FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

<table>
<tr><td rowspan="3">POLICY:

ORIENTATION</td><td></td><td>POLICY NO: HR-027</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY NO/NAME:
ORIENTATION HR03-310</td></tr>
<tr><td>DATE Reviewed:
June 25, 2024</td><td>RELATED DOCUMENTS:</td></tr>
<tr><td>APPROVED BY:
Board of Directors</td><td colspan="2">DISTRIBUTION: Human Resources

APPLICATION: Family Visions Employees</td></tr>
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POLICY:
To ensure professional and competent work practices, Family Visions Inc. will provide Residential employees and members of Management Team with an agency and worksite specific orientation.

PROCEDURE:
The orientation will be conducted prior to first day of assigned employment by FVI-HR Program Director or ED:

1. Familiarize new employees with the mission, vision and philosophy of the agency as well as specific operating policies and procedures.
2. Ensure new employees review:
    - relevant policy,
    - review agency expectations, and
    - specifically understand their responsibilities in the following areas: health care plans, program plans, medication, use of interventions, PPE, fire regulations
    - review payroll reporting ie. procedure required to be followed when submitting time cards for hours worked in a given time period in order to be reimbursed at the conclusion of that time period
3. Assist new employees to become comfortable in their new environment.
4. Complete required personnel information.
5. MGEU Staff officer invited to address incoming FVI staff if they will be members of the MGEU bargaining unit
6. Employees are encouraged to ask questions and request additional information throughout their orientation or at any time during their ongoing employment.

NOTE: Each house operates differently to reflect the needs and lifestyle of the supported individuals living there. Therefore, a separate orientation is expected for each home.