



GENERAL SAFETY POLICY

It is the responsibility of every employee of Ford Sayre to maintain a healthy and safe work environment. It is the expectation that employees will maintain their own equipment and adhere to established ski industry safety principles. Alpine coaches are required to wear helmets when on snow. Please report all safety hazards and occupational illnesses or injuries to your supervisor immediately and complete an occupational illness or injury form as needed. No job should proceed when a question of safety remains unanswered. Seek advice from your supervisor when necessary. Complete and file a report on each and every incident and accident that occurs. If you have questions or require reporting forms, please contact the Ford Sayre Administrator.

Drug and Alcohol Policy

Ford Sayre considers drug and alcohol abuse a serious matter that will not be tolerated. Ford Sayre absolutely prohibits employees from using, selling, possessing, or being under the influence of illegal drugs, alcohol, or a controlled substance or prescription drug not medically authorized while at their job or while on work time.

Therefore, it is the Ford Sayre policy that:

1. You may not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.
2. You may not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on Ford Sayre business.

Ford Sayre also cautions against use of prescribed or over-the-counter medication, which can affect your ability to perform your job safely, or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. You must have a valid prescription for any prescription medication used while working for the Ford Sayre. Inform your supervisor prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If the organization determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

A violation of this policy will result in disciplinary action, up to and including termination of employment.



Nonsmoking Policy

Ford Sayre is concerned about the effect that smoking and second-hand smoke inhalation can have on its employees and clients. Smoking at practices and events, which you attend as an employee, as well as smoking in restrooms during the aforementioned is prohibited. The organization prohibits discrimination against employees based on their off-premises, off-duty tobacco usage.

Policy Against Violence

As the safety and security of our employees, participants, and the general public is in the best interests of Ford Sayre, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

Ford Sayre has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm while performing Ford Sayre business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.



Reporting Incidents of Violence

Report to the Head Coach, Program Head or a member of the Board of Trustees, in accordance with this policy, any behavior that compromises the organization's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for reporting a threat, or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline, up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to your program head or any one of the following people:

Amy Goodney

Trustee

amygoodney3@gmail.com

603-643-4969

Lou Bregou

Trustee

lou@flume.net

603-643-4944

If these individuals are unavailable, or you are uncomfortable with approaching any of them directly, you may take your concern to:

Ana Edson

Administrator

admin@fordsayre.org

603-643-9909