

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.

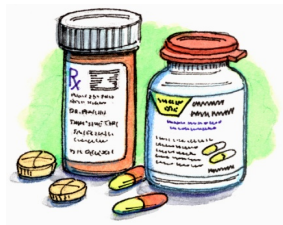


You have the right to use the phone on your breaks, on lunch time and in private.



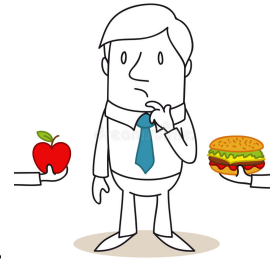
You should let us know if you are having any medical problems or are taking or changing any

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.

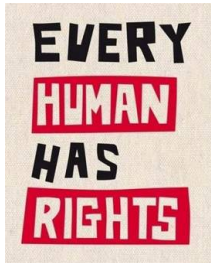


You have the right to choose and ask for changes in program decision to your supervisor or to a Program Manager.

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!

	Sample Company 100 Somewhere Rd. Nowhere, CA 90000 (111) 111-1111	My Bank 123 Bank Road	No. 1002 67-7890
Pay To The Order Of	John Smith		\$ **778.34
	Seven Hundred Seventy-Eight and 34/100		Dollars
	John Smith 111 Somewhere Rd. Nowhere, CA 90000		
Memo: Pay check			
⑈00000⑆002⑈⑆123456789⑆0⑆123456789⑈			

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



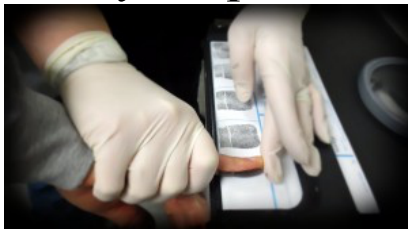
volunteer there is no pay check.



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.





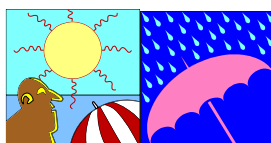
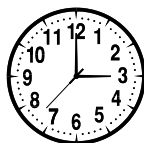
No drugs or alcohol allowed at work.



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



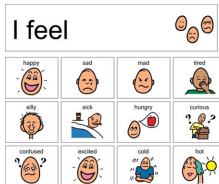
in the kitchen

or your locker.

You need to express or

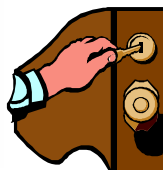


communicate your

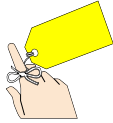


feelings.

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.



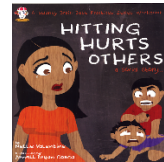
At ASA we conduct drills for everyone's safety.
Everyone will know all safety drills.



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

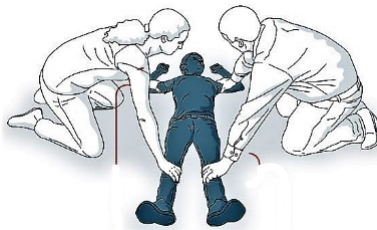


dangerous member  behavior. Hitting

yourself, or others  or any other unsafe acts



may result in an approved physical restraint



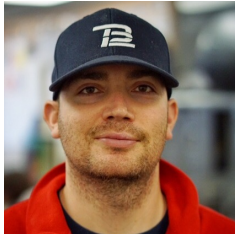
method.

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



47 Walnut Street,
Wellesley Hills, MA 02481

130 Overland Rd
Waltham, Ma. 02451

781-237- 0272
Fax: 781-237-5020

781-386-0633
Fax: 781-736-7968

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

PARTICIPANT PICTURE HANDBOOK

2005-06-07-08-09-10-11-12-13-14-15-16-17-18-19-20