

## INTRODUCTION

At SADO we are fighting injustice through access, advocacy, compassion, and education. Whether you have just joined our staff or have been at SADO for a while, we are confident that you will find our office a dynamic and rewarding place in which to work and we look forward to a productive and successful association. We consider the employees of SADO to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Manager. Neither this handbook nor any other SADO document confers any contractual right, either expressed or implied, to remain in SADO's employment, nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by SADO, or you may resign for any reason at any time. No supervisor or other representative of SADO (except the Director) has the authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the above.

Second, the procedures, practices, policies, and benefits described here may be modified or discontinued from time to time, with or without notice. We will try to inform you of any changes as they occur.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.