



1.1 LADD WELCOME!

Welcome to your new job with LADD!

We are very happy you decided to accept a job with our company and we hope that this will be a rewarding experience for you. You are a very special person who has chosen to lead a purpose driven life with choosing your career in helping support people! You are now part of a team that supports and serves vulnerable adults and children in the local community.

As part of that team, we want you to fully embrace the MISSION,

WE MAKE THE DIFFERENCE!!!

We have been providing high quality services since 1978. At LADD, we work together as a team to achieve our LADD Mission, Vision, and Values. Following our **M.V.V.** will help you enjoy your interactions with the people at LADD and find positive outcomes in your personal life as well

We are pleased to provide you with your Employee Handbook/Code of Conduct, which outlines the employee policies and practices in effect at LADD. We have set very high standards for you. These are necessary to sustain high quality services for the individuals that we all support. At the same time, we are committed to providing, recognition, compensation, and benefits to help you reach your goals and objectives as well as the goals of LADD.

This **Employee Handbook** also known as your **Code of Conduct** is **not a contract**, nor is it an invitation to contract. LADD does not offer tenured or guaranteed employment. Either the company or the employee can terminate the employment relationships at any time, with or without cause, with or without notice. This is called **Employment at Will**.

The **Code of Conduct** Handbook has been developed to serve as a reference for many issues relating to your employment with LADD. It also provides with you the policies and procedures of the company.

It is important for you to be familiar with the information in the **Employee Handbook/ Code of Conduct** and to review the links provided. Please review it carefully. You will need to acknowledge that you have reviewed this **Employee Handbook/ Code of Conduct** and are aware of the information, its links, its availability to you, and your need to follow it. Any time you have questions or concerns, please address them to Management or directly to the Human Resource Department who are here to provide assistance.

This resource is available to you on-line through your Employee Log In so you can reference it whenever needed. It has been designed so you can quickly reference information and policies by clicking on the links provided in the Table of Contents.

The links provided will take you to the full Policies and Procedures and other sources of information to support you in doing your job while “Making THE Difference”. The links are updated as official policies and procedures change so please utilize this electronic format at all times.

No one has the right to alter this **Employee Handbook/Code of Conduct** except the Executive Director. If an employee feels that, they have been told something other than what is in the Employee Handbook/Code of Conduct or contradictory to this, then they need to notify the Executive Director.

I am confident that the future will be both productive and gratifying for all of us. By working together.

WE MAKE THE DIFFERENCE!!