

You have the right to eat your lunch.



You need to arrive to work with a lunch ready to eat Monday-Friday or have money available to purchase one.



Depending on your job you may not have access to a microwave.



Your records are kept



locked.



Your records and reports are kept confidential. Only information intended to help you and your program will be shared.



You are eligible to win the Worker of the Year Award for good work during the year!



You are eligible to win the other awards for meeting goals and participating in community activities.



You have the right to use the phone on your breaks, on lunch time and in private.



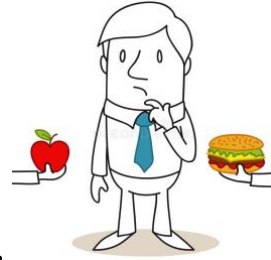
You should let us know if you are having any medical problems or are taking or changing any



medications.



Staff will help you maintain your diet



and choose the right foods and snacks.



From time to time, we may rent for

everyone's enjoyment. Please give us your

suggestions.



NO SMOKING is allowed in the building or at the entrances, there is a designated area.

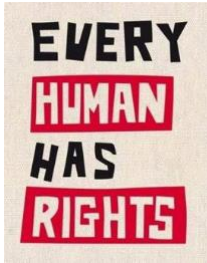


You have the right to choose and ask for changes in program decision to your supervisor or to a Program Manager.

You also have the right to go to the Human Rights



Committee



You will have annual training in human rights



The building is fully accessible to persons with mobility impairments. There are also accessible bathrooms available.



always welcome!



You have the right to be paid for work you agree to do.



You have the right to spend your money as you want.



You have the right to



volunteer there is no pay check.



You have the **RIGHT TO REFUSE** to



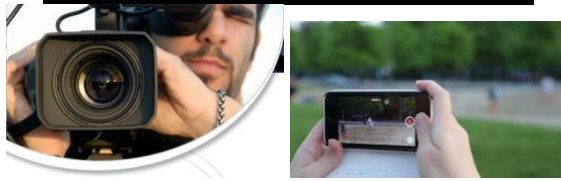
have your picture taken.



You have the **RIGHT TO REFUSE** to be fingerprinted.

You have the **RIGHT TO REFUSE** to be

videotaped.



You have the right to be safe from harm.



You have the right to be treated with **DIGNITY**, free from teasing or bullying.



You have the right





or call **D.P.P.C 1-800-426-9009**



ASK FOR



ASA observes Holidays. If there is a day for any reason that you would like to be out, please



call the program.



No weapons allowed.



You have the right to work in a clean place. Everyone participates in the cleaning of the building.





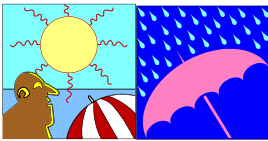
No drugs or alcohol allowed at work.



You have the right to listen to music while you work.



You have the right to transportation and to go where you would like after work if there is time.



Please dress



appropriately for

the weather and work.



No sandals or open front/back shoes are allowed at work!



You have a right to bring your personal items

to work that you need.



Your personal

objects will be respected by all and secure.



Your lunch may be secured



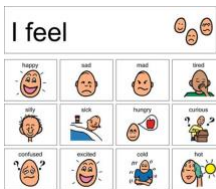
in the kitchen

or your locker.

You need to express or



communicate your

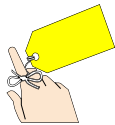


feelings.

You may have access anytime to an available bathroom by requesting a bathroom key or by indicating to your assigned Job Coach the need for the bathroom. In order to maintain your privacy and your safety, the bathroom facilities may be locked or monitored.



At ASA we conduct drills for everyone's safety. Everyone will know all safety drills.



Remember safety and your health are first! You need to adhere to all policies to your

job. All 

are trained



to use proactive

ways to



keep ASA safe from



dangerous member



behavior. Hitting

yourself, or others



or any other unsafe acts



may result in an approved physical restraint

method.



HUMAN RIGHTS STAFF:

ANDREW MALONE



CHRIS STARNES



RICHARD STEIN



SHAWN SHEPHERD



SHEELA SMITH



VERIFICATION OF TRAINING

**I HAVE RECEIVED THIS HANDBOOK.
THE HUMAN RIGHTS OFFICER HAS
REVIEWED THIS HANDBOOK WITH ME.**

PARTICIPANT SIGNATURE

DATE

TRAINER SIGNATURE

DATE

VERIFICATION OF TRAINING

I HAVE RECEIVED THIS HANDBOOK.

**THE HUMAN RIGHTS OFFICER HAS
REVIEWED THIS HANDBOOK WITH ME.**

STAFF SIGNATURE

DATE

VERIFICATION OF HUMAN RIGHTS

REVIEW:

DATE: _____

SIGNATURE OF ACTING CHAIRPERSON



Autism Services Association, Inc.
47 Walnut Street, Wellesley Hills, MA 02481
TEL: (781) 237-0272 Fax: (781) 237-5020
E-Mail: ssmith@autism-ma.org
Website: www.autismservicesassociation.org

*Information, Referral, Education, Supported Employment and
Rehabilitation Services
Serving Central and Eastern Massachusetts*

PARTICIPANT PICTURE HANDBOOK

2005-06-07-08-09-10-11-12-13-14-15-16-17-18-19