

RAMP

REAL-WORLD APPLICATION; MAXIMIZING POTENTIAL



Bringing Learning to Life



Student Handbook

A program of



In partnership with



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Real-World Application; Maximizing Potential (RAMP) is a program of OptIN in partnership with AmeriQual. It serves as the first completely embedded Work Based Learning (WBL) program in the state of Indiana. RAMP students will work side by side with industry experts to acquire manufacturing skills. Upon graduation, they can use these skills to acquire a position in a high-wage, high-demand career field.

RAMP students will work and attend class on the AmeriQual campus, located at 18200 Highway 41 North, Evansville, IN. The classroom work will be a virtual hybrid where teachers will meet students where they are on the path to graduation. The day will be split between 4 hours of work and 4 hours of classroom time.

The collaboration between OptIN and AmeriQual to establish RAMP is truly an innovation in education, creating an unprecedented learning environment that will increase student hope, engagement, and success. RAMP will empower students to be successful by teaching not only traditional subject matter but also providing transportable skills such as the ability to collaborate, think critically, problem solve, communicate effectively, and demonstrate ethical practices.



AmeriQual Group is a food processing company that specializes in the development, processing, packaging and distribution of high quality shelf-stable foods. We provide innovative solutions to major branded food companies, food service providers, retailers and the United States Department of Defense. A combination of expertise, ingenuity, and state-of-the-art equipment provides flexibility to meet our customers' requirements.

AmeriQual specializes in shelf-stable food manufacturing and is well-known in the food industry for our ability to create high-quality and innovative solutions that allow us to quickly move a customer's product from conception to production. We make a majority of the MRE's for the Department of Defense and have cutting edge partnerships with a wide variety of commercial companies. AQ is passionate about developing our team members and provides hard working team members opportunities to grow and advance.

AmeriQual has opportunities for everyone! Whether you are a new high school grad, a college grad, or a seasoned worker, we have opportunities for you! <https://ameriquagroup.com/careers/>

RAMP Contact List

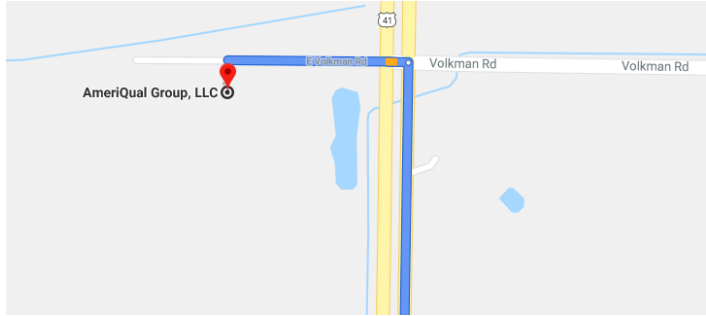
RAMP Program Director	Ms. Lesli Werner lesli.werner@evsck12.com 812-435-8840	<ul style="list-style-type: none">• Central contact for parents• Central contact for students
AmeriQual Human Resources	Ms. Mandy Murray mmurray@ameriqua.com 812-867-1444	<ul style="list-style-type: none">• Payroll questions• General HR questions or needs
Teachers	Mr. AJ Evans aj.evans@evsck12.com Mr. Bryan Brown bryan.brown@evsck12.com Mrs. Cindy Troy cindy.troy@evsck12.com 812-435-8840	

Map of the RAMP/AmeriQual Campus

The RAMP Program is located at [18200 U.S. 41, Evansville, IN 47725](https://www.google.com/maps/place/18200+U.S.+41,+Evansville,+IN+47725).



When coming from Evansville, you will take US-41 traveling north and turn left onto East Volkman Rd. RAMP is located in the southwest corner of the property behind all the loading docks.



Onboarding Agenda and Expectations

Day 1: You will report to the RAMP building and enter through the north door. The RAMP building is located on the southwest side of the AmeriQual plant. The bus will drop you off right in front of it, and a RAMP staff member will sign you in at the door. Breakfast and lunch will be provided. After you get breakfast, you will be told what room to go to.

The first day will be spent with AmeriQual, going over important information. Though you will not be working in the plant, you will be spending time in the plant. Therefore, you need to be in proper uniform (long pants, t-shirt, and shoes with closed toes and heels). You will also be taking your drug test that morning.

Day 2: You will receive additional training for your AmeriQual job in the morning. During the afternoon, you will have RAMP academic training. You will get a lot of information from your teachers about new procedures that will be used this year at RAMP.

Day 3: The third day will be the first “normal” day in which you will work your shift at AmeriQual and will be working on earning your academic credits.

EVSC Rules and Guidelines

All students are expected to follow all EVSC rules adopted by the Board of School Trustees unless there is a guideline or requirement expressed below by AmeriQual or the RAMP program that requires modification of the rule or guideline.

Personal Protective Equipment (PPE)/Safety

Students will be required to wear hair nets, ear plugs, safety glasses, and non-slip shoes at all times when on the job. Students will also be provided an AmeriQual-issued water bottle for hydration. No outside water bottles or containers will be allowed on the workfloor. Safety is our number one priority, so these rules are set in place to ensure complete safety of our students. Students must be in complete PPE to work. If a student does not have all the required PPE at the beginning of their shift, they will be required to purchase these items at the RAMP Bookstore, which will be deducted from the student's payroll.

Dress Code

Students must come ready to work in appropriate attire. Students are required to wear pants that reach the ankle, RAMP-specified shirt, and non-slip shoes that have a closed toed and closed heel. No jewelry, baggy clothes, earbuds/headphones, false eyelashes, false nails, or painted nails will be allowed. During shift times, students are also required to wear safety glasses, ear plugs and hair nets.

Note for Pants and Shirts: While participating in the RAMP Program, students will not be required to follow EVSC's Dress for Success policy. Instead, students will follow the AmeriQual standard for dress (which includes safety considerations not only for students as employees, but also for those who consume AmeriQual products).

Working Hours & Schedule

All students will be assigned a work schedule and be expected to begin and end work according to the schedule. Students will be provided a paid 15-minute break to be taken at the direction of their supervisor. Breaks will occur at approximately the middle of their shift. Breaks are taken in the Break Room inside AmeriQual. Failure to return from break on time will result in disciplinary action. Refer to AmeriQual's Conduct/Discipline Policy for further detail.

Students working a double shift will receive a 30-minute unpaid lunch period and an additional 15 minute break. Supervisors will schedule lunch breaks in accordance with

operational requirements. Lunch periods may be staggered to accommodate production needs.

Performance Review

Performance Reviews are conducted regularly to provide both you and your supervisor with the opportunity to discuss your job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving your performance. If you have a question about your performance or AmeriQual's expectations, you are encouraged to discuss it with your supervisor.

Continuous Improvement

AmeriQual believes in the principle that students should be given the opportunity to demonstrate their abilities and continually improve their job performance. Where performance problems exist, students will be told about these deficiencies and, in many instances, given an opportunity to improve. It is the responsibility of each student to fully meet the performance standards and expectations established by AmeriQual. If performance standards and expectations are not being met by the student, the supervisor will provide verbal and written clarification of expectations. If the student's performance and/or behavior continues to not meet expectations, further disciplinary action will occur. All performance discussions will be reviewed with the RAMP principal and teachers. AmeriQual's Conduct/Discipline Policy is outlined below.

Probationary Period

The first 10 days of a new RAMP'er's period is probationary. During those ten days, the student, AmeriQual, or RAMP can choose to discontinue the student's involvement in the program. The student will return to the home school and their previous school schedule.

Conduct/Discipline Process

OFI(Oppportunity for Improvement)-The purpose of an OFI is to allow the student an opportunity to correct any behaviors/actions which may be in violation of a current policy and/or to remind the student of AmeriQual's performance standard expectations. If the behavior displayed by the student is a serious violation of any AmeriQual policy, the organization reserves the right to bypass the OFI process and address the behavior/actions with a Formal Written Warning and/or termination of employment.

OFIs are generally given in two levels:

1. **OFI - Level 1** • First violation of any "Rule Warranting Disciplinary Action" (see full list below)
2. **OFI - Level 2** • Additional violation of any "Rule Warranting Disciplinary Action" within 12 months of previous OFI (see full list below)
 - a. Once the student has reached a level 2 OFI, his/her next violation within 12 rolling months will begin the Formal Warning Process.
 - b. If a student completes twelve (12) rolling months of active service (lay-offs, approved leaves of absence, etc., do not count as active service/time worked) without further violations, he/she will have cleared his/her corrective action record.

Formal Warning Process - If a student continues to display poor performance and/or behavior after receiving 2 OFIs, he/she will be subject to the following formal progressive disciplinary steps:

1. **1st Written Warning**
 - a. Additional violation of any "Rule Warranting Disciplinary Action" within 12 months of Level 2 OFI (see full list below)
2. **2nd Written Warning**
 - a. Additional violation of any "Rule Warranting Disciplinary Action" within 12 months of 1st Written Warning (see full list below)
3. **Final Warning**
 - a. Additional violation of any "Rule Warranting Disciplinary Action" within 12 months of 2nd Written Warning (see full list below)
 - b. First time occurrence of a serious violation and/or performance deficiency, which, upon management review, is deemed severe enough to proceed directly to a Final Warning.
 - c. AmeriQual reserves the right to disqualify a student from his/her current position if he/she has an active 2nd Written Warning for substandard performance and incurs another incident of Substandard Work

Performance. This disqualification is in lieu of advancing to a Final Warning.

- d. A Final Written Warning in conjunction with Disciplinary Suspension is an option when investigation into a potential violation is required. A student charged with misconduct may be terminated or suspended indefinitely without pay pending the outcome of the investigation and/or criminal proceedings.

4. Termination

- a. Additional violation of any “Rule Warranting Disciplinary Action” within 12 months of Final Warning (see full list below)

If at any point during the disciplinary process the student completes twelve (12) rolling months without a violation, he/she will have cleared his/her corrective action record.

Below is a formal list of Policy Violations that may result in disciplinary action up to and including termination:

Violations of Rules Warranting Disciplinary Action

AmeriQual team members are expected to conduct themselves in a positive manner at all times so as to promote the best interests of the Company. The actions listed below are examples of reasons for disciplinary action. This is not an all-inclusive list, but rather only illustrative:

1. Inattentiveness to work including failure to start at the designated time (i.e. returning late from break), quitting work before the designated time, taking excessive breaks, leaving assigned work area without permission, or general loafing/wasting work time.
2. Substandard performance, poor workmanship or unsatisfactory work, disrespectful response to a supervisor’s directive, or deliberate delay in carrying out an assignment.
3. Distributing any literature or soliciting for any cause in working areas during actual work time.
4. Violation of Good Manufacturing Practices, Safety (including failure to report on the job injury at time of injury), Sanitation, Housekeeping or Proper Attire standards set forth in AmeriQual GMP policy.
5. Acting in an unprofessional manner, including malicious gossip, vulgar language, horseplay, pranks, or other conduct deemed undesirable.
6. Unauthorized use of Company property or property of an AmeriQual team member.
7. Violation of Time Clock Policy.
8. Violation of Attendance Policy.

Violations of Rules Warranting Immediate Termination

The actions listed below are examples of reasons for immediate discharge. Investigations may be necessary when examining performance issues or other disciplinary problems. A student may be suspended indefinitely without pay pending the outcome of the Company's investigation and/or criminal proceedings. If the student is found to have violated any rule listed below s/he will be subject to termination. This list is not all-inclusive, but rather only illustrative:

1. Theft or causing intentional damage to company property, US Government property, or property of another team member
2. Falsification of any company record or report, including, but not limited to, operational paperwork, employment application, time records, or medical certifications
3. Dishonesty, including presenting false reasons for a work absence
4. Violation of AmeriQual's Harassment Policy
5. Violation of AmeriQual's Workplace Violence Policy
6. Violation of AmeriQual's Security Policy, including allowing unauthorized visitors entry into the plant
7. Reporting to work under the influence of, or with the bodily presence of, any intoxicating beverage and/or any illegal drug as described in AmeriQual's Drug and Alcohol Policy
8. Possessing alcohol or any drug described in the Drug and Alcohol Policy, except those which are product or product ingredients, on company premises.
9. A "No Call/No Show" for 2 consecutive shifts, or 3 non-consecutive "No Call/ No Shows" in a 12 month rolling period
10. Sleeping on the job
11. Insubordination, failure to obey an order of a supervisor with respect to employment, or refusal to perform assigned work
12. Job Abandonment, including leaving company premises without supervisor approval
13. Illegal or unethical conduct on company premises or failure to report unethical or illegal conduct by team members, contractors, customers, or suppliers
14. Improper disclosure of company trade secrets, confidential information assets, or intellectual property, or knowingly engaging in a conflict of interest
15. Being charged or convicted of a felony or any other unlawful misconduct that adversely affects the company, team members, or customers

Classroom Effort and Progress

Students are expected to show the same respect and effort during their classroom portion of the day as they do during their time in the work setting. Lack of work and progress towards credit earning could result in consequences at the workplace and/or the school setting.

Students are expected to make at least 200 minutes of academic progress each day. Academic progress time will be determined by the instructor in the class.

Attendance Policy

Every team member is important to the overall success of AmeriQual's operation. Absence or tardiness places an extra burden on all team members and hurts the productivity of the Company. When a team member is not here, someone else must do his or her job. In order to promote regular attendance, AmeriQual has adopted a *no-fault attendance policy* designed to recognize those team members who consistently provide services without absences or tardiness as well as to deal justly with those team members whose excessive absenteeism may burden co-workers and hinder operations.

The Company's no-fault attendance policy assigns each period of unexcused absence a point value. A no-fault attendance policy means points are assessed for various attendance infractions without regard to the reason for the absence. Each point is active for a rolling twelve (12) month period from the date of incurrence. These point assessments are as follows:

- **Tardy / Leave Early:** One half (.5) point will be assessed if a team member misses less than half of his or her scheduled work hours. Punching in any time after the designated start time is considered "tardy" and punching out any time before the designated stop time is considered "leaving early."
 - In an effort to lessen the impact of unforeseen tardies, the Company offers a Tardy Forgiveness Program for any team member who has completed his/her orientation period. Each quarter, a team member may request forgiveness for a single tardy accrued during the specified time period so long as the tardy was within 30 minutes of scheduled start time. The request must be made with Human Resources and within the same pay period.
- **Full Absence (with minimum of 1 hour's advance notice):** Any time missed that is more than half of the scheduled work hours will be assessed as one (1) attendance point.

- Team members who have an extended illness of up to 4 days may provide a doctor’s statement listing all days missed in order to incur only one point for the extended absence. This doctor’s statement must be presented to Human Resources within 2 days of return and may be subject to validation.
- **Full Absence (WITHOUT a minimum of 1 hour’s advance notice):** In order to allow for effective production planning, team members must report absences or tardiness in a timely manner. Absences reported less than one hour before the start of the scheduled shift will be assessed as one (1) attendance point.
- **No Call / No Show:** Failure to call in to report an absence will be considered a no call/no show, which will be assessed as one (1) attendance point.
 - Two (2) consecutive working days of “No call-No show” will be considered job abandonment and result in immediate termination of employment.
 - Three (3) single incidents of “No call-No show” occurrences within a twelve (12) rolling month period will also result in termination of employment.

Tardy / Leave Early (work at least one-half of shift)	1/2 point
Absence (work less than one-half of shift)	1/2 point
Absence - No Call / No Show (NC/NS)	1 point
2 Consecutive NC/NS <i>or</i> 3 NC/NS in 12 month rolling period	Termination

Excused Absences (Unpaid)

The following absences will be considered excused (unpaid) if proper documentation is provided to the HR Department on the return to work date. Failure to provide the required documentation will result in any absences being assessed points in

accordance with this policy. A team member's unused personal or casual time will be used to excuse the absence if it is available.

- **Illness:**
 - **Self:** After completion of the 90 day orientation period, a team member may miss up to four (4) times per calendar year for personal illness may be excused (up to 4 consecutive days) if he/she provides a note from a medical provider stating the illness and the return to work date.
 - **Child under the age of 14:** Up to two (2) times per calendar year a team member may be excused (up to 4 days) to care for a sick child/dependent if he/she provides a note from a medical provider stating the illness and return to work date.
- **Emergency:** For the purposes of excused absences, emergencies are generally defined as significant events that are outside the control of the team member. Examples may include: Natural Disaster (flooding, unpassable roads, destruction of home/property), fire/flooding of residence, or accident when travelling to work. Any potential emergency situation will be reviewed by the HR department on a case by case basis. Proof of the situation may be requested for documentation purposes.
- **Military Deployment/Return of Family Member:** Absences (up to 5 days) may be excused for a team member to spend time with a family member (parent, child, or grandchild) prior to military deployment and/or upon his/her return from deployment. Proof of relation and deployment/return may be requested for documentation purposes.

The following are considered excused absences and are not subject to points if proper notice and documentation is provided:

- Approved PTO
- Holiday
- Jury duty or court subpoena
- Bereavement leave
- Military leave
- Pre-approved doctor or clinic appointment
- Lack of work or lay-off
- Time missed due to a documented work related injury (Worker's Compensation)

At any time, a team member accumulates **seven (7) or more points** in any twelve (12) month period, he or she is subject to disciplinary action under the AmeriQual Conduct/Discipline policy. For further details, please refer to the Conduct/Discipline Policy.

Calling In Absent

Students are required to report their absence personally via the AmeriQual absence line prior to their shift, unless they are physically unable. Further, team members are required to personally report each day of absence unless an agreed-upon return-to-work date or other specific arrangements are made with Human Resources. If a student fails to call in two days in a row, they may be terminated from employment. Three days of not calling in within a year may result in termination.

Timecard/ Badge Policy

Students will be required to have their timecard/badge before starting their shift. If the student does not have their timecard/badge they will be required to purchase a replacement via payroll deduction prior to returning to work for the shift. This policy is subject to attendance points being assessed for lateness to shift.

Pay Information

Students will be compensated for their work on a weekly basis. Each pay statement represents wages earned by the team member during a one-week period beginning at the start of shift on Monday and concluding at the end of shift on Friday. Team members may access current and past pay statements on the AmeriQual HRIS. Students are responsible to monitor their direct deposit and should bring any questions about the deposit to the attention of their supervisor, who will discuss the concern with the AmeriQual Employee Service Center.

Students will be paid \$11.00 an hour and are eligible for an additional \$1.00 for each hour worked during that month. To be eligible for this additional \$1.00, the student must have perfect attendance for the month. Students will also be eligible for quarterly bonuses based on overall company productivity.

Payroll Deductions

The company is required by law to make certain mandatory deductions from team members' paychecks. The standard deductions withheld are Social Security, Medicare, State and Federal taxes, unemployment compensation, and in some states, disability premiums.

Some team members may also have additional deductions mandated by court such as court-ordered garnishments, child support, IRS tax levies, or student loans. Any dispute in regard to the amount or frequency of these deductions must be addressed with the payroll department.

Time Clock

Team Members are required by the U.S. Department of Labor and AmeriQual to keep accurate records of working hours. Accordingly, all team members must record daily working hours by utilizing an electronic time clock at the start of the scheduled shift and at the end of the scheduled shift. Upon hire, all non-exempt team members are issued a badge which allows them to record their daily working hours using AmeriQual's electronic time clock(s).

Team members must observe the following rules regarding electronic time clock use:

- Team members must clock in and out every day using their own badge. Team members must clock out if leaving company premises during the workday for any reason, including lunch, court, doctor or clinic appointments, etc. The only exception to this requirement is that team members do not have to clock out if traveling between AmeriQual facilities.
- Team members must keep their badge accessible and in a good and usable condition at all times. Lost or damaged badges must be reported to a supervisor immediately. If the badge will not read correctly, or the time clock is not working properly, this must also be reported immediately. There will be a replacement fee for any lost or damaged badge with the exception of normal wear and tear.
- Team members must be clocked in and at designated workstations by their scheduled start time. Likewise, team members are strictly prohibited from performing any job-related duties while "off-the-clock". Team members may not clock in more than 14 minutes before his/her scheduled shift starts, unless specifically instructed to do so by a supervisor.
- If a team member forgets to clock in or out, a supervisor must be notified immediately. Team members who repeatedly fail to clock in and/or out may be subject to disciplinary action under AmeriQual's Conduct Discipline policy (See Conduct/Discipline Policy). Clocking in any time after the designated start time or

punching out any time before the designated end time will subject a team member to points under AmeriQual's Attendance policy (See Attendance Policy).

- Misrepresenting working hours, tampering with time clocks, clocking in or out for another team member or tampering with another team member's badge are considered violations of the Time Clock policy. Team members found to be in violation of the Time Clock policy are subject to disciplinary action up to and including termination (See Conduct/Discipline Policy).

Hours of Work

Hours of work and schedules are dependent upon the needs of company operations. Because of the nature of our business, the company cannot guarantee a certain number of work hours per day or week. Conditions may require schedule changes, continuous operations, varied shifts, and crew rotation. These conditions may also necessitate overtime work or working on holidays.

Overtime

In accordance with the Fair Labor Standards Act, work performed by non-exempt team members in excess of forty (40) straight time hours in any one work week will be paid at the rate of time and one-half (1½). The rate of pay for overtime work is based on the job(s) performed in that workweek that overtime has occurred. Only hours worked will be taken into consideration for the purposes of calculating overtime pay. For example, vacation/casual/personal time is not included.

Overtime work will be offered to qualified team members in each department on an equitable basis when practical, taking into consideration operating conditions and needs. Overtime work will be required when sufficient qualified volunteers are not available.

Overtime is considered a condition of employment. Refusal to work overtime (regardless of advance notice) will be evaluated in accordance with the AmeriQual Attendance Policy.

Kronos Workforce Ready UKG Mobile App

Ultimate Kronos Group UKG Mobile App How to setup the app on your Smart Phone



The following information is useful for setting up the Ultimate Kronos Group UKG mobile application on iPhones and Android based phones.

Installing the App “UKG Ready”

Phones: from your App Store, search the term ‘UKG Ready’

Android based phones: from your Play Store, search the term ‘UKG Ready’

UKG Mobile for iPhone



UKG Mobile for Android



1. Open the App once it has downloaded onto your phone.
2. Choose “North America”
3. Enter in the Company Short name: **SHORTNAME is 6080427.**
4. Your username and password are the same to log on to the Website. Likely your first initial, last name.
NEW HIRES – If you are a new hire your 1st time login password will be Welcomenewuser@1! Then you will be prompt to make a new password.
5. You will be asked to enter the security code that will be sent to your preference of text, call or email.
6. Please note, you must have logged on to the website version of Kronos at least once to update your password before you can utilize the mobile app. This can be done from home (<https://secure4.entertimeonline.com/ta/6080427/login>) or from the kiosks outside the HR office.

What can you do with the App?

You can access the below links by first clicking to the “Hamburger Menu” in the top left side of your phone screen.

- **Policies** – Review the company policies. Go to *My Company > Documents*
- **Points** – Review your attendance points. Go to *My Profile*
- **Request Approved Time Off** – Review time off accruals. Go to *My Time > Request*
- **Benefits** – Review your current benefits. Go to *My Benefits > Current Benefits*
- **Pay Statements** – Review your pay history. Go to *My Pay > Pay statements*
- **Timesheet** – Review your timesheet. Go to *My Time > Current Timesheet*
- **Announcements** – Go to *Company Settings > Our Company > Announcements.*

Banking

Students may participate in the Old National Bank (ONB) direct deposit program. ONB will provide the students with checking and savings accounts as well as debit cards. Students also may use an existing bank account that they have already set up. The account information of the bank account must be shared with AmeriQual for direct deposit.

Paid Time Off (PTO)

AmeriQual recognizes that life happens and occasionally students are unable to come to work, whether it's due to an illness, personal issue, doctor's appointment, etc. Therefore, AmeriQual will provide students with 20 hours (five 4-hour days) of paid time off. In addition, the students may earn an additional day of PTO for perfect attendance for the quarter. Students must request PTO at least 1 day in advance of taking time off. All PTO must be approved by the AmeriQual Scheduling Department.

PTO hours are restarted on August 1st of each year going into the fall semester. If a student has a remaining balance of PTO left on July 31st of the year, the student will be paid for those hours.

If a student begins employment during another time of the year, they will be given a pro-rated amount demonstrated on the chart below. A student must begin on the first of the month to be eligible for that month.

The EVSC classroom will honor any PTO time taken. An approved PTO day will be excused for the entire day, both work and classroom time. Students will not be marked absent from the EVSC attendance procedures if the student properly follows AmeriQual's PTO procedures. Students must understand that during PTO time, their coursework is not furthered or rescheduled, which may delay completion of earned academic credits.

Month of Start Date PTO Amount	PTO Amount
August / September	20 hours (5 days)
October / November	16 Hours (4 days)
December / January	12 Hours (3 days)
February / March	8 Hours (2 days)
April / May	4 Hours (1 day)
June / July	0 Hours

Drug and Alcohol Policy

RAMP students will be required to take and pass a drug test prior to admission to the program. If a student fails their initial drug screen or a random drug screen, they will be removed from the program, and no longer eligible . Below is AmeriQual’s complete Drug and Alcohol Policy:

AmeriQual is committed to providing our team members with a safe workplace and to establishing programs which promote a high standard of health and safety. Consistent with our commitment to health and safety, AmeriQual established a Drug and Alcohol Policy in order to reach our goal of establishing and maintaining a safe work environment free from the adverse effects of drug and alcohol abuse and to comply with the Drug-Free Workplace Act of 1988. This policy applies to all AmeriQual team members at all facilities.

Prohibited Activities and Substances Covered by the Testing Program

An “illegal substance” is defined as any substance which an individual is not authorized to sell, possess, use, or distribute under the laws of the state and federal government. The manufacture, distribution, dispensation, bodily presence of, or use of alcohol or a controlled illegal substance while on duty or on AmeriQual property is strictly prohibited. Possession of a controlled illegal substance while on duty or on company premises is also prohibited. Company premises include, but are not limited to, all buildings, work areas, and parking lots.

A team member may use prescribed substances under the supervision of a health care provider who has advised the team member that the substance will not impair his/her ability to safely perform his/her job. Any team member undergoing prescribed medical treatment with a controlled substance which may alter their physical or mental ability is required to advise Human Resources of such treatment to determine whether job duties will need to be altered while he/she is undergoing treatment.

Required and/or Potential Testing:

AmeriQual's testing program will determine the presence of illegal drugs and/or alcohol in the body. Team members will be tested under any of the following instances, with need determined by Human Resources, Safety Department, or a Senior Leader:

- **Pre-employment:** Testing for the presence of illegal drugs is required of all individuals to whom a conditional offer of employment has been made. Positive results or refusal to submit to testing will result in nullification of any employment offer and disqualification of further employment consideration.
- **Probable Cause Testing:** If a supervisor or member of management has reason to believe that a team member is under the influence of an illegal substance or alcohol, s/he may be asked to submit to a Probable Cause substance test. "Probable Cause" will be based upon specific observations and facts that provide reasonable suspicion of drug/alcohol use. The supervisor's determination will be reviewed with Human Resources. If testing is deemed necessary, onsite testing will be provided or monitored transportation to a testing facility will be arranged. Under no circumstance should a team member suspected of being under the influence drive him/herself. Any team member referred for Probable Cause testing will be removed from his/her position and suspended pending the results of the test. If the test is returned as positive, the suspension will be upheld without pay and will proceed into termination of employment.
- **Post-Accident Testing:** Any team member involved in a work-related accident which results or could have resulted in an injury requiring medical treatment or property damage will be tested as part of the process of investigating and documenting the accident. Onsite testing

will be provided or monitored transportation to a testing facility will be arranged. Under no circumstance should a team member suspected of being under the influence drive him/herself.

- **Random Testing:** All team members will be subject to random testing. Each team member has an equal chance of being tested every time testing is administered. Random tests will be unannounced and conducted with as much privacy as is possible and conducted as the company decides is appropriate.

Tobacco or Vape Use: RAMP students are prohibited from using tobacco or electronic cigarettes at any time on EVSC or AmeriQual property, Students caught using tobacco products or electronic cigarettes are subject to probable cause testing.

Quality Control

Because of the consequences of positive test results and in the interest of privacy, AmeriQual will employ procedures to account for the integrity of each specimen by tracking its handling and storage from point of collection to final disposition of the specimen. All substance testing will be conducted by a professional testing service either onsite or at a certified testing facility. There must be a chain of custody from the time specimens are collected through testing and storage. The testing facility will screen all specimens and confirm all positive screens. The testing party will transmit all positive drug test results to a medical review officer (MRO) who will offer persons with positive results a reasonable opportunity to rebut or explain the results.

Disciplinary Action

Refusal or failure by a team member to cooperate in any part of the testing process (including a refusal or failure to execute consent forms, provide test samples, alteration, dilution, or substitution of test samples, or other actions which impede testing or render test results invalid or unreliable) will result in the immediate termination of employment. A positive test result will also result in immediate termination of employment.

Team Member Assistance

AmeriQual's Employee Assistance Program (EAP) provides team members with access to resources including substance abuse counseling and treatment.

Any team member who thinks s/he may have a drug or alcohol related problem is encouraged to use this resource. More information on the EAP can be obtained from Human Resources. Contact with the EAP is confidential. Although voluntary use of EAP resources is strongly encouraged, it will not excuse any violation of this policy.

Open Door Policy

AmeriQual Group, LLC maintains an Open Door Policy for all team members. The purpose of the open door policy is to encourage open communication, feedback, and discussion about any matter of importance to a team member and thus ensure fair and equal treatment for all team members.

Fair and consistent resolutions of a problem cannot occur if the proper people are not made aware of its existence. If a team member has a problem, complaint, suggestion, or observation, AmeriQual leadership wants to know. By listening to our team members, the Company is able to improve practices, address complaints, and ensure understanding of the rationale for practices, processes, and decisions.

Most problems can be solved in discussion with your immediate supervisor, and this is encouraged as your first effort to solve a problem. However, an open door policy means that you are also free and encouraged to discuss your concerns with the next levels of management and/or Human Resources, with no defined chain of command or exclusions. Any member of AmeriQual leadership is happy to discuss any relevant issue or concern with any team member.

No matter how you approach your problem, complaint, or suggestion, you will find leaders at all levels of the organization willing to listen and to help bring about a solution or a clarification. While there may not be an easy solution to every concern, AmeriQual team members have the opportunity to be heard through the open door policy.

Harassment Policy

AmeriQual is firmly committed to maintaining a workplace free from any form of discrimination, retaliation, intimidation or harassment for any reason, including that based on an associate's race, color, religion, sex, age, national origin, disability, sexual orientation, or gender identity.

Harassment is generally defined as any unwelcome verbal, physical, or visual contact that creates an offensive work environment for another team member or interferes with their ability to perform their job. Such behavior is a violation of the Company's harassment policy and will not be tolerated under any circumstances.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual contact that creates an offensive work environment for another team member or interferes with his/her ability to perform his/her job. Such behavior is a violation of the Company's harassment policy and will not be tolerated under any circumstances. Sexual harassment may include:

- Requests for sexual favors
- Unwanted physical contact, including touching, pinching, or brushing the body
- Verbal harassment, such as sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, and threats
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures
- Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex

Any team member who has witnessed or who believes s/he or other team members have been harassed, intimidated, retaliated or discriminated against because of their race, color, religion, sex, age, national origin, disability, sexual orientation, or gender identity **must** report the conduct immediately to the Human Resources Department or any management official.

Management and the Human Resources Department have the responsibility to conduct a thorough and impartial investigation of all complaints in a timely and in as confidential a manner as circumstances permit. It is an express condition of continued employment for each team member to fully cooperate in investigations of suspected violations of this or other company policies. Failure to comply with a request to cooperate in investigations may subject a team member to disciplinary action up to and including termination. No team member will suffer any form of reprisal or retaliation for bringing such matters to management's attention. Any team member who has been found, after appropriate investigation, to have harassed, intimidated, retaliated or discriminated against another team member will be subject to disciplinary action up to and including termination.

Interactions with Adult Team Members

RAMP students have the potential to work with or encounter adult team members. Interaction between adult team members and RAMP students must remain professional in nature. RAMP students must not engage in personal and/or inappropriate behavior with adult team members. Personal/inappropriate interaction may include but is not limited to: sharing of contact information, pictures, or other personal information, offering transportation to and from work, meeting outside of work, personal social media interaction, or any actions listed in the harassment and discrimination policy. Any exception to this must be approved in advance by the RAMP Director. Any violation of this policy should be reported to the RAMP Director or AmeriQual Human Resources immediately and may result not only in disciplinary action, up to and including termination, but also to the incident being reported to local authorities for further investigation.

Courteous, mutually respectful, pleasant, noncoercive interactions between team members that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Workplace Violence Policy

AmeriQual is firmly committed to maintaining a safe workplace free from any form of violence.

Any act or threat of violence in or relating to the workplace will not be tolerated. Workplace violence is defined as conduct in or away from the workplace against team members, customers, or vendors involving:

- Physical acts against persons or property which are meant to threaten or create a hostile environment
- Verbal threats, profanation, or vicious statements which are meant to threaten or cause a hostile environment
- Written threats, profanation, pictures, and other written content which is meant to threaten or create a hostile environment
- Visual acts which are meant to threaten or create a hostile environment

All team members, customers, and vendors should be treated with courtesy and respect at all times. Conduct that threatens, intimidates or coerces another team member, customer, or vendor will not be tolerated. AmeriQual resources, including cell phones and computers, may not be used to threaten, stalk, or harass anyone within or outside

the workplace. Actions by team members away from the workplace which suggest a propensity for violence can also be considered workplace violence and may lead to appropriate disciplinary action up to and including termination.

Any violation or suspected violation of this policy or suspicious individuals or activities should be reported as soon as possible to Human Resources, security personnel, or any member of leadership. The Human Resources Department will promptly and thoroughly investigate all reports. The identity of the individual making a report will be protected as much as possible. AmeriQual will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, AmeriQual may suspend employees suspected of workplace violence or threats of violence pending investigation. If violence or a threat of violence is substantiated, the suspension will be without pay and will proceed into termination of employment.

Any team member found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment, and, where appropriate, the matter will be referred for prosecution by legal authority.

Confidentiality Policy

During employment with AmeriQual, team members will learn, work with, and be entrusted with information and trade secrets that are confidential and proprietary relating to the Company's operations, proposed new businesses, financial condition, and products. Much of this information is not known outside of the Company. Keeping this information confidential is necessary to ensure our success. Because this information has substantial value to AmeriQual, all team members must exercise the highest degree of care not to disclose any confidential information to any unauthorized persons in or outside the Company.

Team members, except within the scope of employment, cannot remove or copy documents, reports, correspondences or other writings or samples relating to the Company. Team members must surrender all documents, drawings and information to the Company upon termination of employment or at any time upon the request of a member of the leadership team.

Violation of this policy may result in disciplinary action, up to and including termination.

Conflict of Interest Policy

As a team member, you are expected to act in the Company's best interests and to exercise sound judgment unclouded by personal interests or divided loyalties. Both in performing your duties at AmeriQual and in your outside activities, you should avoid the appearance as well as the reality of a conflict of interest.

A conflict of interest exists if your circumstances would lead a reasonable person to question whether your motivations are aligned with the Company's best interests. If, for example, you are involved in an outside activity or have a financial or other personal interest that might interfere with your objectivity in performing company duties and responsibilities, you may have a conflict of interest. If a situation arises for which one could question whether a conflict of interest exists, the burden is on the team member to seek immediate guidance on the situation.

While it is impractical to describe all situations that may create a conflict of interest, the following provides policy guidance about some of the most common conflict of interest situations. For example, without prior authorization, a team member may not:

- Work for or provide company information to competitors or other third parties
- Use or permit others to use company documents or equipment for personal use
- Seek or receive gratuities from any other company or individual that does business or seeks to do business with our company
- Perform outside employment or "moonlighting" if it interferes with your job performance or our Company

Violations of the Confidential Information Policy or Conflict of Interest Policy may result in disciplinary action, up to and including termination of employment.

Cooperation Policy

AmeriQual Management and the Human Resources Department have the responsibility to conduct thorough and impartial investigations of any and all complaints in a timely and confidential manner. These investigations may include the searches of personal property, lockers, and even persons themselves. It is an express condition of continued employment for each team member to fully cooperate in investigations of suspected

violations of company policies. Failure to comply with a request to cooperate in an investigation may subject a team member to disciplinary action up to and including termination.

Company Premises, Work Areas, Security, and Property

AmeriQual prides itself on our efforts to provide safe, quality food to our customers. The overall physical condition and appearance of AmeriQual's premises and work areas convey a strong message to our customers and the general community. Everyone must take an active role in keeping company premises and work areas clean and orderly.

As part of our security policy, only associates of AmeriQual and approved visitors are allowed on company property, which includes all buildings and parking lots. All visitors are required to visibly display a visitor's pass while on AmeriQual premises. These passes are obtained from security or at the receptionist area. Any questionable visitors must be reported to a supervisor or security immediately. To ensure the safety of AmeriQual's team members, anyone entering or leaving company premises may be subject to questioning or search at management's discretion.

Keycards allowing access to specific facility entrances are distributed to full time and temporary team members and are for individual access only. It is prohibited for a team member to allow another person access to the facility using their keycard. Doing so may lead to disciplinary action up to and including termination.

Parking areas are designated for full time and temporary team members, visitors, and contractors. When using the company parking lots, precautions should be taken to ensure the safety of pedestrians. Proper parking procedure (staying within designated parking spots/lines, using care when entering/exiting spots, etc.) should be followed. Failure to do so may result in the removal of vehicles from AmeriQual property. Reserved parking spots are assigned to certain eligible AmeriQual team members. These spots are to be used only by authorized team members. Handicap accessible parking is also designated. All applicable state laws regarding handicap parking regulations are enforced.

Personal Belongings

It is each team member's responsibility to maintain control of their personal belongings. AmeriQual will not be held liable for the loss or theft of personal belongings. Only items necessary for job performance should be brought into the facility. All personal belongings should be placed in a secure location while at work. Lockers are available on a first-come-first-served basis and may be obtained through the HR department. Lockers are considered company property and subject to search at management discretion. Per AmeriQual GMP's, food or drinks are never allowed to be stored in lockers. Periodic cleaning is to be expected and notification will be posted in a timely manner to allow team members to empty contents.

Team members must obtain a "material pass" from security or a supervisor before removing any Company property from the plant site.

Plant Closures / Shift Postponements

It is AmeriQual's policy to continue operations despite inclement weather. However, certain severe weather situations and/or other unforeseen events (such as power outages or water contamination) may result in shift closure or postponement. In such situations, every effort will be made to notify team members of the closure. All team members should access the HRIS system for information.

2-Hour Delay & Cancellation of School Policy

The safety of EVSC students is our number one priority. Therefore, RAMP students will follow the EVSC School Cancellation and 2-Hour Delay schedules.

If the EVSC cancels school due to inclement weather, the RAMP work and school schedule will also be cancelled.

If the EVSC is on a 2-hour delay, RAMP students will follow the 2-hour delay schedule. The students will have a shortened work schedule (3 hours) on those days where a 2-hour delay is in effect.

Any cancellation or delay called by the EVSC will not be held against the student regarding perfect attendance or other work incentives.

Communication Guidelines

Effective and professional communications are essential building blocks for a productive and flourishing work environment. AmeriQual team members are encouraged to share thoughts and ideas with co-workers, leaders, and clients in a variety of ways. Team members are expected to treat others with respect at all times and in all forms of communication. Issues with interpersonal communication may be brought to the attention of any member of the management team, preferably starting with your supervisor or Human Resources. Please reference the Open Door Policy for additional details.

Face-to-Face - Team members are expected to conduct themselves in a professional manner during all interpersonal interactions.

Email - Email is an effective tool that allows team members to communicate with co-workers, business partners, and customers in a timely and informative manner. However, it is important to remember that emails create an electronic record that cannot truly be deleted and is discoverable during any litigation proceedings. It is important for team members to utilize email in an appropriate and professional manner by following the guidelines below:

- Utilize company email addresses for business related purposes.
- Check email multiple times through the day.
- Respond to emails in a timely manner. Ideally, emails should be responded to within 24 hours
- Maintain a professional email etiquette that utilizes professional formatting, language, and grammar. This includes an email subject header, personalized address, cohesive and appropriate content, and signature. Ensure that emails are concise and on topic.
- Set-up an automatic response emails when away from work email for more than one day.
- Apply caution when using abbreviations, emoticons, or all capital letters. IT MAY APPEAR THAT YOU ARE SHOUTING, and shouting is not a respectful form of communication.
- Selectively utilize functions such as read receipts, high priority, and carbon copy.
- Do not forward junk mail, unapproved solicitations, or content that may be considered inappropriate. Do not open spam mail. Always consult the IT department before opening any questionable materials.

- Utilize caution when sending confidential information.

Phone

- Set up voicemail greetings upon receiving a new phone.
- Listen and respond to voicemails in a timely manner and ensure that their voicemail box is not full.

Bulletin / Communication Boards

- Bulletin / Communication boards are for AmeriQual related postings only as determined by the HR team. Team members are not allowed to post any kind of notifications or fliers or modify/deface postings.

Social Media Policy

The purpose of this policy is to outline AmeriQual's expectations for team members in relation to Social Media communications. It includes any tools used to share content, such as email, text-messaging, and social networking websites such as Facebook, Twitter, Instagram, LinkedIn, Pinterest, or YouTube. AmeriQual acknowledges and respects the right of our team members to express themselves through verbal and written communication. However, management does reserve the right to determine if a communication is deemed inappropriate.

AmeriQual Social Media Disclaimer - AmeriQual utilizes a variety of social media platforms including, but not limited to, Facebook, LinkedIn, YouTube, email, and internal TVs and communication boards. AmeriQual uses these platforms to promote business, recognize team members, communicate, and build a sense of community. Any AmeriQual team member who participates in an AmeriQual sponsored event may be photographed or interviewed by an AmeriQual representative, and this photograph or interview may be used for promotional or social media purposes.

Social Media Use - Social Media can be utilized to build and maintain personal and professional relationships. However, it has the potential to negatively impact business and individuals. Electronic communications are public and cannot truly be deleted. Team members should assume that Social Media activities can be viewed by anyone, including co-workers, management, competitors, customers, and potential future employees. Any communication, even if made outside of work, is subject to this communication policy if it relates to AmeriQual property,

employees, or affiliates. Unless explicitly authorized, employees may not utilize the AmeriQual name, logo, or trademarks in communications and must respect copyright, privacy, fair use, financial disclosure, and other applicable laws.

Posts on any form of social media may not disclose confidential or proprietary information related to AmeriQual or its affiliates. The protection of trade secrets and confidential information is critical to achieving AmeriQual's business objectives. Sharing this information could harm AmeriQual and result in legal actions.

In addition, team members may not post offensive or negative accusations or information about AmeriQual, its employees, or affiliates onto social media platforms which serve no legitimate purpose protected by law. Team members must not speak on behalf of the Company and must explicitly disclose that their comments are based on personal opinion. Team member complaints and issues should be brought to the attention of a supervisor and/or Human Resources. Please see the Open Door Policy for further details.

To Friend or Not to Friend - Team members are not obligated to grant co-workers access to their personal social-media accounts such as Facebook or LinkedIn. Please be cognizant of the fact that if a co-worker is accepted as a friend or contact, this person could see everything that has been posted – as professional (or unprofessional) as it may be! This information cannot be considered confidential and may have consequences, so think before posting.

Liability - Team Members are personally liable for their Social Media posts and should be aware of applicable laws, including, but not limited to, laws regarding defamation, harassment, retaliation, and invasion of privacy. The Company is not responsible or liable for any losses or damages claimed or incurred due to any postings by employees. Failure to comply with the social media policy may result in disciplinary action, up to and including, termination.

Technology Policy

AmeriQual strives to provide employees with access to technology that improves user experience and efficiency. AmeriQual-provided computers, printers, and phones are to be used for approved work related functions. All company-owned technology resources are subject to monitoring, with or without notice.

Personal electronic devices, such as cell phones, may only be used during break times. Employees are allowed to keep cell phones on their person in production areas but they

must be concealed at all times. Employees are not allowed to record or photograph AmeriQual property or employees without the proper consent.

AmeriQual has established the following guidelines for team member use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

1. All technology provided by AmeriQual, including computer systems, communications networks, company-related work records and other information stored electronically, is the property of the company. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience that serve no legitimate purpose protected by law.
2. Team members may not use AmeriQual's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on AmeriQual; and any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail, are forbidden.
4. Every AmeriQual team member is responsible for the content of all text, audio or image files that he or she places or sends over the company's Internet and e-mail systems.
5. E-mail and other electronic communications transmitted by AmeriQual equipment, systems and networks are not private or confidential, and they are the property of the company. AmeriQual reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
6. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Team members must be aware of this possibility when communicating electronically within and outside the company.

Because all the computer systems and software, as well as e-mail and Internet connections, are the property of AmeriQual, all company policies apply to their use and are in effect at all times. Any team member who abuses the company-provided access

to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination.

Cell Phones

AmeriQual does NOT allow cell phones to be inside the work space for RAMP students. Cell phones must be left either off the AmeriQual campus or kept inside the classroom spaces during the work portion of the day. Lockers are provided for the storage of cell phones. The EVSC and teaching staff are not responsible for lost phones. Cell phone possession inside the AmeriQual facility can result in disciplinary action.

School Bus Rules

1. Upon boarding the bus...
 - a. Find your seat.
 - b. Sit with your bottom on the bottom of the seat.
 - c. Sit with your back to the back of the seat.
 - d. Sit with your feet on the floor.
 - e. If your bus has seat belts, put your seatbelt on.
 - f. The seat belt stays on until the bus reaches its destination (your bus stop/school).
2. Keep your hands and feet to yourself.
3. Keep your voice at a level 2 volume or lower.
4. Respect all others on the bus.
5. Follow all safety instructions from the driver and/or attendant.

GOOD MANUFACTURING PRACTICES AT AMERIQUAL FOODS

- 1.0 Smocks or appropriate AmeriQual shirts are required in all food processing areas. NO sleeveless shirts or open toed shoes. Smocks must be removed before entering the break room or restroom.
 - 1.1 Light Blue Smocks for Wipers and Finals
 - 1.2 Dark Blue Smocks for Kettle Operators and Batchers
- 2.0 Articles such as pens, glasses etc. cannot be carried above the waist.
- 3.0 Hairnets/beard guards and Hearing Protection are required in **all** production areas.
 - 3.1 Hairnets must be worn over hats, sock caps and hoods.
 - 3.2 Hairnets may not be tied in a knot.
 - 3.3 All personnel shall wear the appropriate colored hairnet. Adhere to the hairnet color coding policy (VAGN 104)
- 4.0 Safety Glasses meeting ANSI Z-87 with side shields are required in all areas except office areas.
- 5.0 Eating food, chewing gum, or drinking beverages other than approved beverages is restricted to the break room and office areas only. Tobacco use only in the smoke tent is available to full time Ameriqual employees. Tobacco use is **NOT** allowed by EVSC students.
- 6.0 No hanging cords, lanyards, or chains dangling from pockets.
- 7.0 If fanny packs are worn, they must be worn around the waist at **all** times.
- 8.0 Maintain your work area in a clean and orderly fashion.
- 9.0 Clothing must be suitable for manufacturing area - no shorts, or clothing that exposes the legs.
- 10.0 No cell phone use in the production area except by authorized personnel.
- 11.0 Brush off or clean all materials and containers prior to entering the food processing area.
- 12.0 All containers shall be used **ONLY** for the purpose for which they are designed. Adhere to the container color coding policy.
 - 12.1 All chemical containers shall be labeled appropriately.
- 13.0 No jewelry (includes rings, watches, earrings, or dangling jewelry) is permitted to be worn by associates in the plant except:
 - 13.1 Personnel in office areas are allowed to wear jewelry.
 - 13.2 Medic Alert necklaces are permitted.
 - 13.3 Office personnel and visitors can wear gloves to cover rings, false fingernails, and fingernail polish.
- 14.0 Hand washing using soap must be performed after using toilet facilities, eating, drinking, smoking, or upon entering any food-processing area.
 - 14.1 Hand washing sinks shall not be used to store equipment or trash.
- 15.0 Gloves must be treated the same as hands and must be washed with soap or changed after handling hoses, trash, or picking something up off the floor.
- 16.0 No false eyelashes may be worn in the plant area.

- 17.0 Employee lunches are to be stored only in designated areas. Personal items must be stored in lock boxes and restroom lockers only. No food or drink allowed in lockers.
- 18.0 No person with obvious boils, sores, infected wounds or other communicable disease should enter food contact areas. Only blue strip bandages issued by the Company are allowed on exposed skin in food contact areas.
- 19.0 Excessive perfume or aftershave is prohibited in food contact areas.
- 20.0 Clean up standing water or spills as soon as possible.
- 20.1 Notify supervision of any leaks in the plant.
- 21.0 Plastic skids must be placed between wooden skids and the floor in any food processing area.
- 22.0 Raw materials and work-in-process product must be prevented from becoming contaminated from water from the floor, or other raw materials. Keep bags sealed and containers covered. Dispose of material that has fallen to the floor.
- 23.0 All ingredients and packaging, except R&D materials, must be clearly marked with the AmeriQual Raw Material Tag.
- 24.0 All food contact tools and equipment shall be properly stored (ex. hung or kept in clean acceptable containers) when not in use and shall not come into contact with the floor. All food handling tools shall be used for food handling purposes only.
- 25.0 All outside doors must stay closed. Doors between the food processing areas and the rest of the plant must stay closed at all times unless positive air flow out of the processing area is present.
- 26.0 Tape is not allowed on any processing equipment or near any processing equipment except as an emergency repair.
- 27.0 Store all brooms, mops, shovels and hoses in the proper racks off the floor when not in use.
- 28.0 The exterior and interior of the plant must be maintained in a neat and orderly manner.
- 29.0 Glass containers are prohibited anywhere in the plant, other than office areas.
- 30.0 Non-company personnel shall be required to conform to the above company food safety/hygiene policies and GMPs.

Earning a High School Diploma through RAMP (Starting with Class of 2023)

A student who attends RAMP can meet requirements by completing all 3 buckets:

- **Bucket 1:** Completing Standard or Core 40 course sequence
- **Bucket 2:** Work Based Learning Experience after being in the program for 75 paid hours (approximately 4 weeks)
- **Bucket 3:** Locally Created Pathway - the State Board of Education approved RAMP in May 2021 to be one of four approved LCPs in the state.

Students can meet requirements for the LCP on a sliding scale of the following:

- Number of weeks enrolled in the program
- Good daily work habits
- Scores on performance evaluation rubric
- Hours of paid work

LCP Pathways:

18 week pathway

- 4 evaluations with average of 4.0 on workplace evaluation rubric
- Less than 2 performance and/or attendance warnings
- At least 300 paid hours

27 week pathway

- 6 evaluations with average of 3.5 on workplace evaluation rubric
- Less than 3 performance and/or attendance warnings
- At least 450 paid hours

36 week pathway

- 8 evaluations with average of 3.0 on workplace evaluation rubric
- Less than 4 performance and/or attendance warnings
- At least 650 paid hours

Notes about LCP Requirements not met above

- A student can remain with the RAMP program until all 3 bucket requirements have been met.
- Every student must be at RAMP for a minimum of **18 weeks** to earn the LCP for **Bucket 3**.

- If a student completes **Bucket 1** (diploma) and not Bucket 3, a student must remain with the program and work full days at AmeriQual until **Bucket 3** (LCP) requirements are met.

Part-Time at AmeriQual

When a RAMP student completes all requirements for graduation, they may be eligible for a part-time employment offer from AmeriQual. Mandy Murray at AmeriQual will be your contact person for this opportunity. Dr. Herrin will contact AmeriQual to let them know of your graduation and eligibility for a part-time employment offer. You can either reach out to Mandy or she will be in contact with you.

Between the time of finishing your graduation requirements and the end of that academic school year (3rd week of May), the RAMP program and the EVSC will provide you with the following services to help you transition into independent employment:

- Transportation to and from work on your scheduled days as long as RAMP is also in session
- Breakfast and lunch from the RAMP cafeteria. You may eat breakfast and lunch with the RAMPers in classrooms and/or picnic tables.
- Continued use of a locker to store your materials overnight. You are **NOT** to return to your locker during your shift. Lockers are **ONLY** available at the beginning and end of your shift.
- Parking in the RAMP parking lot **IF** you are using the RAMP facilities
- Using the RAMP entrance to AmeriQual **IF** you are using the RAMP facilities

Between the time of finishing your graduation requirements and the end of that academic school year (3rd week of May), as a high school graduate and employee of AmeriQual, you are expected to follow all the rules of AmeriQual and its employees. You are responsible for:

- Scheduling your shifts using AmeriQual's volunteer system
- Contacting AmeriQual if you are going to be late, absent from, or need to leave early from your shift
- Keeping track of and having all required GMP items at the beginning of your shift and for your entire shift
- Using AmeriQual facilities for your breaks, water, snacks, or restroom
- Parking in the AmeriQual parking lot if you drive and are **NOT** using the RAMP facilities
- Being dropped off and picked up from the AmeriQual Employee Entrance if you are **NOT** using the RAMP facilities

- Using the AmeriQual Employee Entrance for entry and exit if you are **NOT** using the RAMP facilities

After the end of the school year of your graduation (3rd week of May), **ALL** of these transitional services will end. Please plan accordingly to ensure that you have reliable transportation, food, and personal item storage. At that time, you should fully transition to a non-student AmeriQual employee. You are **completely** responsible for:

- Scheduling your shifts using AmeriQual's system
- Contacting AmeriQual if you are going to be late, absent from, or need to leave early from your shift
- Keeping track of and having all required GMP items at the beginning of your shift and for your entire shift
- Using **only** AmeriQual facilities for your breaks, water, snacks, or restroom
- Parking in the AmeriQual parking lot
- Being dropped off and picked up from the AmeriQual Employee Entrance
- Using the AmeriQual entrance for entry and exit

RAMP Calendar 2023-24



2024-2025 SCHOOL YEAR

August 1-2:	Teacher Meetings/Work Days
August 5-6:	Students with last names A-J in attendance
August 7-8:	Students with last names K-Z in attendance
August 9:	ALL Students at School
September 2:	No School – Labor Day
October 2:	No School Staff Development Day <i>Asynchronous assignments will be sent home with students.</i>
October 4:	End of 1 st Grading Period
October 14-18:	No School – Fall Break
November 5:	No School – Presidential Election Day
November 27-29:	No School - Thanksgiving Break
December 20:	End of 2 nd Grading Period/ 1 st Semester
Dec. 23 – Jan. 3:	No School – Winter Break
January 6:	No School Staff Development Day
January 7:	First Day of Second Semester
January 20:	No School – M.L. King Jr. Day
February 17:	No School – President’s Day
March 14:	End of 3 rd Grading Period
March 24-28:	No School – Spring Break
April 18:	No School (Potential Makeup Day)
May 2:	No School (Potential Makeup Day)
May 21-23:	High School Commencements
May 23:	End of 4 th Grading Period/2 nd Semester

Indiana Department of Education requires 180 instructional days.

*Asynchronous assignments will be sent home with students, allowing October 2nd to count towards the 180-day requirement.

GRADING PERIODS:

9 weeks

1st.....	44 days.....	08/5 – 10/4
2nd.....	46 days.....	10/7 – 12/20
3rd.....	47 days.....	01/8 – 03/14
4th.....	43 days.....	03/17 – 05/23

CALENDAR LEGEND	
STUDENTS LAST NAMES A-J	
STUDENTS LAST NAMES K-Z	
ALL STUDENTS IN ATTENDANCE	
NO SCHOOL	
NO SCHOOL/POTENTIAL MAKEUP DAY	
STAFF DEVELOPMENT/WORK DAY (NO SCHOOL)	
HIGH SCHOOL COMMENCEMENTS	

JULY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

SEPTEMBER 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 2024

S	M	T	W	T	F	S
		1	2*	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

* Reminder: During inclement weather, the RAMP Program will follow the EVSC protocol.

Handbook Updates

The RAMP handbook is subject to change by discretion of the RAMP director or AmeriQual due finding it necessary to add to, delete, or amend company policies based on operational or educational needs. Updated handbook versions will be made available on the EVSC RAMP website.

The policies described are not conditions of employment, nor do they reflect a contract between the Company and a team member. We recognize that you retain the option, as does the Company, of ending your employment with the Company at any time, with or without notice and with or without cause. As such, your employment with the Company is at-will and neither this document nor any other oral or written representations may be considered a contract for any specific period of time.

Current Update: 8/6/2024