

## Welcome to New Age Services Inc.

Please check our website at [www.newageservices.ca](http://www.newageservices.ca) for all current news and events. This is also a great link to community involvement and upcoming training opportunities.

Like us on Facebook  and follow us on Twitter 

### **Parking:**

Street Parking only. The parking in the front of the building is designated parking only and must be respected for all tenants of the building. Parking in the rear of the office is reserved and assigned for the individuals in our Community Access program with mobility issues. Otherwise, if you are working with an individual with mobility issues and have concerns with dropping them off or picking them up, please call the office reception ahead of time and we can make parking arrangement for you and the Individual.

### **Change of Address or email address changes:**

Please keep the Administration department and your Team Leader current of all address and email address changes.

### **Office Etiquette:**

Please sign-in the binder when entering and leaving the office space. This record is kept for Emergency purposes (example: Fire Evacuation, who is in the building).

Ensure that the Individual you work with each day are monitored. This includes a kitchen and washroom check after use. Ensure supplies are maintained in all washrooms and in the kitchen.

Cell phone use, for personal reasons while working, is strictly prohibited unless pre-approved by your supervisor.



3912 - 29 Street NE Calgary, AB T1Y 6B6

Phone: 403-242-6672 ❖ Fax: 403-209-0528

[www.newageservices.ca](http://www.newageservices.ca)

### **Professionalism and Confidentiality:**

Professionalism and confidentiality in the workplace are forefront at New Age Services Inc. NAS Inc. is committed to creating and maintaining a workplace environment with fosters mutual respect, integrity and professional conduct. We have policies that express NAS Inc.'s commitment to a work environment that is free of discrimination and harassment, ensuring that NAS Inc. will meet both its obligations under law as well as the ethical responsibilities. NAS Inc. maintains strict confidentiality with our Individuals, our staff, and our file information, and as such, we have each of our staff swear/affirm to do the same by a Commissioner For Oaths.

### **AB Blue Cross Benefits:**

NAS Inc. benefits are every employee who works 20+ hours/week in a permanent position. Benefit sign-up occurs at point of hire and benefits commence 3 months after start date. If you have any questions or concerns regarding benefits, please see your TL and fill in a Query form.

### **NAS newsletter and updates:**

Communication from NAS Inc. will be by emails, newsletters, and our website. It is the responsibility of all staff to read their emails from NAS which often include attachments. Information and updates can also be found on our website.