

## Public Non-Discrimination Notice

GTECH does not discriminate in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The program also does not discriminate in its enrollment or classroom practices.

In adhering to this policy, this program abides by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990; and by other applicable statutes and regulations relating to equality and opportunity.

**GTECH** is an equal opportunity educator and employer. Accommodations are available upon request to those with documented disabilities.



# “GTECH Industries”

Geneva Regional Career  
and Technical Center

## *Employee Handbook*



### *Mission Statement*

The mission of G-TECH is to positively impact the workforce needs of the community by equipping students with the technical and employability skills required for personal career success.



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## **GTECH Honor Graduates**

GTECH will recognize Honor Graduates each year. Honor Graduates will receive a graduation cord to wear at graduation ceremonies. Geneva County employees will receive a royal blue/Kelley green striped cord. Geneva City employees will receive a white/black/gold striped cord.

## **Honor Graduate Requirements**

1. Senior completing two years at GTECH
2. Minimum 80 average in all GTECH program courses
3. Minimum 3.0 overall GPA
4. No more than 10 total absences throughout year at GTECH for any reason. Absences for school sponsored activities will not be included.
5. Nominated by GTECH instructor
6. Joined and participated in CTSO
7. No in school or out of school suspensions
8. Meet College and Career Ready requirements through one of the following options:
  - a. a benchmark score on any section of the ACT test,
  - b. a qualifying score on an AP or IB exam,
  - c. approved college or postsecondary credit while in high school,
  - d. a benchmark level on the ACT WorkKeys,
  - e. an approved industry credential
  - f. documented acceptance for enlistment into the military or
  - g. Completer status in a CTE program.

## Employee of the Quarter

Each Quarter GTECH Industries will select a Student Employee of the Quarter from each program area. Employees will be selected based on participation, teamwork, adaptability, initiative, improvement, accountability, communication, decision making, quality of work, and attendance.

Procedures:

1. Supervising Instructor should submit one or more applicants at the end of the Quarter.
2. CEO will select one Employee of the Quarter from each program at GTECH.
3. Selected employees will be highlighted on bulletin board, social media, and newspaper.

## Alabama’s Simulated Workplace

All policies described herein are in addition to any and all local school board policies, as described in the Student/Parent Handbook. G-TECH policies may be more restrictive than the local board policy, but in no way shall be deemed to lessen or nullify any existing school rules or policies.

G-TECH participates in Alabama’s Simulated Workplace initiative. As such, the language in this document is comparable to an employee handbook. “Employee” describes student; “company” describes G-TECH; “department” describes program; and “supervisor” describes teachers and G-TECH administrators and faculty.

As part of Alabama’s Simulated Workplace initiative, each department may institute specific rules to create a safe and productive atmosphere for that program’s specific industry. Dual enrollment programs offered at G-TECH may have additional policies and requirements, as determined by the community college and/or Alabama post-secondary education. All program specific requirements shall be set forth in the Program of Work (syllabus) and will be given to employees during the first week of class.

## Work Schedules

AM Shift Instructional Time		PM Shift Instructional Time	
8:00 –9:50	Geneva City 1 <sup>st</sup> Shift	12:20 - 1:50	Geneva City, Samson, & Hartford
10:00-11:35	Geneva City 2 <sup>nd</sup> Shift		
8:00 – 9:50	Geneva County	12:20 - 1:50	Slocomb
9:50-10:00	Break	1:50	Break

## Supervisory Personnel

**CEO (Principal)** – B.T. Hinson

[bt.hinson@genevacoboe.org](mailto:bt.hinson@genevacoboe.org)

**Human Resources Manager (Guidance Counselor)** - Ms. Ameer Fulford

[fulforda@genevacoboe.org](mailto:fulforda@genevacoboe.org)

**Career Coach**—Mrs. Amber Thornton

[Amber.thornton@genevacoboe.org](mailto:Amber.thornton@genevacoboe.org)

**Executive Assistant**—Mrs. Paula Salter

[salterp@genevacoboe.org](mailto:salterp@genevacoboe.org)

## GTECH Department Supervisors

**Automotive Service Technology Supervisor**—Mr. Dwight Gilley

[dgilley@esc.edu](mailto:dgilley@esc.edu)

**Aviation Technology Supervisor**—Mr. Trey Holster

[trev.holster@genevacoboe.org](mailto:trev.holster@genevacoboe.org)

**Health Science Supervisor**—Mrs. Bridgett White

[whiteb@gck12.com](mailto:whiteb@gck12.com)

**Health Science Supervisor**—Mrs. Mandy Faulk

[Mandy.faulk@genevacoboe.org](mailto:Mandy.faulk@genevacoboe.org)

**Information Technology Supervisor**—Mr. Lee Scarborough

[lscarborough@esc.edu](mailto:lscarborough@esc.edu)

**Early Childhood Supervisor**—Mrs. Amie Miller

[millera@genevacoboe.org](mailto:millera@genevacoboe.org)

**Welding Technology Supervisor**—Mr. Kenneth Hagen

[khagen@esc.edu](mailto:khagen@esc.edu)

## Emergency Procedures

Each quarter, employees will participate in a lock down, fire, and tornado drill. All employees should follow the instructions given by their supervisor. GTECH CEO will call the emergency situation or drill over the all call intercom system or using the alarm system. The following procedures shall be followed:

1. **Lock Down**— When a lock down is called over the intercom by the CEO, all supervisors will quickly move all employees into their classroom and secure the classroom and exterior doors. Employees should stay away from the doors and windows during a lock down.
2. **Tornado**—When a tornado warning or drill is called by the CEO over the intercom, all supervisors will quickly move all employees to their safe area. All employees in the main building will be located in the side halls. Welding and automotive employees will go to the hall of the automotive buildings.
3. **Fire**—In the event of a fire or fire drill, the CEO will call for a fire alarm over the intercom or by activating the alarm system. All supervisors should quickly evacuate employees from the building to their designated areas.

## Employee Discipline

All employees at GTECH will follow the code of conduct from their school system. Any violations while traveling to and from GTECH, or while at work at GTECH will be addressed by the GTECH CEO. Any discipline assigned at GTECH will apply to their home school as well.

## Attendance

Attendance is extremely important at GTECH Industries. Employee absenteeism greatly limits their ability to learn the content in their department. Employees are expecting to make every effort to be present every day at GTECH. **ALL absences (sick days) will require the employee to call and/or email the instructor before 8:00 am on the day of the absence and give notification and reason for an unplanned absence.** Even if a doctor or parent note will be presented upon return.

All employees are required to clock in daily as soon as they arrive on campus. Attendance will be recorded and reported daily. Employees shall clock out prior to departure.

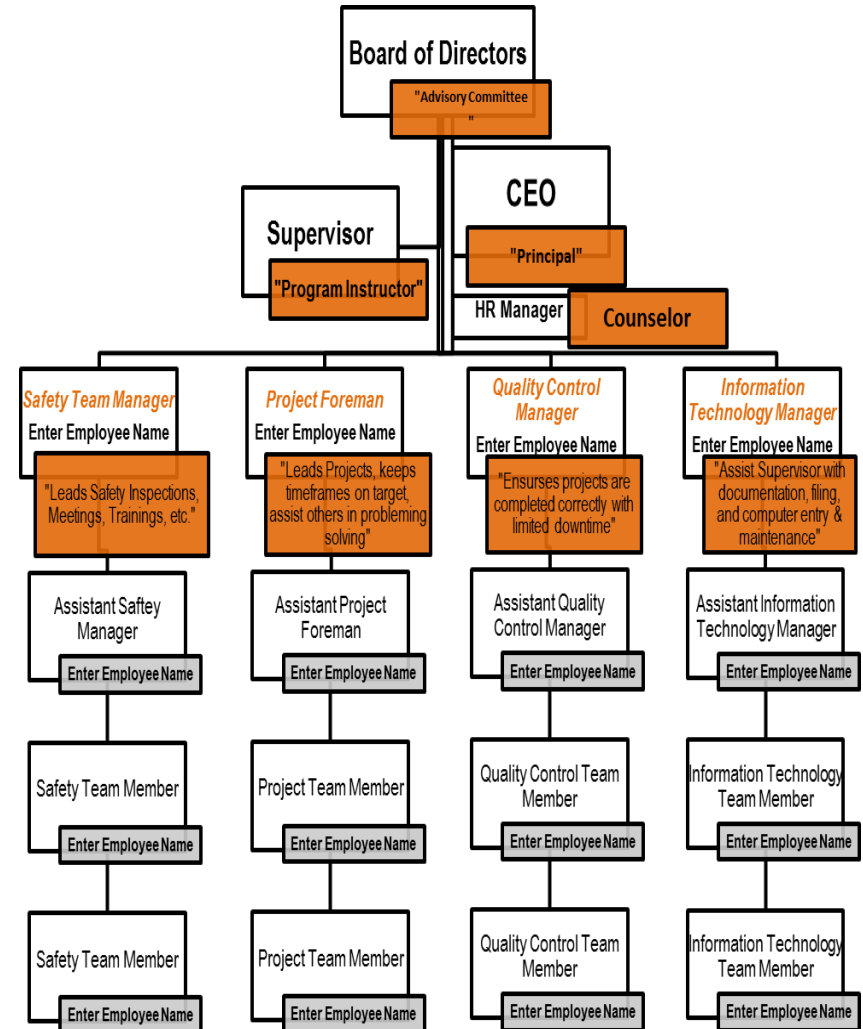
Dual Enrollment employees that miss 3 consecutive classes without prior approval may be removed from the class. Per FAA regulations, aviation employees missing more than 14 hours in the school year will not receive class credit. Employees will have no more than 3 school days to make up any missed work or will receive a score of zero. It is the employee's responsibility to make arrangements with their supervisor for making up missed work within the time frame.

## Late Arrivals and Early Departures

Employees should make every effort to be at their home school on time to ride the school bus to GTECH. In the event an employee misses the bus, they may be dropped at GTECH by a parent or guardian. Their parent/guardian must sign the employee in at the main office. **Employees may not drive to GTECH without prior approval from their school principal with permission from a parent/guardian.**

Employees are only permitted to be checked out by a parent/guardian. The parent/guardian must sign employees out at the main office at GTECH.

## Organizational Chart Structure (Titles and positions may vary by Department)



## Course Listings

Program	Year 1	Year 2
<b>Automotive Service</b>	AUM 121, AUM 122, CTE Lab	AUM 121, AUM 122, Senior Pathway Project
<b>Aviation Technology</b>	AMT 100, AMT 101 CTE Lab	AMT 100, AMT 101, CTE Lab
<b>Health Science</b>	Foundations of HS, Medical Terminology,	Nurse Aide Training, Health Science Internship, CTE Lab
<b>Information Technology</b>	CIS 134, CIS 268, CIS 150, CIS 269	CIS 260, CIS 275, CIS 277, CIS 292
<b>Early Childhood</b>	CHD 201, CHD 203, CHD 204	CHD 201, CHD 203, CHD 204
<b>Welding Technology</b>	WDT 107, WDT 120, WDT 123	WKO 106, WDT 110, WDT 124

## Reporting Near Miss

*A Near Miss is an event that does not result in an injury or damage. It is important to record and investigate near-misses to identify weaknesses in the company process that could possibly lead to an injury or damage.*

Program \_\_\_\_\_

Date \_\_\_\_\_

Name of the employee \_\_\_\_\_

Name of the safety team supervisor \_\_\_\_\_

Nature of safety violation

\_\_\_\_\_

Consequences for this violation

\_\_\_\_\_

Was the employee put on probation?

\_\_\_\_\_

Why or why not?

\_\_\_\_\_

Remedial activities or training recommended

\_\_\_\_\_

What type of training?

One copy to:  
 Employee File  
 Safety Team Records  
 Instructor  
 Building Administrator

## **Safety Violations Reporting**

Program \_\_\_\_\_  
Date \_\_\_\_\_  
Name of the employee \_\_\_\_\_  
Name of the safety team supervisor \_\_\_\_\_  
Nature of safety violation \_\_\_\_\_  
Consequences for this violation \_\_\_\_\_  
Was the employee put on probation? \_\_\_\_\_  
Why or why not? \_\_\_\_\_  
Remedial activities or training recommended \_\_\_\_\_  
What type of training? \_\_\_\_\_

One copy to:

- Employee File
- Safety Team Records
- Instructor
- Building Administrator

## **Career Technical Student Organizations**

Career and Technical Student Organizations (CTSO's) are an integral part of career and technical education programs. CTSO's provide employees an opportunity to grow their personal, workplace, and technical skills through leadership experiences, team work, and competitions. All employees should join their CTSO to enjoy the benefits that are offered.

Automotive, Aviation, Welding, & Information Technology programs are affiliated with SkillsUSA. SkillsUSA is a partnership of employees, teachers, and industry working together to ensure America has a skilled workforce.

Health Science employees are affiliated with Health Occupation Employees of America or HOSA and SkillsUSA. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and employees to join and be actively involved in the HSE-HOSAPartnership.

Teaching and Training employees are affiliated with Family, Career, and Community Leaders of America (FCCLA). FCCLA is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education as determined by the state department of education.

### **BENEFITS OF JOINING**

Employees will gain:

Personal development, workforce readiness skills, leadership skills, experiential learning, develop responsibility, develop self-confidence, receive recognition for achievement, participate in community service, grow your problem solving skills, opportunity to travel to district, state, and national events, learn more about careers related to your program, and much more!

## **Job Descriptions**

### **Project Foreman, (may be known as lead teacher, nurse supervisor, etc)**

#### **Overview**

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The foreman works under the supervisor in a supervisory capacity. Responsibilities include delegating work assignments, overseeing job performance and inspecting course conditions.

#### **Functions**

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Oversees the completion of work assignments by crew members and assists with field decisions regarding job procedures, work standards and equipment use.

Enforces safe working conditions with all job assignments and is responsible for instructing staff on proper equipment use and work methods.

Supervises all projects and employees assigned to the project.

Manages the building maintenance program and improvement projects.

Reports all disciplinary problems to the supervisor.

Opens the classroom/shop and runs operations in accordance with all policies and procedures.

#### **Employment Standards**

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- Proven leadership capabilities.
  - Planning, organization and prioritization
  - Analytical problem solving
  - Management control
  - Interpersonal sensitivity
  - Understand and follow protocol for the proper lines of communication
  - Clear understanding of company mission and values.
- Ability to work independently and as part of a team.

*Job description and responsibilities may be modified only by the supervisor*

## **Accident Reporting Policy and Procedure**

There must be a process put in place to report accidents, incidents or near misses for immediate action and to help track causes. The company must identify what needs to be reported, to whom it is to be reported, and how to report it, then put this process into a written procedure.

*For example:*

*Any accident, incident, or "near miss," no matter how slight the injury or damage, must be reported to the safety team supervisor immediately for appropriate action.*

*The supervisor is responsible for taking appropriate follow-up action, including getting medical attention for the injured, completing an investigation report and recommending or implementing appropriate corrective actions.*

The primary purpose of the accident investigation is to identify the cause(s) of the accident, incident or "near miss" and take action to prevent a similar occurrence in the future. In some instances, an employee's failure to follow recognized safety procedures requires disciplinary action to protect co-workers.

*Remember:*

One person's actions can jeopardize the safety of others in the workplace.



## **Responsibilities**

- Monthly meeting — it is advisable that the committee meet monthly. The agenda for these meetings should include: reviewing all accidents, accident investigation reports, inspection reports, training and other safety issues.
- Accident/Incident analysis — At least quarterly, the committee conducts an accident/incident analysis to note trends and take corrective action.
- Monthly safety inspections — the committee oversees monthly safety inspections.
- Annual training schedule — the committee develops and carries out annual training schedule to address safety requirements or areas of accident frequency.
- Annual report — the committee submits an annual report to the executive director/administrator/risk manager to include: accident analysis, safety accomplishments, and outstanding safety issues.
- Annual safety objectives — the committee establishes annual workplace safety objectives for the coming year based on the current annual report.
- Accountability — the safety committee is responsible to have an effective safety program in place.

## **Supervisors**

Supervisors are fundamentally responsible for ensuring safety in their program.

### **Responsibilities**

- Are active members of workplace safety committee
- Assist in developing workplace safety procedures
- Enforce and promote workplace safety procedures
- Conduct investigations of any accidents/incidents occurring within their program

## **Quality Control Manager**

### **Overview**

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This position is responsible for all aspects of planning, developing, and evaluating all the Simulated Workplace related services. This manager will have the responsibility of developing and implementing policies and procedures to ensure clients are provided with quality products and/or services.

### **Functions**

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Oversees the completion of work assignments by crew members and assists with field decisions regarding job procedures, work standards and machinery use.

Plans, develops and evaluates the effectiveness of Quality Management and Improvement Programs for all Simulated Workplace activities. Collaborates with other administrative staff to ensure ongoing effectiveness of quality services.

Identifies the more complex systems and organizational difficulties hindering the accomplishment of service objectives and determining procedures to be followed in implementing appropriate programs/systems. Implements new programs/systems or updates to assure the delivery of quality services.

### **Employment Standards**

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- Planning, organization and prioritization
- Analytical problem solving
- Leadership skills
- Management control
- Understand and follow protocol for the proper lines of communication
- Clear understanding of company mission and values.
- Ability to work independently and as part of a team.

*Job description and responsibilities may be modified only by the supervisor*

## Safety Team Manager

### Overview

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To provide leadership in the implementation of the Simulated Workplace's efforts; to plan, implement and manage the onsite safety program and ensure compliance with the company's philosophy.

### Functions

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- Researches new regulations and developments in the field of safety and recommend changes in the company's safety program.
- Assists in the documentation and implementation of required or desired changes in the safety program.
- Assist in writing job specific safety plans; schedules safety visits and safety audits.
- Ensures full compliance of safety plan.
- Controls hazardous working conditions and unsafe employee practices through safety inspections, plans, and trainings.
- Reviews documentation to ensure all required onsite safety records and reports are complete, accurate and submitted per established procedures.
- Reinforces safety awareness in a manner that promotes cooperation and improved morale.
- Assist supervisor in creating a working atmosphere that promotes openness and a high level of enthusiasm and morale in the field.
- Assist supervisor in tracking of safety incidents and reporting.
- Accompanies all outside safety inspectors on walk through inspections.
- Conducts work area inspections and assists in personal injury investigations.
- Provides weekly/bi-monthly safety training to all employees.
- Reports all safety findings and incidents to the supervisor.

## Safety Job Descriptions

### **Executive Director/Administrator/Risk Manager**

The executive director is ultimately responsible for having an effective workplace safety program in place.

### **Simulated Workplace Safety Coordinator**

Although safety is everyone's responsibility, it is important that Simulated Workplace safety oversight be assigned specifically to one person. The role of workplace safety coordinator can be incorporated into someone's job description? It does not have to be a separate position. The organization should empower the workplace safety coordinator to act as needed to safeguard employees, and provide the training and resources needed to manage these risks effectively.

### ***Responsibilities***

- Leads all safety committee functions.
- Facilitates all safety committee meetings.
- Directly reports to executive director/administrator/risk manager.
- Serves as the primary contact for any Simulated Workplace safety inspections.

### **Workplace Safety Committee**

The workplace safety committee carries out the policies, creates procedures, analyzes data and makes recommendations for change under the leadership of the workplace safety coordinator.

## **Safety Personnel Responsibilities**

- Lead safety person reports directly to instructor on all matters.
- Monitor the work environment anytime employees are performing hands-on activities.
- Reporting and documenting any near misses, safety violations, or unsafe working conditions present within the classroom and work environment. (A strike three system is implemented to any safety violations or acts. Disciplinary action will be taken towards student or employees and removal of such student (s) from the program if endangerment is present to them or other employees.
- Safety meeting every two weeks presented to the programs' employees by at least 2 safety personnel, consisting of no less than 15 minute sessions. (Meeting will pertain to shop/classroom safety, industrial safety or an accident that happened in industry. Also, the presentation will cover preventive safety measures. A presentation copy, handouts, etc., are distributed to each student upon each meeting.
- Act on any and all emergency situations, to the ability of their training, which may occur in the classroom or work environment.
- Any safety person can and will be dismissed from their duties upon neglect of fulfilling their commitments and/or violates safety regulations causing danger or unsafe practices to themselves or other co-workers, and an explanation for such disqualification will be documented with their student file.

## **Employment Standards**

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- Planning, organization and prioritization
- Analytical problem solving
- Leadership skills
- Management control
- Interpersonal sensitivity
- Certified in First Aid/CPR preferred
- Understand and follow protocol for the proper lines of communication
- Clear understanding of company mission and values.
- Ability to work independently and as part of a team.

*Job description and responsibilities may be modified only by the supervisor*

## Information Technology Manager

### Overview

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The Information Technology Manager manages and provides hardware and software maintenance, training and consultation, in addition to recommending future planning and development of resources. The Information Technology Manager also, ensures all documented reports / forms are filed correctly and kept up-to-date.

### Functions

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- Manage information technology and computer systems.
- Ensure technology is accessible and equipped with current hardware and software.
- Main Activities:
  - ◊ Be familiar with all hardware and software used within the company.
  - ◊ Provide orientation to new users of existing technology.
  - ◊ Train all employees about potential uses of existing technology.
  - ◊ Train all employees about new and potential technology use.
  - ◊ Provide individual training and support on request.
- Maintain current and accurate inventory of technology hardware, software and resources.
- Assist supervisor in maintaining an accurate filing system for employee files.
- Assist supervisor in marketing the company to potential employees, customers and business/industry partners.
- Assist supervisor in development community partners and resources.
- Reports all technology issues to the supervisor.

## Classroom Safety Team Application

Program: \_\_\_\_\_

*(There will be 1 student selected for every 5 employees in the program, plus 1 lead safety-person, which will oversee all safety personnel and their requirements)*

### Safety Personnel Eligibility Requirements:

- Persons must pass their basic safety training with a score of 100% (No more than 2 times). Scoring below 85% on the first try makes employees automatically ineligible to hold a safety position.
- An application is to be submitted to instructor at a set date. (Applications are required to be kept in student files)
- An essay consisting of at least 50 words must be presented to instructor stating why they should be recommended for a safety-person position. *(The essay will be evaluated by instructor and upper classmen safety personnel)* Essay must contain why employees think safety programs should be implemented into their program, the reasoning of safety in such programs, how they could benefit the program as a safety-person and what they think their responsibilities should be as that person.
- A personal interview with the current safety committee
- If selected to service on the safety committee, employees must be willing to receive additional training and certification in First Aid, CPR, and/or OSHA.

### Benefits

- Additional safety training beneficial to the industrial marketplace.
- Additional certifications up completion of the program.
- Resume building opportunity.

## Safety Culture Checklist

Characteristics of a Safety Culture	YES	NO
Safety and safety terms are part of the language of your company.		
Workplace safety practices are part of everyone's job description.		
Safe and unsafe behaviors are specified and enforced.		
Employees are rewarded for promoting safety.		
Safety concerns are evident in the interaction among employees and in their interaction with clients, co-workers, and visitors.		
New employees are briefed on safety procedures and are briefed on the consequences for ignoring safety practice or engaging in unsafe behavior.		
The consequences for ignoring safety practices are consistently enforced.		
Employees observe and follow correct hazardous protocols.		
Employees always wear and follow guidelines pertaining to protective gear and equipment.		
There is an active safety committee and meetings are well attended and documented.		

## Employment Standards

- 
- Planning, organization and prioritization
  - Analytical problem solving
  - Leadership skills
  - Management control
  - Interpersonal sensitivity
  - Proven organizational skills
  - Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
  - Strong writing skills
  - Understand and follow protocol for the proper lines of communication
  - Clear understanding of company mission and values.
- Ability to work independently and as part of a team.

*Job description and responsibilities may be modified only by the supervisor*

## Company Policies

In addition to the policies found in your school code of conduct, the following policies will be followed at GTECH. These Policies do not supersede those found in your school code of conduct

### Dress Code Policy

#### Shoes and Footwear

- Shoes and Footwear: Depending on program, closed toed shoes are acceptable for Simulated Workplace environments.
- Flip-flops, slippers, and any shoe with an open toe are **not acceptable** at Simulated Workplace environments due to safety violations.
- **Leather closed toe** shoes/boots are required in the welding, automotive, and aviation programs.
- Inappropriate attire for work includes:

tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

#### Jewelry, Makeup, Perfume, and Cologne

- Jewelry, makeup, perfume, and cologne should be in good taste. Remember, that some co-workers, customers, or visitors may be allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.
- Tattoos should be limited and in some instances covered, especially if they may be offensive to co-workers, customers, or visitors.

## GTECH Injury and Illness Prevention

According to OSHA, work-related injury and illness prevention falls into three categories in order of priority: engineering controls, administrative controls, and personal protective equipment controls. The Simulated Workplace has adapted this list to make it more applicable to career CTE programs:

- administrative controls
- written procedures and safe work practices
- exposure time limitations (temperature and ergonomic hazards)
- monitor use of hazardous materials
- alarms, signs and warnings
- buddy system

training

**GTECH** safety initiatives can be as simple as closing and locking the front door; replacing burned out lights inside and out; closing drawers before walking away from the desk or file cabinet; knowing and using proper lifting techniques; providing adjustable workstations to accommodate differences in people's stature and weight to eliminate repetitive motion, back, neck and shoulder injury; and using the proper tool for the job in an appropriate fashion. These and other basics should be universally adopted safety procedures in any workplace.

Depending on the nature of the program's projects, supervisors may have to assist safety team members with the management of specific hazards associated with their tasks:

- chemical (toxic, flammable, corrosive, explosive)
- electrical (shock/short circuit, fire, static, loss of power)
- ergonomics (strain, human error)
- excavation (collapse)
- explosion (chemical reaction, over pressurization)
- fall (condition results in slip/trip from heights or on walking surfaces — poor housekeeping, uneven surfaces, exposed ledges)
- fire/heat (burns to skin and other organs)
- mechanical (vibration, chaffing, material fatigue, failure, body part exposed to damage)
- noise (hearing damage, inability to communicate, stress)
- radiation (X-rays, microwave ovens, microwave towers for radio or TV stations or wireless technology)
- struck by (falling objects and projectiles injure body)
- struck against (injury to body part when action causes contact with a surface, as when screwdriver slips)
- temperature extreme (heat stress, exhaustion, hypothermia)
- visibility (lack of lighting or obstructed vision that results in error or injury)
- weather phenomena (snow, rain, wind, ice that increases or creates a hazard)

### **GTECH Safety Program**

Any policy, procedure or training used by the company to further the safety of employees while working within the Simulated Workplace environment is considered part of a workplace safety program. Workplace safety programs to reduce work-related injury and illness are concerned with:

- promoting and rewarding safe practices at work
- reducing injuries and illnesses at work
- eliminating fatalities at work

- Body piercing should be limited and in some instances removed or covered, in order to comply with safety regulations.

### **Hats and Head Covering**

- Hats are ***not appropriate*** in an office environment.
- Head Covers that are required for safety regulations are required while working in the welding or automotive program area.
- If clothing fails to meet these standards, as determined by the employees and supervisor, the offending employee will be reprimanded in accordance to the disciplinary policies and procedures of the company. If the problem persists, progressive disciplinary action will be applied for

### **Tobacco Free Workplace Policy**

**GTECH's** Tobacco Free Policy is dedicated to providing a healthy, comfortable, and productive work environment for our employees.

Numerous studies have found that secondhand smoke is a major contributor to indoor air pollution. Breathing secondhand smoke (also known as tobacco smoke pollution) is a main cause of disease in healthy non-smokers, including heart disease, stroke, respiratory disease, and lung cancer. The National Cancer Institute determined in 1999 that secondhand smoke is responsible for the early deaths of up to 65,000 Americans annually. The Americans with Disabilities Act, which requires that disabled persons have access to public places and workplaces, deems impaired respiratory function to be a disability

The U.S. Surgeon General has determined that the simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to secondhand smoke. The Environmental Protection Agency has determined that secondhand smoke cannot be reduced to safe levels in businesses by high rates of ventilation. Air cleaners, which are only capable of filtering the particulate matter and odors in smoke, do not eliminate the known toxins in secondhand smoke. A significant amount of secondhand smoke exposure occurs in the workplace.

Employees who work in smoke-filled businesses suffer a 25-50% higher risk of heart attack and higher rates of death from cardiovascular disease and cancer, as well as increased acute respiratory disease and measurable decrease in lung function.

Smoke-filled workplaces result in higher worker absenteeism due to respiratory disease, lower productivity, higher cleaning and maintenance costs, increased health insurance rates, and increased liability claims for diseases related to exposure to secondhand smoke.

In light of these findings, GTECH shall be entirely tobacco free, including electronic vaping devices and smokeless tobacco. Smoking shall not be permitted in any enclosed company/school facility. This includes common work areas, drill hall, classrooms, conference and meeting rooms, private offices, hallways, outside, cafeterias, employee lounges, stairs, restrooms, vehicles, and all other enclosed facilities. This policy applies to all employees, clients, contractors, and visitors.

## **Safety Policies and Procedures**

### *Why is Workplace Safety Important?*

Workplace safety is about preventing injury and illness to employees in the workplace. Therefore, it's about protecting the company's most valuable asset: its *employees*. By protecting the employees' well-being, the company shall reduce the amount of money paid out in health insurance benefits, workers' compensation benefits and the cost of wages for temporary help.

### *Addressing Safety and Health Hazards in the Workplace*

To make the workplace safer, the company has to acknowledge which potential health and safety hazards are present. Or determine *where* and *what* and *how* a worker is likely to become injured or ill. It starts with analyzing individual workstations and program areas for hazards — the potential for harm — be it a frayed electrical cord, repetitive motion, toxic chemicals, mold, lead paint or lifting heavy objects.

### *Job Hazard Analysis*

OSHA describes a job hazard analysis as a technique that focuses on job tasks to identify hazards before they occur. The Simulated Workplace describes this analysis as ways to strengthen the entire Simulated Workplace experience. From either view, the analysis examines the relationship between the employee the task, the tools and the work environment.



## Internships

Internships are a very important component of the teaching & training and health science departments. Interns are representing GTECH in a real world work setting and are held to a high level of accountability. Students must earn the privilege of internships through dependability, regular attendance and punctuality, academic and applied achievement, behavior and attitude. Students placed in internships must clock in through the online portal as soon as they arrive to their work site. Attendance policies still apply during internships. Any students that are not performing to the expectations of the coordinating site may have their internship revoked at any time. Attendance will also be used for grading purposes during internships.

## Field Trips

GTECH employees may gain workplace skills and career exposure through educational field trips. Supervisors must secure proper permissions from the employee's parent/guardian. Employees must also obtain permission from their school administrator and home school instructors. Employees should make every effort to exceed expectations in behavior and academic achievement at their home school.

## Drug Free Workplace Policy

**GTECH Industries** is committed to providing a safe work environment and to promoting and protecting the health, safety, and wellbeing of our employees. This commitment is jeopardized when any GTECH employee engages in use, possession, sale, conveyance, distribution or manufacture of illegal drugs, intoxicants, controlled substances or abuses prescription drugs or alcohol. Substance abuse is a significant public health problem, which has a detrimental effect on the business community in terms of productivity, absenteeism, accidents, medical costs, theft, and workers' compensation costs. Therefore, all GTECH Industries have established the following policy:

It is a violation of company policy for any employee to use, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same.

It is a violation of company policy to use or be under the influence of alcohol anytime during hours of business operation while on or using company property.

It is a violation of company policy for anyone to use prescription drugs illegally. It is the responsibility of the employee to report the use of prescribed drugs, that **MAY** (per warning labels provided by the pharmacy) affects the employee's judgment, performance, or behavior.

Violations of this policy are subject to disciplinary action up to and including termination of employment and expulsion from school per your county school board policies.

**GTECH Industries** values its employees and recognizes the need for a balanced approach to achieving a drug free workplace. Our comprehensive program includes the following components:

**GTECH is a** drug free workplace policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

*This policy in no way supersedes the city/county school policies.*

## **Weapon-Free Workplace Policy**

The purpose of this policy is to ensure that GTECH Industries maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of perilous weapons on company property. A license to carry the weapon on company property does not supersede company policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination or expulsion from the Simulated Workplace program. School and county policies for disciplinary measures regarding weapons on a school campus will be upheld. All company employees are subject to this provision, including contract and temporary employees, visitors and customers on company property.

“Company property” is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company’s ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.

“Dangerous weapons” include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

**GTECH industries** reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including a termination.

This policy is administered and enforced by the Simulated Workplace supervisor and school administration.

*This policy in no way supersedes the city/county school policies.*

It is also against GTECH policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

*Reporting of Harassment:* If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee, report the incident immediately to your supervisor or principal. Possible harassment by others with whom GTECH has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

**GTECH** will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practical. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. GTECH’s goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If GTECH determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.

Compliance with this policy is a condition of each employee’s employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the supervisor or principal.

*This policy in no way supersedes the city/county school policies.*

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against GTECH policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

*Prohibition of Other Types of Discriminatory Harassment:* It is also against GTECH's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unrea-

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in GTECH premises such as on an employee's desk or workspace or on GTECH equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

## **Cell Phone Policy**

The cellular phone policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

### **Cell Phones or Similar Devices at Work**

**GTECH industries** is aware that employees utilize their personal or company-supplied cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of instruction/hands-on activities, in addition to safety of all employees; all employees are asked to leave cell phones at their desk or out of the working/learning environment. Nevertheless, on the unusual occasion of an emergency or anticipated emergency that requires immediate attention, please inform your supervisor and ask for guidance.

Employees who violate this policy will be subject to disciplinary actions, up to and including **EMPLOYMENT TERMINATION**.

*This policy in no way supersedes the city/county school policies.*

## **Computer and Internet Policy**

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Company business. Some job responsibilities at GTECH industries require access to the Internet and the use of software, in addition to the Microsoft Office suite of products. Only people appropriately authorized, for Company purposes, may use the Internet or access additional software.

### **Internet Usage**

Internet use, on GTECH time, is authorized to conduct Company business only. Internet use brings the possibility of breaches to the security of confidential Company information. Internet use also creates the possibility of contamination to GTECH's networking system via viruses or spyware. Spyware allows unauthorized people, outside the Company, potential access to Company passwords and other confidential information.

Removing such programs from the GTECH\_network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask employees to limit Internet use.

Additionally, under no circumstances may Company computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including **TERMINATION OF EMPLOYMENT**.

### **Email Usage at Company**

Email is to be used for GTECH business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. Employees are not to conduct personal business using the Company computer or email.

Viewing pornography, or sending pornographic jokes or stories via email, is considered **SEXUAL HARASSMENT** and will be addressed according to the company's sexual harassment policy.

## **Policy Against Workplace Harassment**

**GTECH** is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

**GTECHs** commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, GTECH has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes field trips and school-related social events.

**GTECH's** property (e.g., telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. GTECH's policy against harassment covers employees and other individuals who have a relationship with GTECH which enables GTECH to exercise some control over the individual's conduct in places and activities that relate to GTECH's work (e.g., directors, officers, contractors, vendors, volunteers, etc.).

*Prohibition of Sexual Harassment:* GTECH's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with a employees work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

### **Competition Component of the Blogging Policy**

- Employees may not sell any product or service that would compete with any of GTECH products or services without permission in writing from the president. This includes, but is not limited to training, books, products, and freelance writing. If in doubt, talk with your manager and the president.

### **Your Legal Liability Component of the Blogging Policy**

Recognize that you are legally liable for anything you write or present online. Employees can be disciplined by the company for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a **HOSTILE WORK ENVIRONMENT**. Employees can also be sued by company employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

### **Media Contact Component of the Blogging Policy**

Media contacts about GTECH Industries and current and potential products, employees, partners, customers, and competitors should be referred to your supervisor or the administrator of your school.

*This policy in no way supersedes the city/county school policies.*

### **Emails That Discriminate**

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be addressed according to the company's harassment policy.

These emails are prohibited at GTECH. Sending or forwarding non-business emails will result in disciplinary action that may lead to **EMPLOYMENT TERMINATION**.

### **Company Owned Employee Email**

Keep in mind that the Company owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Do not consider your electronic communication, storage or access to be private if it is created or stored within the company networking system.

*This policy in no way supersedes the city/county school policies.*

## **Social Media Policy**

**GTECH industries** recognizes the importance of the Internet in shaping public thinking about your company and our current and potential products, employees, partners, and customers. GTECH also recognizes the importance of our employees joining in and helping shape industry conversation and direction through blogging and interaction in **SOCIAL MEDIA**. Therefore, GTECH is committed to supporting your right to interact knowledgeably and socially in the blogosphere and on the Internet through blogging and interaction in social media.

Consequently, these guidelines in this blogging and social media policy will help you make appropriate decisions about your work-related blogging and the contents of your blogs, personal Web sites, postings on wikis and other interactive sites, postings on video or picture sharing sites, or in the comments that you make online on blogs, elsewhere on the public Internet, and in responding to comments from posters either publicly or via email. The Alabama State Department of Education Internet Use Policy and Email Policies remain in effect within Simulated Workplace environment.

These guidelines will help employees open up a respectful, knowledgeable interaction with people on the Internet.

### **Guidelines for Interaction about GTECH on the Internet**

- If employees are developing a Web site or writing a blog that will mention GTECH and/or current and potential products, employees, partners, customers, and competitors, identify that you are an employee of GTECH and that the views expressed on the blog or Web site are yours alone and do not represent the views of the company.
- Unless given permission by your supervisor; employees are not authorized to speak on behalf of GTECH, or to represent that you do so.

## **Confidential Information Component of the Blogging/ Social Media Policy**

- Employees may not share information that is confidential and proprietary about the company. This includes information about trademarks, upcoming product releases, sales, finances, number of products sold, number of employees, company strategy, and any other information that has not been publicly released by the company. These are given as examples only and do not cover the range of what the company considers confidential and proprietary. If you have any question about whether information has been released publicly or doubts of any kind, speak with your manager and the Public Relations department before releasing information that could potentially harm GTECH or our current and potential products, employees, partners, and customers. Employees may also want to be aware of the points made in the non-disclosure agreement signed when they joined GTECH.

## **Respect and Privacy Rights Components of the Blog- ging/Social Media Policy**

Speak respectfully about GTECH Industries and current and potential employees, customers, partners, and competitors. Do not engage in name calling or behavior that will reflect negatively on the GTECH reputation. Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is not viewed favorably by GTECH and can result in disciplinary action up to and including **EMPLOYMENT TERMINATION**.

- **GTECH** encourages employees to write knowledgeably, accurately, and using appropriate professionalism. Despite disclaimers, your Web interaction can result in members of the public forming opinions about GTECH and its employees, partners, and products.
- Honor the privacy rights of current employees by seeking their permission before writing about or displaying internal company happenings that might be considered to be a breach of their privacy and confidentiality.