



STAR House®

Guiding Children to Success

ACKNOWLEDGMENT OF RECEIPT

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

I have received my copy of the Employee Standards and Guidelines of STAR House Foundation, Inc. (“**STAR House**”) and understand it is my responsibility to read them, understand their contents, and adhere to all of the policies and procedures of STAR House, whether set forth in this manual or elsewhere. I understand that it is my responsibility to educate myself regarding updated, revised, added, or deleted policies or procedures as announced or posted from time to time.

I acknowledge that these standards and guidelines are provided as an informational guide only and are not a contract or an offer of a contract between STAR House and me. Similarly, no policy, procedure, guideline or practice of the organization is a contract or an offer of a contract between STAR House and me. I understand that my position with STAR House is at-will, which means that either I or STAR House can terminate the position at any time, for any or no reason, with or without notice. I also understand that STAR House reserves the right in its sole discretion, with or without notice, cause or consideration, to modify, depart from or terminate any of its policies (other than the at-will policy), procedures, guidelines, practices whether or not described in this manual. I understand that STAR House reserves the right to reassign me or modify the terms and conditions of my position in its sole discretion, with or without notice, cause or consideration, subject only to STAR House’s and my mutual right to terminate the assignment at will. This at-will nature of my relationship with STAR House cannot be changed by any person, statements, acts, series of events, or pattern of conduct, but only by an express individual written agreement signed by the Executive Director of STAR House and by me which expressly changes this “at-will” relationship. If I have any questions about the standards or guidelines contained in this manual, I will ask my immediate supervisor or the Executive Director.

Employee Name

Signature

Date



CONFIDENTIALITY AGREEMENT

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

As an employee for STAR House Foundation, Inc., ("**Organization**"), I agree to the following:

I will maintain the confidentiality of any Confidential Information disclosed to me by the Organization. Confidential Information is information about children or families served by the Organization, or information about the Organization and its operations, finances or business that is not generally known to others. Confidential Information also includes information disclosed to the Organization by third parties that the Organization is obligated to keep confidential. Confidential Information subject to this Agreement may include information that is a trade secret. Information that is not a trade secret, as defined by Georgia law, will constitute Confidential Information only for a period of three (3) years after the last day that I volunteer with the Organization.

I also agree that any work I perform and any contributions I make to documents, programs, and other expressions in any tangible medium (collectively, "**Works**") are within the scope of my duties, responsibilities, or assignment. My work on and contributions to the Works will be rendered and made by me for, at the instigation of, and under the overall direction of, the Organization, and all such works and contributions, together with the Works, are and at all times shall be regarded as "work made for hire," as that term is used in United States Copyright Laws. Without limiting this acknowledgement, I assign, grant, and deliver exclusively to the Organization all rights, titles, and interests in and to any such Works, and all copies and versions, including all copyrights and renewals. I will execute and deliver to the Organization or its successors and assigns, any assignments and documents the Organization requests for the purpose of complete, exclusive, perpetual, and worldwide ownership of all rights, titles, and interests of every kind and nature, including all copyrights in and to the Works, and I constitute and appoint the Organization as my agent to execute and deliver any assignments or documents I fail or refuse to execute and deliver, this power and agency being coupled with an interest and being irrevocable.

I understand and agree that any breach of this Agreement may cause the Organization great and irreparable harm and that it would be difficult or impossible to establish the full monetary value of such damage. Consequently, in the event of any breach of this Agreement, I consent to the entry of appropriate preliminary and permanent injunctions in a court of appropriate jurisdiction, without posting of a bond or other security, in addition to whatever remedies the Organization may have.

I represent that: (a) I have read and understood each and every provision of this Agreement; (b) I have had the opportunity to ask the Organization questions about this Agreement and such questions have been answered to my satisfaction; and (c) I have been given a copy of this Agreement.

Employee Name

Signature

Effective Date

general educational use. Internet usage by students must be monitored by staff. Do not load or download any software onto the STAR House computers without the express permission of the Executive Director; absolutely no inappropriate internet sites should be accessed at any time.

These standards shall be conveyed verbally and in writing by organization staff. Some examples of inappropriate conduct include:

- Violations of state or federal laws regarding child abuse, substance abuse, or other conduct.
- Use of profanity or other inappropriate or harassing language in the course of coaching.
- Physical contact with a student or other conduct that is inappropriate.

These are examples only and are not intended to be a comprehensive list. Other actions not specifically listed herein may result in suspension or dismissal. An allegation that an employee has violated these standards will result in temporary suspension as a staff member, pending an appropriate investigation. If the organization determines that a violation occurred, he/she will immediately and permanently dismissed for STAR House Foundation.

I have received a copy of the Code of Ethics and Conduct, and I have read, understood and agreed to abide by these standards.

Employee Name

Signature

Date

