

Bread for Life, Inc.
Trainee Statement of Commitment
(Revised January 2013)

This program is designed to provide the specific skills necessary to provide entry into a career in the hospitality/food services industry. Many people have generously given of their time and talents to enable this program to be provided to a select few. Each participant has been handpicked as they are ready to take their career seriously. This program will take a great deal of commitment, focus and concentration, if the skills being presented are to be learned and retained in a way that can be used as building blocks to a better career in the hospitality/food services industry. Therefore, it is important that participants in the program demonstrate respect for themselves, fellow classmates, teachers, guest speakers, and industry leaders who have given of their time and talent to assist the students of Bread for Life (BFL). Sometimes, unfortunately, there are a few who do not take their participation in programs seriously enough and, consequently, can affect other group member's experiences. Just as with employment, this cannot and will not be tolerated during the training process at Bread For Life. Your graduation from the program (and, potential job placement) will be based on your meeting the requirements listed below. Therefore, by signing this agreement **you agree** to the following:

1. I understand that in order to be accepted into the BFL program I must take, and pass, a drug test administered by the BFL staff or affiliate.
2. I understand that BFL reserves the right to randomly administer drug tests to me while in the BFL program. Failure to comply, and failure to pass the drug test will result in immediate dismissal from the program.
3. To be considered for graduation from the BFL program, I must attend 90% of all seminars and production sessions. Attendance will be taken daily.
4. I understand that I'm to abide by all that is stated in the syllabus.
5. I must behave courteously and appropriately at all times.
 - a. I acknowledge that I am not only representing myself but also our business and the future of this program. My behavior will reflect on that and will influence how the industry is perceived by others in our community.
 - b. I am to notify my instructor as soon as I know I will be absent or late.
6. I realize that culture and customs of others may differ from what I am accustomed to. However, the ability to learn from one another is imperative in working as a team and respecting others is required to do well in this industry.-
7. I must be at the Classic Center, Marswood Hall, or the designated off-site location by the specified time each program day so we can be ready to begin promptly. It is my responsibility to find a way to the Classic Center or to Marswood Hall every day. I must also arrive 10 minutes early for any other events related to my participation in the BFL program, including any that may occur at an off-site location.
8. I am expected to come ready to learn, which means that it will not be tolerated if I am under the influence of any substance or if I violate any non-academic regulations as listed below. I will arrive prepared to participate in all other ways (e.g. having eaten, bringing food for lunch/dinner breaks). No requests to stop by the van driver will be allowed (e.g. to purchase food or beverages).
9. I am to practice good personal hygiene (i.e., shower, clean hands, clean clothes, use of disposable aprons provided by BFL, etc.), have had adequate sleep the night before, and have had a meal prior to my arrival to all seminars, labs, and events.
10. I must actively participate in group discussions. When others talk I must listen.
11. I understand that cell phones will not be allowed except during prescribed breaks.

12. I understand that family members will not be allowed at the seminars or in lab at any time, so I am to make arrangements for them as they can be a distraction to others in class.
13. I understand that no jewelry should be worn other than a wedding ring or stud earrings.
14. I understand that bathroom breaks will be provided at designated break times and will not occur until after the first hour of the program. I am to plan accordingly.
15. As we are running a business I understand that my teammates will be counting on me to attend all seminars and production sessions. Therefore, excessive absenteeism, tardiness, frequent breaks or returning late from breaks, etc. will necessitate removing me from the program.
16. Any disciplinary problems (as defined in this agreement) that occur with me may result in termination from the program. My instructor will have the discretion to ask me to leave the program for the day for which my behavior was deemed disruptive and my return (if possible) will be based on the decision of the BFL Executive Director in consultation with the BFL Board. I know I can come before the board and request a hearing, if I'm not satisfied with their decision. However, I understand that the BFL Board's decision in response to the hearing will be final and binding. I also understand that I will not be compensated in any way for the time I am on disciplinary leave.
17. I am not to bring anything to Marswood Hall that is not required for the class. Personal belongings should be left at home. The program will not be responsible for articles lost or stolen.
18. I understand that I will be using industrial equipment and accept all responsibility for injury that may occur. I also understand that I am to notify my instructor of any prescribed medications I am taking that may interfere with my operating equipment.
19. I understand that I am not to touch and am to respect the personal belongings of others.
20. I understand that I am not to have any inappropriate physical contact with another or others in the program.
21. I agree that I will always handle food in a manner that is in keeping with the standards taught in the food sanitation and safety course.
22. I agree to always wash hands and wear food service gloves as directed and keep my head covered at all times when handling and preparing food.
23. Regarding academic regulations, I understand that the following will not be tolerated and offenses will have consequences as deemed necessary by the BFL staff and BFL Executive Board:
 - a. Receiving or giving assistance in preparation of any graded assignment without prior authorization from the class instructor.
 - b. Obtaining or attempting to obtain material or intellectual property pertaining to conducting a class.
 - c. Fabricating, forging, or falsifying information.
 - d. Use of another person's ideas or expressions without acknowledging the source. All work of a student needs to be original according to the instructor's requirements or is otherwise considered plagiarism.
 - e. Disruptive behavior in an academic setting that interferes with the learning environment.
24. Regarding non-academic regulations, I understand that the following is **not allowed** in or on the grounds of Marswood Hall and St. Philothea Greek Orthodox Church or at any BFL sponsored event or trip, and that offenses will have consequences as deemed necessary by the BFL staff and BFL Executive Board:

Alcohol, Tobacco, and other Drugs

 - a) BFL requires all applicants to take and pass (screen negative for all drugs) a drug test before they can be accepted into the BFL program.
 - b) BFL reserves the right to randomly administer drug tests to BFL students while they are in the program. Failure to comply, and failure to pass the drug test will result in immediate dismissal from the program.
 - c) Use, possession, distribution, sale, or being under the influence of alcohol except as permitted by Georgia state law.
 - d) Use, possession, manufacturing, furnishing, sale, or being under the influence of a narcotic or other controlled substance except as permitted by a valid medical prescription.

- e) Use of tobacco products. Smoking tobacco products is permitted outside. Cigarette butts are to be disposed of in the proper receptacle. No chewing tobacco is permitted. Smokers should imbibe during regularly scheduled breaks. No additional breaks are allowed for smoking.

Disorderly Conduct

- a) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, sexual harassment, discrimination, or other conduct that threatens or endangers the health or safety of another person or oneself.
- b) Damage of property belonging to Marswood Hall and St. Philothea Greek Orthodox Church, a member of the community, organization, or a visitor to Marswood Hall and St. Philothea Greek Orthodox Church.
- c) Participation in a demonstration or behavior that disrupts the normal operations of Marswood Hall and St. Philothea Greek Orthodox Church or infringes on the rights of other members of Marswood Hall and St. Philothea Greek Orthodox Church community.
- d) Failure to identify oneself to, or failure to comply with, directions of an official of Marswood Hall and St. Philothea Greek Orthodox Church or law enforcement officer acting in the performance of his/her job responsibilities at these locations.

Theft and Other Acts of Dishonesty

- a) Taking or attempting to take items of Marswood Hall and St. Philothea Greek Orthodox Church property, stolen property, or items belonging to another person or organization.
- b) Unauthorized possession of Marswood Hall and St. Philothea Greek Orthodox Church property, stolen property, or items belonging to another person or organization.
- c) Selling or attempting to sell items of Marswood Hall and St. Philothea Greek Orthodox Church property, stolen property, or items belonging to another person or organization.
- d) Forgery, alteration, or misuse of any record, document, instrument of identification, or information provided to a Marswood Hall and St. Philothea Greek Orthodox Church office or official.

Weapons

Possession or misuse of firearms, explosives, chemicals, knives, or any other objects used as a weapon is not allowed under any circumstances.

Hazing

Hazing, including intentional, negligent, or reckless action, activity, or situation that causes pain, embarrassment, ridicule, or harassment regardless of any person's willingness to participate in such treatment.

Fire and Emergency Safety

- a) Possession, furnishing, or misuse of fireworks or other explosives.
- b) Misuse, damaging, or tampering of fire safety equipment.
- c) Setting or causing to be set any unauthorized fire or fire alarm in or on Marswood Hall and St. Philothea Greek Orthodox Church property.
- d) Failure to leave the building during a fire alarm, emergency evacuation, or other situations that may require emergency guidance for safety reasons.

Gambling

The playing of cards, computer games, or any other game of skill or chance for money or other items of value.

Unauthorized Entry or Use of Facilities

Unauthorized entry or use of any building, office, or facility, or remaining in any building after normal business hours.

Solicitation and Selling

Solicitation or selling of any kind without prior approval of time, place, and manner.

Animals

Accompanying or transporting an animals; this does not pertain to animals intended or approved to assist with that person's disabilities.

Release and Waiver of Liability

I acknowledge that participation in the BFL program may involve some risks of injury, illness, or loss of personal property. I agree to release and forever discharge the board, staff and volunteers of The Classic Center, Bread for Life, Inc., the parish of St. Philothea Greek Orthodox Church and Marswood Hall, its members individually and its officers, agents, and employees from any and all claims, demands, rights and causes of action whatever kind of nature arising from, and by reason of any all known and unknown, foreseen and unforeseen bodily and personal injuries including death, damages to personal property and the consequences hereof resulting from any participation in the BFL program. I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of hospitality. I hereby authorize the leaders of this program to provide necessary medical treatment or services for me at my expense. Further, I understand that this Release and Waiver of Liability shall be effective for a period of one year from this date.

Appropriate Conduct and Early Dismissal from the Program

I understand that participants in the BFL Program are required to exhibit appropriate conduct while participating in the program and that the BFL staff and the BFL Board have full authority to determine the appropriateness of my conduct. Appropriateness will be judged based on local law, regulations, customs, and on program rules and schedules as discussed in this contract. I acknowledge that if the BFL staff and BFL Board find my conduct inappropriate, the BFL staff and BFL Board may at their discretion order my early dismissal from the program. Dismissal means that I will be sent home as soon as is practical as determined by the BFL staff and BFL Board, and I may not be eligible for payment of the lab work as outlined in the syllabus. By signing this document, I agree to the terms stated above and any additional ones that will be made known to me during the seminars and throughout the program.

Name (print)

Name (signature)

Date