



Employee Safety Handbook

Adolph & Rose Levis Jewish Community Center

**A Guide to Safety Policies & Procedures
to Support a Safety-Conscious Work Environment**

Legal Disclaimer to users of this form employee handbook:

The materials presented herein are for general reference only. Federal, state or local laws, or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Adolph & Rose Levis Jewish Community Center recognizes that our employees are the success of our agency. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Adolph & Rose Levis Jewish Community Center's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Adolph & Rose Levis Jewish Community Center is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees as individuals vital to our agency and the local community.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Adolph & Rose Levis Jewish Community Center will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Adolph & Rose Levis Jewish Community Center subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Adolph & Rose Levis Jewish Community Center in higher regard with customers, and increases productivity. This is why Adolph & Rose Levis Jewish Community Center will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Adolph & Rose Levis Jewish Community Center is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Adolph & Rose Levis Jewish Community Center will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Adolph & Rose Levis Jewish Community Center must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Martin L. Schneer

Executive Director
November 19, 2007

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Employee Safety Handbook

Employee Safety Responsibilities

The primary responsibility of the employees of Adolph & Rose Levis Jewish Community Center is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and follow Adolph & Rose Levis Jewish Community Center's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be performed safely, he or she is required to discuss the situation with supervisor prior to beginning the task. Together, they will determine the safest way to do the job.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she **reasonably thinks** is likely to cause injury or a health risk to themselves or others.

1. **Conduct:** Horseplay, 'practical jokes,' etc., are **prohibited**. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is **prohibited**.
2. **Drugs and Alcohol:** The unlawful manufacture, distribution, dispensing, possession or use of controlled substance while on the Employer's premises or while in a work status, is absolutely prohibited. Violation of this rule is grounds for disciplinary action, which may include discharge for malfeasance. Additionally, the Adolph and Rose Levis JCC may report you to legal authorities.
3. **Housekeeping:** The following areas must remain clear of obstructions:
 - Aisles/exits
 - Fire extinguishers and emergency equipment
 - All electrical breakers, controls, and switches

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

4. **Injury Reporting:** All work-related injuries must be reported to your supervisor within 24 hours. Failure to report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. **You must also provide your supervisor with medical reports, in writing, that you received from your physician.**

The Adolph & Rose Levis Jewish Community Center will attempt to provide Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

5. **Emergencies:** In the event of any serious injury or fire, call 911, then call Security and inform the Guardhouse that first responders must come to the specific building entrance. Everyone should immediately close all doors and evacuate the building.
6.
 - a) Upon discovering a fire, alert others in immediate danger and initiate facility-wide fire alarm.
 - b) When the evacuation signal is given, all employees, members, program participants and visitors should immediately turn off equipment, close doors, and evacuate to their designated evacuation areas. Stay together in the group until further instructions are received.
 - c) Do not attempt to fight any fire which is uncontained, too hot, too smoky, or if you are too frightened.
 - d) To use a fire extinguisher, remember PASS:
 - P = Pull (the safety pin)
 - A = Aim (at the base of the fire)
 - S = Squeeze (the lever)
 - S = Sweep (side to side)

If you use a fire extinguisher, remember:

- Stay low,
 - Keep yourself between the fire and an exit,
 - Do not turn your back on a fire, and
 - Immediately report the use to your supervisor.
- e) Do not touch blood or any other bodily fluid during or following an incident. If you are trained to administer first aid, gloves and other barriers are located with the first aid equipment. If you think that you have been exposed to bodily fluid, notify your supervisor immediately.

f) Employees should be familiar with the location of emergency equipment on the campus and offsite JCC locations.

g) Regarding health emergencies, a designated person or persons from each facility should have current certifications in first aid and CPR. Each site will store medical equipment in a central location and notify all employees of this location.

6. **Electrical Safety:**

a) Report all electrical problems and suspected problems to your supervisor.

b) All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.

c) Inspect all plugs, cords, and portable equipment prior to use.

d) Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to make repairs.

e) Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.

7. **Company Vehicles:**

Employees driving their personal vehicle on company business must adhere to the following:

a) Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.

b) All local and state traffic regulations and signs must be followed.

c) No unauthorized riders, hitchhikers, etc., are allowed.

d) All moving violations resulting in points being assigned to your license must be reported to your supervisor.

e) Driving while under the influence of alcohol or other drugs is forbidden.

- **Your Personal Auto Liability insurance is the primary payer. Adolph & Rose Levis Jewish Community Center's insurance is in excess of your coverage;**
- **You should carry at least \$300,000 per occurrence of liability coverage. Evidence of insurance coverage is to be provided to Adolph & Rose Levis Jewish Community Center each year, by a copy of your policy's Declaration page or a Certificate of Insurance;**
- **Adolph & Rose Levis Jewish Community Center is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage;**
- **Report your mileage for expense reimbursement.**

8. **Lifting:**

i. If you need help moving material, request assistance.

ii. When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.

iii. When you turn holding an object, move your feet, and do not twist.

9. **Staying Safe** - Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, **ask for help**. Asking for help when you are unsure reduces the chance of injury.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including discharge.

In order to promote better communication between employees and management, a Safety & Health Committee has been established for Adolph & Rose Levis Jewish Community Center's operations. Its primary function is to serve as a two-way channel of communication and to promote safety awareness throughout the workplace.

ORGANIZATION: At a minimum, the Safety Committee may consist of, but not limited to:

Adult Day Care Director	Controller
Assistant Executive Director	Early Childhood Director
Associate Executive Director	Executive Director
Camp Director	Thrift Shop Manager

The Employee Safety & Health Committee will meet at least quarterly. The meeting will be chaired by the Safety Coordinator or Associate Safety Coordinator. Should a scheduled meeting have to be postponed, it will be held later on a date and time determined by the Safety Coordinator.

FUNCTION: The Safety & Health Committee has the following functions:

- a) Review and update safety rules and safe operating procedures.
- b) Review accidents and "near miss" incidents reported since the last meeting, and suggest means for preventing future occurrences.
- c) Convey, review, and comment on safety suggestions submitted by employees.
- d) Promote safety awareness among all employees through safe attitudes and day-to-day interactions.
- e) Review safety impacts of equipment/facility changes and multi-shift operations.

Take into account an employee's personal experience with safety when selecting Safety and Health Committee members. Someone from a specific work area with a history of accident or injury problems can bring valuable insights to the committee.

Volunteers or individuals who show they have an interest in safety are also good candidates. Likewise, individuals with a good safety record can bring their own experience to the group.

Rotate membership so that members exposed to Safety & Health Committee issues are "circulated" back into the workforce and others are brought in.

Occasionally, specialists or consultants may be added to the committee to address a specific situation or problem. Also, ad hoc subcommittees may be used to analyze and formulate recommendations on a particular problem.

Written documentation of Safety & Health Committee meetings should be maintained. A log or written minutes should be taken at each meeting. Meetings should follow a standard agenda.

1. Any work-related injury or suspected injury must be reported within 24 hours to your supervisor and to Human Resources. An incident/accident report form must be completed in duplicate, and given to your supervisor. Failure to promptly report an injury may result in disciplinary action.
2. Human Resources will issue a form for the injured employee to take to the treating medical practitioner. The employee must return this form to Human Resources by the next business day.
3. After each practitioner appointment, the employee must give a document, in writing, from the practitioner to his/her supervisor and Human Resources, as a review of his/her progress.
4. Adolph & Rose Levis Jewish Community Center attempts to provide light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
5. Employees must report hazardous conditions and "near miss" incidents to their supervisors before injuries result. Supervisors must report this information in writing to operations, security or the appropriate area.
6. Any attempt to defraud Adolph & Rose Levis Jewish Community Center with a false workers' compensation claim will result in disciplinary action. The case can also be referred to the district attorney for possible prosecution.

GENERAL EMERGENCY GUIDELINES:

- Stay calm and think through your actions
- Know and post emergency numbers:
 - Fire/Police/Ambulance 9-911
 - Internal Emergency Number 3283
 - Human Resources 3125
 - Operator "0"
 - **Poison Control Number 1-800-282-3171**
- Know where the stairwell exits are located
- In the event of any emergency, do not take elevators, use the stairs
- Do not hesitate to call/alert others if you believe that an emergency is occurring — you will not "get in trouble."

FIRE:**1. EVACUATION**

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the building. **Do not delay evacuation to get personal belongings or to wait for c0-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations).**
- Supervisors should be the last persons to leave the area. Check in conference rooms, lavatories, and offices to be sure that all personnel have evacuated.
- Any employee having a mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Employees should stay together in a group so that periodic updates on the situation can be issued.

2. EMPLOYEE DISCOVERING A FIRE:

- Alert other persons in the immediate hazard area.
- Activate a fire alarm.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - P=Pull the safety pin
 - A=Aim the nozzle at the base of the fire
 - S=Squeeze the operating lever
 - S=Sweep side to side covering the base of the fire

**When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

- Have someone notify security where the emergency is located. He/she will relay this information to the fire department.

3. MEDICAL EMERGENCY: (chest pains, loss of consciousness, fall from a height, etc.)

- Upon discovering a medical emergency, call 911.
- Call the **Hot Line (852-3283) and report the nature of the medical emergency and location.**
- Stay with the person involved being careful not to come in contact with any bodily fluids, unless properly trained and equipped.
- Send two persons (greeters) to the building entrance, to await the fire department. (One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene).
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- The department supervisor will make any necessary notifications to family members of the person suffering the medical emergency.

4. WORKPLACE VIOLENCE:

- Any employee who feels that she/he has been threatened should immediately report their concern to their manager and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify security and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, 911 should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

*If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

1. Smoking is not allowed in any interior area of the building. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the facility.
3. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact Human Resources for guidance.
4. Electrical safety:
 - With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
 - Keep electric cords out of areas where they will be damaged by stepping on/kicking them.
 - Turn electrical appliances off with the switch, not by pulling out the plug.
 - Turn all appliances off before leaving for the day.
 - Radios/tape/CD players and PDAs are the only personal electrical devices allowed to be used in offices/cubes. These devices must be in good repair. Adolph & Rose Levis Jewish Community Center reserves the right to instruct you to remove personal electrical devices at any time.
 - Never run cords under rugs or other floor coverings.
 - Any electrical problems should be reported immediately to operations.
5. The following areas must remain clear and unobstructed at all times:
 - Exit doors
 - Aisles
 - Electrical panels
 - Fire extinguishers

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Adolph & Rose Levis Jewish Community Center and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

Adolph & Rose Levis Jewish Community Center has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Adolph & Rose Levis Jewish Community Center wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Transitional Duty program (light duty). Transitional Duty is a temporary program, not to exceed six months.

EMPLOYEE PROCEDURES

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- You must complete and sign an Injury Report.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment
- Employees who are unable to work and whose absences Adolph & Rose Levis Jewish Community Center approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Transitional Duty Evaluation and Medical Certification form.
- Employees who are not eligible for leave under FMLA must return to transitional duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Transitional Duty Evaluation form indicating they are capable of returning to full-duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact the Human Resources Department.


1. All Adolph & Rose Levis Jewish Community Center employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Adolph & Rose Levis Jewish Community Center, the MSDS collection is located in operations offices. Employees are free to utilize the MSDS as needed.
3. General rules for handling chemicals in an office environment are:
 - Read all label warnings and instructions.
 - When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
 - Follow instructions for quantity. More is not better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to Human Resources.

Office Safety:

1. Never leave file drawers open, or open multiple file drawers at once.
2. Do not stack heavy or bulky objects on top of cabinets.
3. Do not store frequently used objects above shoulder height or below knee height.
4. Never reach into office machines without turning them off and unplugging them if possible.
5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.
6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.
7. Never use defective or broken equipment. Report these problems to your supervisor.

Security:

1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
2. Immediately report any suspicious **packages, activity or persons to security and immediately report any theft to security.**
3. When parking, remove all valuables from sight and lock car doors.
4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.
5. Keep all valuables (money, purse, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.
6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).
7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:
 - Be sure doors close and lock after you.
 - Turn on lights as you move through the building.
 - Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).
 - Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
 - As you leave the office, be sure to turn off all equipment, lights, etc., after use.
8. Weapons, including firearms, knives with blades longer than two inches, bow/arrow, pepper spray (mace, tear gas), and clubs, are not allowed on Adolph & Rose Levis Jewish Community Center property.



To better aid the prevention of workplace violence or unintentional injury, the Company strictly prohibits any and all employees, as well as any other person entering our premises, from possessing (as hereinafter defined), any instrument or object considered a weapon (as hereinafter defined), on any Company or leased premises or properties (including but not limited to), buildings, sidewalks, walkways, parking, facilities regularly utilized for parking by Company employees and vehicles, at Company sanctioned activities, and during the performance of Company-related activities outside Company premises. As applied to Company property and activities, this policy supersedes any state law provisions authorizing the carrying of concealed weapons.

For the purpose of this Policy, a “Weapon” is defined as any object that may be used to intimidate or inflict bodily harm, and which shall include, but not be limited to, the following items: Knives of all types, box cutters, firearms (loaded or unloaded), pellet guns, chains, clubs, metal knuckles, unauthorized tools, explosives, or other dangerous chemicals. Excluded are work-related items that have been authorized by the Company.

For the purpose of this Policy, “Possession” shall mean having a weapon on one’s person or in an area subject to one’s control on Company premises, in any vehicle in parking lots and/or areas regularly utilized for parking by Company employees. A Company employee who finds a weapon on Company premises or at a Company sanctioned activity and surrenders the weapon immediately to the Company security personnel shall not be considered in possession of the weapon.

The Company reserves the right at any time, and at its discretion, and without prior notice, to search all persons entering the Company premises, Company property, Company-owned or leased vehicles and vehicles on Company premises, (including but not limited to), clothing, packages, containers, briefcases, purses, lockers, desks and filing cabinets, for the purpose of determining whether any weapon has been brought onto said premises or property in violation of this Policy.

Therefore, the employee should have no expectation of privacy. Employees are required to cooperate fully. Any employee failing or refusing to promptly permit a search under this policy, will be subject to appropriate disciplinary action, up to, and including termination of employment.

Each Company employee is responsible for reporting acts of violence or threatening behavior to his or her supervisor, the Company’s security personnel, or the Human Resources Department.

Adolph & Rose Levis Jewish Community Center does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Adolph & Rose Levis Jewish Community Center. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Sexual harassment, one type of prohibited harassment, has been defined according to Adolph & Rose Levis Jewish Community Center guidelines as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- *Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.*


Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any non-employee.

If you believe that you are being subjected to workplace harassment, you should:

- Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
- Report the incident immediately to your supervisor/manager, the Human Resources representative.
- Report any additional incidents that may occur to one of the above resources.



Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Adolph & Rose Levis Jewish Community Center's obligation to investigate and act upon reports of such harassment. Retaliation of any kind against an employee who reports a suspected incident of harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer unsolicited opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your entire facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, this contact should be made in person. Offer to provide transportation and/or other support. (For example, providing a Adolph & Rose Levis Jewish Community Center representative at the hospital will convey the company's concern).
4. Obtain the names of all witnesses. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Adolph & Rose Levis Jewish Community Center's procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
 - i. The serious accident that occurred.
 - ii. That all the necessary steps were taken to care for the person involved.
 - iii. That an accident investigation is being performed.
 - iv. That all employees will be kept informed.
 - v. Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Security immediately for instructions.

Adolph & Rose Levis Jewish Community Center is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.

We value you not only as an employee but also as a human being critical to the success of your family, the local community, and Adolph & Rose Levis Jewish Community Center.

You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Adolph & Rose Levis Jewish Community Center policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Adolph & Rose Levis Jewish Community Center will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Adolph & Rose Levis Jewish Community Center subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Adolph & Rose Levis Jewish Community Center in higher regard with customers, and increases productivity. This is why Adolph & Rose Levis Jewish Community Center will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Adolph & Rose Levis Jewish Community Center is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of Adolph & Rose Levis Jewish Community Center will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Adolph & Rose Levis Jewish Community Center must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of Adolph & Rose Levis Jewish Community Center's employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Employee Signature

Date

