



CETPA TEAM MEMBER HANDBOOK

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www.cetpa.org

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CETPA TEAM MEMBER HANDBOOK

Welcome to CETPA!



"CUIDANDO EL BIENESTAR EMOCIONAL DE LA FAMILIA LATINA DESDE 1999"

"Caring for the Emotional Well-Being of Latino Families since 1999"

Welcome to the CETPA family!

It gives me great pleasure to welcome new team members to the CETPA Team and to extend best wishes for continued success to those whose careers have become a part of our growth and progress.

CETPA strives to provide its team members with a workplace that is professionally challenging, fun and sufficiently diverse to meet the needs of everyone. We depend on the skills, energy, and dedication of all our team members to provide quality products, value and excellent service to our clients. I have always believed in creativity, productivity, and loyalty, and in encouraging independent thinking and teamwork. Whether you have been with us for a short time or for many years, we want you to know that we appreciate the contribution you make each day to the successful operation of our company.

The Team Member Handbook has been prepared to inform new team members and to update experienced team members about CETPA's policies, procedures and benefits program. Please read it carefully and keep it for future reference. Should you have any questions regarding the materials contained within this handbook, please feel free to discuss them with the Human Resources Department.

Thank you for giving this information your attention and for bringing your talents and enthusiasm to CETPA.

A handwritten signature in black ink, appearing to read 'Pierluigi Mancini'.

Pierluigi Mancini, Ph.D., NCAC II
Executive Director, CETPA, Inc.

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OBJECTIVES OF THE TEAM MEMBER HANDBOOK

This handbook is designed to provide you with information about the following areas:

- CETPA's Corporate Overview
- CETPA's Corporate Compliance Policies
- CETPA's Team Member Policies and Procedures
- CETPA's Team Member Benefit Programs

Important Information about this handbook:

This Team Member Handbook ("Handbook") is designed to familiarize you with our company's policies and practices in effect at the time of publication. All previously issued Handbooks and any inconsistent policy statements or memoranda are superseded. This handbook is intended solely as a guide for management and team members during your tenure at CETPA. It is not intended to serve as a substitute for ongoing communications between individual team members and managerial personnel.

This Handbook is the property of CETPA ("Company") and shall be returned to the office of Human Resources upon separation from the company. It contains copyrighted and proprietary information and is intended for use only by designated personnel. It may not be duplicated, circulated, or distributed to third parties. Public release is strictly prohibited.

This Handbook is not a contract of employment and no such contract may be implied from its provisions. Employment at the Company is Employment At-Will. This preserves the Company's and the team member's right to terminate the employment relationship at the will of either party, with or without cause or advance notice. No representative of the Company except the Executive Director of CETPA has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

The Company reserves the rights to modify, amend, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook, or in any other document, except for the policy of Employment At-Will. The Executive Director or the Human Resources Coordinator shall make all amendments to this handbook. Team members will receive written notification of all amendments to this handbook.

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ACKNOWLEDGEMENT OF POLICIES, PROCEDURES, CONDUCT and ETHICS.

After you have received and read this manual, please sign and return this Acknowledgment of Receipt to the Human Resources Department.

"I hereby acknowledge that I have received a copy of CETPA Team member Handbook. I understand that it contains the general personnel guidelines that shall govern my employment. I understand all of its rules, policies, terms and conditions and agree to abide by them. I understand and agree that the policies, procedures and benefits explained in this Handbook are guidelines that may be terminated or revised at any time by the Company. I also understand that nothing in this Handbook creates an expressed or implied contract of employment between CETPA and me, and I further understand that nothing in this Handbook creates any express or implied contract rights as to the policies, procedures and benefits described herein."

I acknowledge that the employment relationship may be terminated, with or without cause or notice, at any time, at the option of either the Company or the CETPA Team Member. I also acknowledge that only the Executive Director can enter into an employment contract or agreement with me.

Team Member's Signature

Print Name

Date

**THIS PAGE MUST BE SIGNED AND RETURNED
TO THE HUMAN RESOURCES DEPARTMENT**
