

**CARING for Children, Inc.**  
**PO Box 19113**  
**Asheville, North Carolina 28815**  
**(828) 298-0186**

**Confidentiality Agreement**

As an employee of CARING for Children, Inc., I agree to keep confidential any information I obtain about the youth and families served by the agency.

This information includes, but is not limited to, the identity of youth and their families, details regarding the circumstances of their referral, details about the on-going progress of the youth in the program, and any information held by the agency that is generated from testing.

Keeping this information confidential means not discussing this information with anyone outside the agency unless specific permission is gained through the release of information signed by the youth's legal guardian.

I agree to the above terms of confidentiality and understand that any failure to do so will result in appropriate disciplinary action taken by CARING for Children, Inc.

---

Employee Signature

---

Date

---

CFC Administrator

---

Date

Policy Number: 4000.06  
Effective Date: February 25, 2002  
Revised: March 26, 2007  
Policy: Drug Free Workplace

CARING for Children, Inc., is committed to providing a safe work environment and to fostering the well-being of its employees. That commitment is jeopardized when any CARING employee illegally uses drugs or alcohol on the job; comes to work with these substances present in his/her body; or possesses, distributes, or sells drugs or drug paraphernalia. Therefore, CARING for Children has established the following policy and procedure.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to send a clear message that illegal use and alcohol abuse are incompatible with working at CARING for Children, Inc.

Procedure:

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in CARING for Children, Inc., Office or Programs. Any employee found violating this policy may, due to the nature of our work with children, face immediate termination.
  - a) It is a violation of the Drug Free Workplace policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs or alcohol abuse on the job.
  - b) It is violation of the Drug Free Workplace policy for anyone to report to work under the influence of illegal drugs or alcohol, e.g., with illegal drugs or alcohol in his/her body.
  - c) It is a violation of the Drug Free Workplace policy for anyone to use prescription drugs illegally. (It is not a violation of this policy for any employee to use legally prescribed medications, but the employee should notify his/her supervisor if the prescribed medication will affect the employee's ability to perform his/her job.)
2. Supervisory and Other Employee Responsibility
  - a) It is the responsibility of supervisor's to counsel employees whenever they see changes in performance or behavior that suggests an employee is under the influence of alcohol or other drugs.
  - b) Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help.

c) Everyone shares responsibility for maintaining a safe work environment and co-workers should encourage anyone who uses alcohol or other drugs in the workplace to seek help.

3. Violations of this policy are subject to disciplinary action, which may range up to and may include termination. If circumstances do not appear to warrant termination, the employee may receive any of the following disciplinary steps:

- a) Written warning
- b) Three (3) days off without pay, with required counseling and/or treatment within 30 days of the offense
- c) Immediate termination.

4. Pre-Employment Drug Screening

- a) All job applicants at CARING for Children will undergo testing for the presence of illegal drugs as a condition of employment.
- b) Any applicant with a confirmed positive test result will be denied employment.
- c) CARING will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment test may initiate another job application inquiry with CARING after a period of no less than six months, but must present themselves drug free.

5. Drug Testing for Cause

CARING for Children reserves the right to conduct drug testing for cause. Therefore, it shall be a condition of employment for all employees to submit to drug testing under the following circumstances:

- a) When there is reasonable suspicion to believe that an employee is using illegal drugs; or
- b) When there is reasonable suspicion to believe that an employee is under the influence of alcohol or illegal drugs on the job; or
- c) When employees are involved in on-the-job accidents where personal injury or damage to company property occurs; or
- d) As part of a follow-up program to treatment for alcohol or drug abuse.

6. Training

On an annual basis, there will be an in-service dealing with drug awareness covering the following:

- a) The dangers of drug abuse in the work place.
- b) CARING's policy on drug abuse and the associated penalties.
- c) Available counseling, rehabilitation and employee assistance programs.

7. Each employee, upon employment and annually thereafter, must sign a copy of this policy to affirm he/she has read and fully understands the Drug Free Work Place Policy of CARING for Children, Inc. Further, each employee must affirm that he/she understands that his/her employment with CARING for Children, Inc. is in serious jeopardy if he/she violates this policy.

As a condition of employment, all employees must abide by the terms of this policy and must notify CARING for Children in writing of any violation of such no later than five calendar days after an arrest. CARING administration is responsible to report such an infraction as required by law and contract.

I certify that I have read and understand the policy above. I also certify that I will submit to pre-employment drug testing and random testing for cause.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CFC Administrator

\_\_\_\_\_  
Date

**CONSENT AND RELEASE OF LIABILITY  
FOR POST-ACCIDENT DRUG TESTING**

**I understand that in the event of an accident while on shift, Workers' Compensation or another insurance may require a post-accident drug test. I understand that as a condition of employment with CARING for Children, Inc., I may be required to submit a sample of my urine and/or blood for chemical analysis for this purpose. I understand that the analysis will be conducted by a certified laboratory, and that the purpose of this analysis is to check for the presence of illegal drugs or the abuse of drugs not prescribed to me in my system.**

**I hereby give permission for any certified laboratory to release the results of these tests to my employer, CARING for Children, Inc. I consent freely and voluntarily to this request for a urine and/or blood specimen. I hereby release CARING from any liability arising from this request to furnish urine and/or blood samples, the testing of the urine, and/or blood samples, as well as any decision made concerning my employment.**

**I understand that the presence of any illegal or non-prescribed drug or alcohol in my system may result in the termination of employment. I further understand that employment with CARING may be conditioned upon my willingness to submit to post-accident drug and/or alcohol testing required by CARING. Likewise, I understand that refusal to submit to or cooperate with such testing may result in termination of my employment.**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Witness**

\_\_\_\_\_  
**Date**

Policy on Employee and Client Personal Possessions

Policy Number: 3000.02  
Effective Date: February 25, 2002  
Policy: Damage to or Loss of Personal Property

CARING for Children, Inc. understands that the destruction, theft, or other loss of personal property while at work is very frustrating for everyone concerned. The goal of this policy is to help eliminate as much of that frustration as possible by outlining how the loss of personal property will be handled.

Procedure:

Loss of or damage to personal property should be reported using the standard Incident Report. All circumstances related to the loss should be documented in the Incident Report.

Responsibility of the Agency

1. Provide a locked office within the program for small personal possessions.
2. Ensure all employees understand the policy.

Responsibility of the Employee

1. Avoid bringing possessions into the program that are highly valuable (either monetary or sentimental value).
2. Keep personal possessions that are of value in a locked place.
3. Notify the agency of any possessions they may want to use at the program for client purposes.

Insurance Coverage

CARING for Children, Inc. will be responsible for personal possessions only as provided through insurance coverage.

Client Possessions

CARING for Children, Inc. will not be responsible for clients' personal possessions. They agency will clearly state this in writing to legal guardians of all clients and encourage them to ensure their child's possessions through their own policy. Extraordinary circumstances will be considered on a case by case basis.

I have read and I understand the above policy and agree to abide by the policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CFC Administrator

\_\_\_\_\_  
Date

### Whistle-Blower Policy

#### POLICY:

CARING for Children, Inc. Board of Directors, Finance Committee, and administration develop and maintain policy and procedure to protect the organization from illegal or inappropriate activities. Employees or other individuals who suspect illegal or inappropriate activities within the CARING for Children organization must be able to report problems confidentially, with no retaliation, even if the allegations are unfounded.

#### PROCEDURE:

1. If any employee reasonably believes that some policy, practice, or activity of CARING for Children or a CARING for Children program is in violation of law, a clear mandate, or a public policy, a written complaint must be completed by the employee and directed to the agency's auditor, Painter, Russell and Woodson.
2. CARING for Children will not retaliate against an employee who, in good, faith, has made a protest or raised a complaint against some practice of CARING, of an employee of CARING, or of another individual or entity with whom CARING has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, a clear mandate, or a public policy.
3. CARING also will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of CARING that the employee reasonably believes is in violation of a law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.
4. An employee is protected from retaliation only if he or she brings the alleged unlawful activity, policy, or practice to the attention of CARING and provides CARING with a reasonable opportunity to investigate and correct the alleged unlawful activity.
5. All CARING employees must read this policy and acknowledge by signature their receipt of, understanding of, and opportunity to ask questions about this policy.

*My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about this policy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

CARING for Children, Inc.  
PO Box 19113  
Asheville, North Carolina 28815  
(828) 298-0186

Release of Withholdings for Personal Expenses

I agree to allow CARING for Children, Inc. to withhold from my final paycheck any personal expenses I have incurred to CARING for Children, Inc. during my employment.

---

Employee Signature

---

Date

---

CFC Administrator

---

Date



## CARING for Children, Inc.

Policy Number: 4000.07

Effective Date: February 25, 2002

Policy: Harassment

It is CARING for Children, Inc. policy to maintain the best possible working environment for all employees. This includes the right of all employees to be free from harassment in the workplace. This policy prohibiting harassment applies to employees, clients, vendors, and visitors.

### 1. Sexual Harassment:

CARING for Children, Inc. policy strictly prohibits sexual harassment of any kind by anyone connected with CARING for Children, Inc. Sexual harassment may include any conduct of a sexual nature that is not welcome and makes a reasonable person feel that the work environment is hostile, intimidating or offensive. Sexual Harassment may also include comments, threats or actions that display hostility towards the presence of females or males in the workplace. The following kinds of behavior may be considered forms of sexual harassment. These examples of conduct are of the types prohibited at CARING for Children, Inc.:

1. Requests that an employee agree to sexual advances as a basis for making employment decisions.
2. Unwelcome sexual flirtations and other advances and propositions of a sexual nature.
3. Graphic sexual statements about an individual's body.
4. Using sexually degrading words to describe an individual.
5. Gestures of an obscene or sexually suggestive nature.
6. Frequent humor or jokes of a sexual nature.
7. Posters, pictures, cartoons, or toys of a sexual nature.
8. Touching or frequent brushing up against the body of another.
9. Hostile comments towards females or males in the workplace. (Example: A woman's place is in the home, not at work.)

This list is not exhaustive or all-inclusive. All types of offensive, hostile and intimidating behavior are prohibited by this policy.

### 2. Other Types Of Harassment:

CARING for Children, Inc. believes in employment opportunity that protects the right of every employee to be free from illegal discrimination of any kind. Harassment on the basis of a person's protected status, race, religion, color, sex, sexual orientation or preference, age, national origin, citizenship, disability, marital status, veteran status or other legally protected group status is strictly prohibited under this policy and will not be tolerated.

**3. Complaint Procedure:**

Any employee, who believes he or she has been subjected to harassment, or has witnessed another employee being harassed, is strongly encouraged to report the incident. Employees must report harassment to the Executive Director. If the harassing individual is the Executive Director, the victim should complain to the President or Vice President of the CFC Board of Directors, whether or not the employee has asked the Executive Director to stop the offensive behavior. Then, the President or Vice President shall refer the matter to the Executive Committee of the Board to take appropriate action.

All complaints will be handled, as promptly as possible and, to the fullest practical extent, CARING for Children will keep complaints and the terms of their resolution confidential. Information will be disclosed only on a need-to-know basis for the sole purpose of investigating and resolving the complaint. CARING for Children also prohibits retaliation against person(s) who, in good faith, bring a complaint to the attention of management or who participate in the complaint of harassment, investigation, or an EEOC claim.

Violations of this Harassment Policy will be considered serious misconduct, which can be considered grounds for immediate discharge without warning.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**CARING for Children, Inc.**

**Plan for Employee Training  
Fiscal Year 7/1/07 – 6/30/08**

**PRE-SERVICE TRAINING**

All new employees of CARING for Children, Inc. will receive 10.5 hours of pre-service training within the first 30 days of their employment to include all the topics below:

|  |           |
|--|-----------|
| Orientation, Human Resource Policies, Benefits | 2 hours   |
| Preventing Disease Transmission                | 2 hours   |
| Adult CPR                                      | 4 hours   |
| First Aid Basics                               | 2.5 hours |

All new direct care employees of CARING for Children, Inc. will receive an additional 62 hours of pre-service training within the first 90 days of their employment to include all the topics below:

|                                       |             |
|---------------------------------------|-------------|
| The Teaching-Family Model             | 24-28 hours |
| Therapeutic Crisis Intervention (TCI) | 24 hours    |
| System of Care                        | 4 hours     |
| Medication Administration             | 6 hours     |
| Drug Free Workplace                   | 2 hours     |
| Client Rights & Confidentiality       | 2 hours     |

In addition to the topics listed above, all new employees who work in a group home or day treatment at CARING for Children, Inc. will receive 5 additional hours of pre-service training within the first year of their employment to include topics below:

|                                      |         |
|--------------------------------------|---------|
| Child Nutrition and HACCP            | 2 hours |
| Incident Reports and Confidentiality | 2 hours |
| Van Vehicle Safety and Maintenance   | 1 hour  |

Supervisors are required to attend credentialed Supervisor Training. Training for special professional skills will be identified and provided as required O-J-T, e.g., motivation system, service notes, etc. In addition, staff will be trained (OJT) on relevant quality improvement aspects relating to their jobs, e.g., documentation, case file review, feedback mechanisms, etc.

Foster Care program managers are required to complete the complete Foster Care Training curriculum within the first 90 days of employment.

Community Support personnel are required to complete 20 hours of training specific to Community Support including crisis response within the first 90 days of employment.

**IN-SERVICE TRAINING**

Direct care employees are required to attend monthly mandatory in-service training events offered at CARING for Children, Inc. Five training events are re-certification trainings for personnel: Preventing Disease Transmission once annually, TCI Re-certification twice annually, Adult CPR once annually, First Aid Basics every three years, and Medication Administration Re-certification once annually. The other trainings are on topics such as Team Building, Ways To Reduce Stress, Learning Styles, Working With Sexually Reactive Adolescents, Working With Victims Of Abuse And Neglect, Cultural Diversity and Competency, Harrassment and Grievances, Trauma/Crisis, Reactive Attachment Disorder, Person Centered Planning, DBT, etc.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date