid driver's license to use EBI's company van. Employees will be required to report all tickets, accidents, sideswipes, vehicle concerns, etc. to EBI's house supervisor immediately. Employees are required to use the mileage log book that is kept in the vehicle to track miles driven when using the company van. Employees are required to keep the vehicle clean during and after use. There is no eating or drinking in the company vehicle.
- If an employee will be completing job responsibilities during their scheduled shift and will be driving EBI residents in their personal vehicle, employees must first provide EBI's DM with a copy of their car insurance and copy of a valid driver's license. Employees who would like to be reimbursed for travel when using their own vehicle to complete job responsibilities must submit a travel log to EBI's house supervisor. The travel log must include miles driven and location. The employee will be reimbursed \$0.30 per mile. The employee is only eligible to be reimbursed if the company vehicle was not available to use or the employee did not meet the age guideline to drive.

Appearance

- Employee appearance is important. It can influence what residents and others think about EBI and you, and it can also impact employee morale. When an employee represents EBI, he or she should be clean, well groomed, and should be wearing appropriate clothing.

Smoking Policy

- No use of tobacco products or vaping will be allowed in the home at any time. All materials used for smoking on the grounds of EBI, including cigarette butts and matches, must be extinguished and disposed of in appropriate metal canisters. Plastic containers must not be used.
- Supervisors will ensure periodic cleanup of the designated smoking area or will assign an individual for cleanup. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), smoking areas can be eliminated at the discretion of management. Incidents that occur from improper management of the smoking area, such as fires, must be reported to Sarah Hamilton immediately and emergency and incident reporting policies must be followed immediately. There will be no use of any form of tobacco in the company vehicle at any time. There will be no tobacco use in personal vehicles when transporting EBI consumers. The designated smoking area is located at:
 - **Berkeley:** Smoking area - Back patio area in the labeled smoking area along fence line on concrete slab.
No cigarette smoking or vaping may occur within 15 feet of the home or garage at any time in this designated area. You may be within 10 feet of the labeled smoking sign in the designated area when smoking or vaping as long as you are 15 feet or further from the home and garage. Smoking and vaping are allowed in the designated smoking area only. Employees may not stand in front or on the side of the home to smoke or vape at any time.
 - **West:** Smoking area - In front of detached garage in back of home on concrete slab.
No cigarette smoking or vaping may occur within 20 feet of the home or garage at any time in this designated area. Smoking or vaping is allowed in the designated smoking area only. Employees may not stand in front or on the side of the home to smoke or vape at any time.

- **Denfeld:** Smoking area - Back yard and at least 50 feet from the home.
No cigarette smoking or vaping may occur within 50 feet of the home or garage at any time in this designated area. Smoking and vaping is allowed in the designated smoking area only. Employees may not stand in front or on the side of the home to smoke or vape at any time.

Any violations of this policy will be handled through the standard disciplinary procedure, which may include suspension or termination. Observed violations of this policy should be reported to your supervisor immediately.

Employee Dishonesty and Theft

No employee shall knowingly: Engage in fraud or embezzlement affecting consumer or Company property, funds or other assets; Willfully damage or destroy property or materials belonging to the Company, its consumers, or employees.

No employee shall knowingly, and without proper supervisory authorization:

- Remove property, materials or monies from the Company, its consumers or its employees, for personal gain, personal use, resale, or to give to another party;
- Receive property, materials or monies belonging to the Company, its consumers, or its employees for personal gain, personal use, resale, or to give to another party;
- Utilize Company vehicles, equipment, or property for non-Company purposes or activities;
- Access, remove, publish, destroy or alter private or confidential information existing in Company or consumer records, or electronically stored information;
- Remove, publish, destroy or alter other Company or consumer records, or electronically stored information affecting the Company, its consumers, or employees;
- Charge personal items on Company credit cards or charge accounts, charge personal telephone calls on any Company telephone.

Employees violating this policy will be subject to disciplinary action up to and including termination of employment. Violations of the law may be referred to local enforcement authorities for possible prosecution. Any acts of employee dishonesty or theft that you suspect or observe must be immediately reported to your supervisor.

Employee Work Injury and Worker's Compensation

You are covered by Worker's Compensation Insurance if you are injured at work or if you become ill due to work-related causes.

If you become injured at work do the following:

- If it's an emergency, call 911 or have someone take you to the nearest ER.
- Report the injury to your supervisor immediately, even if it seems minor.
- Call the SFM work injury hotline at 855-675-3501, with your supervisor to report the injury. If you're unsure whether to get medical treatment, you'll be able to talk with a nurse.
- Provide your supervisor with all requested information. Injuries must be reported promptly and accurately for insurance purposes.

Failure to promptly report all injuries may result in delay or denial of Workers compensation benefits. All injury reports will be kept on file. Following any medical treatment, we ask that you report your medical status to your supervisor. If you are unable to return to your normal duties, EBI will attempt to provide a position with modified duties.

If you have questions about work injuries, see your supervisor or contact Sarah Hamilton at 218-624-3122.

Pet Policy

EBI, Inc. will allow pets in the home that are owned by an EBI resident. Employees of EBI are not allowed to bring in pets to the home.

Professional Standards

- Employees must represent the company in a professional and respectful manner, work as a team with their co-workers and discuss problems or concerns immediately with the person involved or contact the immediate supervisor.
- Employees are required to carry out their assigned duties and complete assigned documentation responsibilities prior to my shift end.
- TV watching and cell phone use should be kept to a minimum.
- Employees are expected to use company policies, resources, and training to answer questions or concerns that arise.
- Employees are expected to report questions and concerns to their supervisor. Non-emergency questions and concerns shall be brought forward during office hours. Employees should refrain from calling off duty supervisors for non-emergency questions. Office hours are Monday – Friday, 9a-5p. Employees are expected to call the house supervisor or Sarah Hamilton at any time for emergency question, concerns, or situations.
- Employees may not complete personal duties/responsibilities on company time. This may include shopping for self when bringing consumers shopping, check cashing, car washing, personal errands/ etc.
- Employees will not have visitors such as family/friends at the EBI homes without permission from a supervisor.
- Employees will not sell, trade, or loan items/possessions that belong to the consumers. Employees will not steal or borrow from a consumer or the company. Employees will not misuse money or property belonging to EBI or the consumers of EBI. Employees will not accept gifts from a consumer.
- Employees will not bring weapons to work at any time or narcotics/illegal drugs. Employees will not demonstrate violent or unsafe behavior.
- Employees will not have no personal, sexual or social relationship with a consumer or former consumer.
- Actively protect a consumer’s privacy and rights of confidentiality from unauthorized disclosures of personal or medical information by others.
- Neither make nor permit a recording of a consumer's voice or photograph for public use without the consumer's prior consent.

Alcohol and Drug Free Workplace

EBI, Inc., is committed to protecting the safety, health, and well-being of all workers and other individuals in our workplace. EBI also strives to maintain a workforce free from the influences of illegal drugs and substance abuse, recognizing that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment. It is, therefore, a violation of company policy for any worker to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs, intoxicants, or alcohol on the job. EBI encourages workers to voluntarily seek help with drug and substance abuse problems.

- **Covered Workers** - Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization’s property is covered by our drug-free workplace policy. Our policy includes, but is not limited to, CEO, executive management, managers, full-time workers, part-time workers, off-site workers, volunteers, interns, and applicants
- **Applicability** - Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call or paid standby, while on organization property, and at company-sponsored events
- **Prohibited Behavior**- It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants. The illegal or unauthorized use of prescription drugs is also prohibited. It is a violation of EBI’s drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Prescription and over-the-counter drugs, when taken as prescribed, are not prohibited. Any worker taking prescribed or over-the-counter medications should consult with the prescribing healthcare provider and/or pharmacist to determine if the drug may interfere with safe performance on the job. If the use of a drug is determined to interfere with the ability to perform the essential functions of the job or has an effect on the safety of the worker or workplace, it is the worker’s responsibility

to take the appropriate interventions to avoid unsafe workplace practices. This includes taking appropriate work leave or seeking alternatives to the use of the prescribed drug. A worker reporting to work visibly impaired will be deemed unable to properly perform the essential duties of the job and will not be allowed to work until further evaluated. If, in the opinion of the supervisor, the worker is considered impaired, the worker should be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, and accompanied by the supervisor, if necessary. An impaired worker should not be allowed to drive.

- **Notification of Convictions** Any worker who is convicted of a criminal drug violation in the workplace must notify the organization in writing within 5 calendar days of the conviction. The organization will take appropriate action within 30 days of notification.
- **Searches** Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, desks and workstations, and vehicles and equipment.
- **Consequences** One of the goals of our drug-free workplace program is to encourage workers to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply. If a worker violates the conditions of this policy, he or she will be terminated from employment.
- **Assistance** EBI recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our workers, our drug-free workplace policy: Encourages workers to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem; Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.
- **Confidentiality** All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.
- **Shared Responsibility** A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both workers and management have important roles to play. All workers are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, workers are encouraged to: Be concerned about working in a safe environment. Report dangerous behavior to their supervisor.

Health Insurance Portability and Accountability Act

- The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.
- EBI maintains and protects resident privacy in accordance with the HIPAA and accrediting/regulatory agencies. All resident health information is private. Employees have a responsibility to maintain resident privacy. Employees are allowed access to resident information only when it is required as part of their job duties. Under no circumstances may resident information be discussed outside of EBI. Employees must be familiar with and act in accordance with HIPAA and other applicable authority at all times. Employees may be immediately terminated if violating privacy laws.

Equal Employment Opportunity– Freedom from harassment and discrimination

- EBI is committed to maintaining a work environment free from violence, discrimination, and other offensive behavior. We prohibit discrimination in any form on the basis of age, creed, race, color, religion, sex, national origin, sexual orientation, disability, marital status, status with regard to public assistance or membership or activity in a local commission. We will also not tolerate any harassment based on any protected class characteristics. EBI will not tolerate any such behavior by or towards any individual. An

employee who violates this policy will be subject to discipline, up to and including termination of employment.

- If you believe that you have been harassed or discriminated against, you should immediately report the matter to your supervisor or Sarah Hamilton.
- All complaints of harassment will be investigated as discreetly and confidentially as possible. No person will be adversely affected in employment with the Company as a result of making a good faith complaint of harassment.

Sexual Harassment

This policy applies to every person in our company regardless of gender, sexual orientation, level, function, seniority, status or other protected characteristics. We are all obliged to comply with this policy. Also, we won't tolerate sexual harassment from inside or outside of the company. Employees, contractors, and everyone interacting with our company are covered by the present policy.

Sexual harassment has many forms of variable seriousness. A person sexually harasses someone when they:

- Insinuate, propose or demand sexual favors of any kind.
- Invade another person's personal space (e.g. inappropriate touching.)
- Stalk, intimidate, coerce or threaten another person to get them to engage in sexual acts.
- Send or display sexually explicit objects or messages.
- Comment on someone's looks, dress, sexuality or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable.
- Make obscene comments, jokes or gestures that humiliate or offend someone.
- Pursue or flirt with another person persistently without the other person's willing participation. Also, flirting with someone at an inappropriate time (e.g. in a team meeting) is considered sexual harassment, even when these advances would have been welcome in a different setting. This is because such actions can harm a person's professional reputation and expose them to further harassment.

The most extreme form of sexual harassment is sexual assault. This is a serious crime and our company will support employees who want to press charges against offenders.

Our company's rules on sexual harassment

- **No one has the right to sexually harass our employees.** Any person in our company who is found guilty of serious harassment will be terminated.
- **Sexual harassment is never too minor to be dealt with.** Any kind of harassment can wear down employees and create a hostile workplace. We will hear every claim and punish offenders appropriately.
- **Sexual harassment is about how we make others feel.** Many do not consider behaviors like flirting or sexual comments to be sexual harassment, thinking they are too innocent to be labeled that way. But, if something you do makes your colleagues uncomfortable, or makes them feel unsafe, you must stop.
- **We assume every sexual harassment claim is legitimate unless proven otherwise.** We listen to victims of sexual harassment and always conduct our investigations properly. Occasional false reports do not undermine this principle.
- **We will not allow further victimization of harassed employees.** We will fully support employees who were sexually harassed and will not take any adverse action against them. For example, we will not move them to positions with worse pay or benefits or allow others to retaliate against them.
- **Those who support or overlook sexual harassment are as much at fault as offenders.** Managers are obliged to prevent sexual harassment and act when they have suspicions or receive reports. Letting this behavior go on or encouraging it will bring about disciplinary action. Anyone who witnesses an incident of sexual harassment or has other kinds of proof should report to management.

How to report sexual harassment

- If you are being sexually harassed (or suspect another person is being harassed), please report it to management. Management will promptly and thoroughly investigate any report of a violation of this policy. In serious cases like sexual assault, please call the police and inform management that you plan to press charges. We acknowledge it's often hard to come forward about these issues, but we need your help to build a fair and safe workplace for you and your colleagues.

Anti-violence

EBI is committed to your safety and well-being. We absolutely refuse to tolerate violence in the workplace and will make every effort to prevent violence from occurring. We are committed to providing the resources and personnel necessary to ensure that our goals and responsibilities can be met.

We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred.

Examples of behavior which constitute violent acts include, but are not limited to:

- Physical actions which are intended to cause harm or injury.
- Verbal threats, intimidation or harassment.

These and any other violent actions should be reported whether they are perpetrated by co-workers, supervisors, family members, representatives of outside agencies or strangers.

Violence that is perpetrated by a consumer of the Company against an employee or other agent of the Company is also not condoned by the Company. Our Company does not, however, demit consumers for violent behavior except in extreme circumstances. If you are a victim of violence perpetrated by a consumer of this Company, you should immediately report the incident to your supervisor and, if you are injured, you should also report to Sarah Hamilton as soon as possible after the incident. We will take whatever steps are reasonable to address consumer violence from a programmatic perspective, meeting with the consumer's team to ensure a safer environment for both the employees and the consumers.

Any employee who believes that she or he has been a subject of workplace violence in any form is encouraged to make her or his concerns known by: Reporting the incident(s) to your immediate supervisor

All complaints of workplace violence will be investigated. EBI recognizes that false accusations of workplace violence can have serious effects on innocent women and men. Accordingly, accusations that are not made in good faith may also be grounds for disciplinary action, up to and including discharge, or other appropriate action. Sanctions, if any, will be determined on a case-by-case basis, after a review of relevant information. Employees violating this policy will be subject to disciplinary action up to and including termination of employment.

Employee Acknowledgement

I have read and been informed about the content, requirements, and expectations of employee policies. I have received a copy of the employee policy manual and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at EBI.

I understand that if I have questions, at any time, I will consult with my immediate supervisor or Sarah Hamilton.

Employee Signature:

Employee Printed Name:

Date

Rev. 12/2022 - vaping policy added

Rev. 2/2023 - Pay structure updated; OT section and work schedule updated