

Greene Arc, Inc.

Policy and Procedure Manual

878 Diversity, Equity and Inclusion Policy

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Diversity, Equity, and Inclusion Policy

Greene Arc, Inc. is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

The individuals we serve are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our culture, but our reputation and Greene Arc, Inc. achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status and other characteristics that make our employees unique.

Greene Arc's diversity initiatives are applicable-but not limited-to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational program; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a Greater understanding and respect for the diversity.

Effective 7-1-2022. This document is for informational purposes only and is not to be construed as an employment agreement or contract. Greene Arc, Inc. retains the right to amend or change policies contained here-within at any time without prior notice. The provisions of this Policy and Procedure Manual will apply except where the policy conflicts with state law or Collective Bargaining Agreement provisions

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All employees of Greene Arc, Inc. have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited an inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from their supervisor or an HR representative.

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879 Greene Arc Inc. Mask Policy

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The policy for Greene Arc, Inc. employees & individuals regarding no longer need to wear mask is as follows:

DO NOT COME TO WORK IF YOU ARE SICK OR ILL, NO MATTER THE SYMPTOMS.

- Mask are no longer required however; all employees and individuals must have a readily available mask in case of surge occurs.
- Social distancing is still required.
- All staff is temped and screened prior to entry each morning. If any staff are fevered or answers yes to any screening questions they are sent home and back up staff take their place.
- All individuals are temped and screened prior to entry each morning. If anyone is fevered or answers yes to any screening questions they are sent home.
- All individuals are temped and screened prior to entry on the van. If anyone is fevered or answers yes to any screening questions they are not permitted to enter the van.
- Frequent handwashing is encouraged throughout the day.
- Surfaces are cleaned and sanitized before and after eating.
- Vehicles are sanitized after each trip.
- Restrooms and frequently touched surfaces are disinfected throughout the day.
- Visual and verbal cues are used to remind everyone to practice social distancing.

Effective 6-16-2022. This document is for informational purposes only and is not to be construed as an employment agreement or contract. Greene Arc, Inc. retains the right to amend or change policies contained here-within at any time without prior notice. The provisions of this Policy and Procedure Manual will apply except where the policy conflicts with state law or Collective Bargaining Agreement provisions

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- If anyone becomes ill throughout the day they will be taken to the first aid area and their family will be notified to pick them up. Staff will remain with them until they are picked up. If no one answers the phone a message will be left for them to contact Greene Arc. Every effort will be made to contact the family. If no response is received within 30 minutes to make arrangements for pick up then the individual will be sent by ambulance to the ER for medical evaluation. Staff will stay with the individual until a family member arrives at the hospital.
- Letters were sent to families and caregivers asking for them to provide an up to date home phone number and cell phone number (if applicable).
- Should a potential exposure happen here at the day program those impacted will be notified.