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| **Employee Handbook** |
|  This handbook contains policies, procedures and other items related to the daily administration of Friendship Trays, Inc. (hereinafter “the Company.”)  |



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Welcome to FRIENDSHIP TRAYS, INC.

Introduction

This handbook contains policies, procedures and other items related to the daily administration of Friendship Trays, Inc. (hereinafter “the Company.”) Its primary purpose is to insure understanding, eliminate the need for personal decisions on matters of company-wide policy, and help promote consistency throughout Friendship Trays. Each employee should be aware of the manual’s contents and adhere to company policies and procedures. We encourage you to read this handbook thoroughly and refer to it in the event you have questions about your employment.

This Employee Handbook is not all inclusive, and does not address in detail the Company’s insurance or other benefit plans. Any questions regarding these policies or any benefits offered by the Company should be directed to the Executive Director. Questions or concerns regarding the Company’s insurance and other company benefits will be determined by reference to the actual benefit plan documents and policies rather than any summaries contained in this Employee Handbook.

The Company reserves the right to make any changes or to discontinue any policy at its sole discretion, without advance notice. The Company will not in any case modify its policy of employment-at-will. The policies, procedures and benefits summarized in this handbook are not a contract, express or implied, between the Company and its employees. The Company will attempt to notify you of any such changes as soon as is reasonably possible, and updates to this handbook summarizing such changes may be distributed to you. You, the employee, are to insert any such updates into your handbook, keeping it current at all times.

If you have any questions about this handbook, please ask the Executive Director. We are sincerely interested in helping you succeed as a team member.

Mission Statement

To deliver, in a caring and friendly manner, balanced meals to individuals in this community who are unable, because of age or infirmity, to obtain and prepare their own meal.

Career Opportunities

It is our desire to see each and every employee achieve their highest potential. We will do our best to provide the opportunity and offer training, education and guidance whenever possible. See your immediate supervisor if you have questions.

**Open Door Policy**

It is our objective to provide a work environment free from elements that would deter employees from performing their best work. All concerns may be expressed through our open door policy. Management at FRIENDSHIP TRAYS, INC. maintains this open door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input.

Disclaimer

This handbook is intended only to outline the employment policies, procedures and benefits of us. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. This form reserves the right to change employment policies, procedures, benefits or this manual at any time without notice. It is the responsibility of the employee to stay abreast of policy. It will make every effort to notify employees of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

Employment

Equal Opportunity Employment

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Background Checks

Candidates considered for employment who have been given a conditional offer of employment will be required to submit to a background check. The background check will verify if the employee has been convicted of any crimes or is currently charged with any criminal offense and will verify previous/current employment, education and licensure (if applicable). Personal references may be contacted. Information obtained as a result of the background check that is inconsistent with information provided by the employee may cause an offer to be rescinded.

**Disabled Employees**

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Eligibility for Employment / Worker Documentation

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We reserve the right to revise this policy without notice to comply with state and federal law.

Employment at Will

Nothing contained in this handbook or your participation in one or more of the plans or programs described herein shall be construed as a contractual right to continued employment with the Company. Rather, at all times during the tenure of your employment, except as may be otherwise provided in a written employment agreement signed by you and the Company, your employment is at-will. As an at-will employee, you have the right to leave the employment of the Company at any time and the Company has the right at all times to terminate your employment for any reason, without prior notice, whether with or without cause.

Probationary Hiring Practice

1. Terms of Employment: The Executive Director shall make decisions in behalf of the Company regarding the hiring of new employees. Such authority shall extend to the determination of the terms of employment of any new employee. The Executive Director may delegate decisions relating to hiring of new employees and the determination of terms of employment to other supervisory staff employees as he/she shall elect.
2. Probationary Period: All employees shall be on probation for a period of three (3) months from the date of employment. All employees will be under “evaluation” during such three month period. Your immediate supervisor will be responsible for evaluating your performance, aptitude and compatibility with co-workers. Dissatisfaction with work should be conveyed to the employee in order to give an opportunity for improvement. Either the Company or the employee is free to terminate the employee’s employment at any time during this period. Employees are expected to give ten (10) days notice of their intent to resign from their employment with the Company.
3. A written evaluation shall be given to the employee at the end of the Probationary Period. At the end of the evaluation period, you may be invited to become a full time employee who may entitle you to additional benefits. In the event your evaluation information indicates you do not qualify, your employment will be terminated.
4. The Probationary Period may be extended at the discretion of the Executive Director or Kitchen Manager, but for no more than three (3) additional months. Such an extension shall be confirmed in writing to the employee, and reasons given for the extension.
5. Successful completion of the Probationary Period, or any extension thereof, will not under any circumstances alter the employee’s status as an employee-at-will.

 **Promotions and Transfers**

It is the policy of Friendship Trays to promote from within, when business and personal circumstances permit. Promotions depend on a variety of factors, including, among others, your qualifications and length of service. Among the qualifications taken into consideration are education, experience, performance record, ability, character, skill, attendance and attitude.

You may become eligible for promotion in an area or department other than the one to which you are currently assigned. If you are interested in such a promotion, you should mention your interest to your Supervisor/Manager or the Executive Director. He or she may then discuss with you ways in which you can prepare yourself for promotion and keep current on openings as they occur.

Performance & Evaluation Reviews

Annual performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to your department and FRIENDSHIP TRAYS, INC. are also reviewed and documented. Your supervisor will discuss job requirements for your duties and identify your specific skills. Together you will establish plans for your growth and development. All performance reviews will become a permanent part of your personnel file.

Familial Employment

FRIENDSHIP TRAYS, INC. does allow family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interest exist. Hiring decisions will be the exclusive responsibility of the Executive Director.

HIPAA Notice and Privacy Practices

The Health Insurance Portability and Accountability Act (HIPAA) includes components to ensure that your personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to health professionals. It is designed to ensure that protected health information is protected during its collection, use, disclosure and destruction of records at Friendship Trays, Inc.. Breach of this policy should be reported to the Executive Director.

All employees are further required to ensure that the personal health information of the individuals served by Friendship Trays, Inc. is protected so that said individuals are not reluctant to seek our services. Breach of this policy should be reported to the Executive Director.

Moving Expense for Relocation

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Part-Time Employment

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Employment of Minors

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Minimum Wage

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Criminal Convictions

Criminal convictions are taken seriously at FRIENDSHIP TRAYS, INC. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense.

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Job Postings

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Seniority

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Credit Union

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**Supervision**

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**Personnel File**

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