

Agency/School REDI Registration Checklist



☒ Register as a REDI Agency:

- ☐ Complete online registration form
 - ☐ REDI Program Participation Agreement and REDI Agency Acknowledgement - Program Info are included in appendix for review
- ☐ Email a copy of your Memorandum of Liability Insurance to redi@walgreens.com
 - ☐ If asked, use the address 200 Wilmot Drive Deerfield, IL
- ☐ Receive confirmation from your Area Field Disability Specialist that registration is complete



Once Registered:

- ☐ Job Coach will arrange for training with Store Manager, if not previously trained
 - ☐ Communicate if there will be multiple job coaches supporting the session
- ☐ Job Coach and Store Manager will agree to schedule
- ☐ Job Coach will register participants here
- ☐ Share start and approximate end date either on the form or through emailing your Field Area Disability Specialist
- ☐ On the first day, if not on file from previous session Job Coach will complete:
 - ☐ REDI Trainer Code of Conduct (in appendix for review)
 - ☐ Non-Disclosure Agreement (in appendix for review)
- ☐ On first day, participants will complete:
 - ☐ REDI Extern Agreement and Release for each participant (in appendix for review)
- ☐ Job coach will utilize REDI job coach materials to complete the session
- ☐ Communicate any changes in assigned Job Coach to Field Area Disability Specialist



End of Session Hiring Process:

- ☐ Store will make a recommendation for hire based on assessment and feedback from Job Coach
 - ☐ If recommended for hire, Store Manager will be given a link for individual to apply in store without the online assessment and interview
 - ☐ If there are no matching openings in the hosting store, or if the participant would like to work in a different store, please notify Area Field Disability Specialist
 - ☐ If not recommended for hire, participant can:
 - ☐ Apply through traditional application, assessment, and interview process
 - ☐ Extend REDI session
 - ☐ Complete REDI in the future

REDI Agency/School Registration Appendix

All documents are provided by Walgreens

Document	Who completes	When	Page
REDI Program Participation Agreement	Agency/School	Agreement on Agency Registration link	A1-A3
REDI Agency Acknowledgement - Program Info	Agency/School	Agreement on Agency Registration link	A4 –A5
REDI Trainer Code of Conduct	Job Coach	During Job Coach training	A6
Non-Disclosure Agreement	Job Coach	During Job Coach training	A7
REDI Extern Agreement and Release	Participant	First day of session	A8-A10

Walgreens Retail Experiential Learning Program
REDI Retail Employees with Disabilities Initiative

This Agreement entered into this ___ day of _____, by and between the _____
(hereinafter referred to as "Agency") and Walgreen Co. (hereinafter referred to as "Walgreens").

WITNESSETH:

WHEREAS, the parties to this Agreement understand that the training at Walgreens and the opportunity to obtain practical retail experience is for the benefit of the trainees; the trainees will work under close personal supervision and are not displacing regular employees; Walgreens is receiving no immediate advantage from the training and, occasionally, Walgreens operation may be less efficient; the trainees' training with Walgreens will end upon the conclusion of their participation in the REDI program; the trainees are not entitled to a job at the conclusion of the training period; and all parties, including Agency, Walgreens, and the trainees, understand that the trainees and _____ management are not Walgreens employees for any purpose and are not entitled to wages and/or benefits for the time spent in training.

WHEREAS, _____ and Walgreens agree that there shall be no monetary consideration paid by either party to the other, it being acknowledged that the program provided hereunder is mutually beneficial. The parties shall cooperate in administering this program in a manner which will tend to maximize the mutual benefits provided to _____ and Walgreens.

WHEREAS, _____ and Walgreens acknowledge an obligation to contribute to the training of the trainees; and

WHEREAS, it is to the benefit of both parties that trainees have practical training opportunities; and
WHEREAS, it is a fundamental responsibility of both _____ and Walgreens to maintain a cooperative relationship with a mutual obligation of enriching training and providing quality customer service; and

WHEREAS, both parties desire to reach an agreement for their separate and mutual responsibility:
THEREFORE, in consideration of their mutual interest, the parties hereby agree:

1. _____ Will:
 - a. Is primarily responsible for its trainees learning experiences and will provide its management sufficient support to effectively implement the Retail Experiential Learning Program.
 - b. Will provide its trainees with objective guidelines and a telephone number to the supervisors and preceptors working with the Retail Experiential Learning Program.
 - c. Will ensure that its trainees and management become familiar with and adhere to Walgreens' standards, procedures, and code of ethics prior to the beginning of their practical assignment.
 - d. Will instruct all of its trainees assigned to Walgreens with regard to compliance with all of its rules, regulations, policies, and procedures, including but not limited to those relating to the confidentiality of patient records and information and to the responsibility and authority of Walgreens personnel over patient care and administration. _____ shall instruct all of its trainees that proper attire must be worn at all times in the store.

e. Will furnish Walgreens with a schedule of dates and hours for practical experience, as well as a list of names and telephone numbers of participating trainees and management.

f. Will meet with designated Walgreens personnel for discussions and evaluation of the Retail Experiential Learning Program.

g. Will ensure that its trainees, employees and management are covered by liability insurance through _____ as further described in paragraph 4 herein.

2. Walgreens will:

a. Maintain the standards, which make it eligible for approval as a practical environment for trainee instruction.

b. Permit trainees to use its retail store facilities for trainee learning experiences.

c. Monitor the trainee activities. Trainees will not replace staff or give service apart from its training value.

d. Assist in orienting the trainees in providing them with a thorough understanding of the practice field.

e. Meet with designated _____ management members of the Retail Experiential Learning Program as necessary to discuss and evaluate the trainee program.

f. Provide access to medical records for training use, subject to Walgreens' rules regarding patients' privacy, and provide appropriate reference materials and procedures to trainees, when necessary.

g. If, in the sole discretion of Walgreens, a trainee or _____ management member is detrimental or disruptive to its operation, Walgreens may deny the trainee _____ or management member access to its facilities.

3. _____ management and employees/trainees who become injured or ill while at Walgreens shall not be employees of Walgreens for the purposes of workers' compensation benefits, disability, or any similar payments for such injuries.

4. _____ agrees to hold harmless and indemnify Walgreens against any liability, claims, damages, lawsuits, including all costs and expenses incurred in defending any claim which may arise as a result of any actions or inactions of the _____ management and/or employees/trainees in this program.

_____ agrees to obtain and maintain during the term of this Agreement a general liability policy covering said employees/trainees and its management. A certificate of insurance in the amount of \$1,000,000 from the insurance carrier shall be provided to Walgreens upon request.

5. Walgreens agrees to hold harmless and indemnify _____ against any liability, claims, damages, lawsuits, including all cost and expenses incurred in defending any claim which may arise as a result of any action or inaction of Walgreens or its employees or agents. Walgreens agrees to obtain and maintain during the term of this Agreement a general liability policy covering Walgreens.

6. The parties agree that there will be no discrimination based on race, color, religion, national origin, citizenship status according to the Immigration Reform and Control Act of 1986, sex, age, disability, marital status, sexual orientation, gender identity, veteran status, or genetic information, in any of their policies, practices, or procedures.

7. This Agreement may be amended with the written mutual consent of both parties.
8. This agreement shall be effective as of _ day of ____ and shall continue thereafter for five (5) years or until terminated by either party upon thirty (30) days' written notice of termination.

_____	_____
Walgreen Co. Representative Signature	Agency Representative Signature
_____	_____
Print Name	Print Name
_____	_____
Title	Title
_____	_____
Market Number	Address
_ day of ____	_____
Date	City/State/Zip

	Phone Number
	_ day of ____,
	Date

Partnership Expectations for REDI
REDI Recruiting Employees with Disabilities Initiative

Introduction:

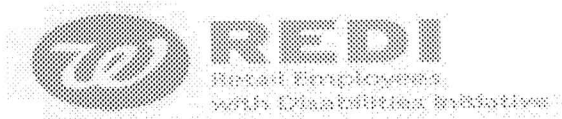
Walgreens has high expectations and standards for us and our partners. Listed below are our expectations for the entities who partner with us for REDI. At the end of this document, you will be asked to acknowledge for you and your agency's representatives that you will adhere to these expectations, and the information contained on this site.

Agency/Organization :

The agency is responsible for the trainees/externs learning experiences and will provide trainers sufficient to effectively implement and support the REDI program.

Additionally, the agency will:

- * Provide its externs with objective guidelines and a telephone number to the supervisors and trainers/coaches working with the REDI.
- * Ensure that its trainees/externs and coaches/trainers become familiar with and adhere to Walgreens' standards, procedures, and code of ethics prior to the beginning of the REDI training (these are located in the REDI Extern Handbook).
- * Instruct all of its trainees/externs and coaches/trainers to comply with all of Walgreens rules, regulations, policies, and procedures, including but not limited to those relating to the confidentiality of patient records and information and to the responsibility and authority of Walgreens personnel over patient care and administration. Ensure that all coaches/trainers agree to and acknowledge the Code of Conduct and Non-Disclosure Agreement, which describes the expectations for behavior and conduct while on Walgreens premises.
- * Instruct all of its coaches/trainers and trainees/externs that proper attire must be worn at all times in the store.
- * Meet with designated Walgreens personnel as needed for discussions and evaluation of the REDI program.
- * Ensure that all staff that will be on Walgreens premises and/or provide training must complete the REDI Agency Training
- * Ensure that both its trainees/externs and coaches/trainers are covered by liability insurance through their designated insurer.
- * Use curriculum and materials provided by Walgreens and will not alter materials without prior consent from Walgreen REDI staff.
- * Be aware of each extern's learning strengths and possible accommodations needed during training, have equipment and/or information for possible accommodations researched.



- * Regularly check this REDI website for updated materials to ensure curriculum and training keep pace with changes at the company.
- * Ascertain the resources necessary to provide sufficient coaches/trainers for program.

Other considerations :

- * For the purposes of this document and all other materials for REDI the following terms are interchangeable: trainee, candidate, extern, and client. In addition, the terms coach and trainer are interchangeable.
- * REDI training at Walgreens and the opportunity to obtain practical retail experience is for the benefit of the externs; the externs will work under close personal supervision and are not displacing regular employees.
- * The externs are not entitled to a job at the conclusion of the training period.
- * Externs and agency trainer are not Walgreens employees and are not entitled to wages and/or benefits for the time spent in training.
- * This program is very similar to but has some distinctions from the Retail Experiential Learning Program
- * REDI is designed for people with disabilities, with the distinct purpose of creating a pool of qualified candidates
- * REDI includes in-store and off-site components



REDI Job Coach /Trainer Guidelines

Walgreens is committed to providing a safe and professional environment at all times. We expect all Walgreens Team Members and agency representatives to conduct themselves in a professional, appropriate manner at all times while on Walgreens premises.

- Job coaches are responsible for externs at all times on Walgreens premises during training
- Job coaches should advise Walgreens management or REDI Team of any problems/concerns
- Job coaches must know and follow all Walgreens rules, policies, and procedures, found in the handbook, including, but not limited to:
 - Attendance policy
 - Dress code
- Cell Phone usage on the floor is not permitted, lockers will be provided for job coaches to store coats, cell phones and other personal items. "(Walgreens accepts no responsibility for such items should they become lost or damaged)

Please feel free to ask any and all questions to Walgreens management or staff.

Failure to adhere to any Walgreens rules, policies, and/or procedures can result in a request to immediately vacate the premises.

Print Name: _____

Agency Name: _____

Signature: _____

Date: _____



Walgreens Retail Experiential Learning Program
REDI – Retail Employees with Disabilities Initiative
APPENDIX – CONFIDENTIALITY AGREEMENT

In connection with the Walgreens Retail Experiential Learning Program, and in consideration of my retention and/or continued retention by _____ and the compensation I receive for my services from _____ and such other good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge, I agree as follows:

Confidentiality. In connection with the services provided for Walgreens, I understand that I may come into possession of information or materials that are confidential trade secrets or materials otherwise considered secret by Walgreens (the “Confidential Information”). Confidential Information includes, without limitation, business prospects, computer software, research techniques, research results, media plans, layouts, storyboards, scripts, reports and information regarding Walgreens’ advertising, marketing and sales promotion products, services and strategies, and any other information deemed confidential, whether or not marked confidential or proprietary. I agree to maintain the Confidential Information in the utmost of confidence, to take all measures necessary to protect and not to disclose the Confidential Information except to those employees or independent contractors who execute a confidentiality agreement containing this clause, and who by virtue of their positions require this information to properly perform their functions in providing services for Walgreens.

Compliance with HIPAA. I will immediately notify Walgreens in writing (at the Office of Walgreen’s Chief Privacy Officer, MS# 9000, 200 Wilmet Road, Deerfield, Illinois 60015) and _____ if in the course of providing services to Walgreens I have obtained or will obtain access to individually identifiable health information (“protected health information” or “PHI”) as defined by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). Such PHI includes, without limitation, health information that identifies or could be used to identify an individual if such information relates to (a) the past, present or future physical or mental health condition of an individual; (b) the provision of health care to an individual or (c) the past, present or future payment for the provision of health care to an individual.

I acknowledge and agree that I will be subject to the terms and conditions of any Business Associates Agreement entered into by and between Walgreens and _____ pertaining to PHI.

Independent Contractor Status. I understand and agree that I have been hired and retained by _____, not Walgreens, and that Walgreens will have no responsibility for payment or withholding of taxes based on my income. I further understand and agree that under no circumstances will I be considered to be or treated as a Walgreens employee. My intention, and that of Walgreens, is for compensation for the services rendered in connection with the Walgreens Retail Experiential Learning Program to be paid to me by _____. As such, any future reclassification of _____ or me from independent contractor to employee status by a taxing authority will not confer upon me eligibility for any Walgreens benefits.

SIGNED this _____ day of _____, 20____

By: _____
Signature

Name: _____
Please print or type

Agency: _____
Please print or type

Please submit one signed page of this agreement per agency staff that will have access to Walgreens REDI Materials and/or spend time in a Walgreens store as an agency representative

EXTERN & WALGREENS AGREEMENT

Trainee Name: _____

Location of Training: _____

Address: _____

Start Date: _____

Projected End Date: _____ WAIVER OF LIABILITY AND RELEASE OF CLAIMS

DURING COURSE OF TRAINING PROGRAM

I understand that Walgreens has agreed to provide me with practical experience in conjunction with _____ (the "Agency"). I understand that my participation in the _____ Program does not constitute employment with Walgreens.

I am not entitled to any health, disability, medical or life insurance benefits, or pensions, profit-sharing, other employee-benefit plans or programs maintained by Walgreens. I acknowledge that Walgreens policies and procedures for reporting injuries, accidents, or incidents have been reviewed with me and that I will comply fully with all notice and investigation guidelines.

I, joined by my parent or guardian, agree to be solely responsible for any injury or damage caused by me in connection with my participation in the _____ program, and hereby hold harmless and indemnify Walgreens against any liability, claims, damages, lawsuits, including all costs and expenses incurred in defending any claim which may arise as a result of my participation in this program.

I, joined by my parent or guardian, understand that participation in this training program, in no way guarantees that I will have employment with Walgreens at the termination of the program or any point in the future. This experience provides me the opportunity to build employment skills only.

ACKNOWLEDGEMENT OF UNDERSTANDING: I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am

signing the agreement freely and voluntarily, and intend this waiver and release to be a complete and unconditional release of all liability to the greatest extent allowed by law.

 Trainee

 Date

 Date

 Parent or Guardian

 Walgreens

 Date

 Date

 Coordinator

I understand and give my consent to have a copy of this release given to Walgreens for their records. I also understand that I may revoke this consent at any time, in writing, and that refusal to consent to this release could result in the following consequences:

Job shadowing/training experience may not be available.

 Signature of Trainee or Legal Guardian

 Date

 Witness

 Date

 Date Consent Expires

Release of Information for REDI Graduates

I give Walgreens permission to place my name on a list of individuals who have graduated from REDI and are recommended for hire. This list is only accessible via the company's internal communication system. I understand that this in no way guarantees me a job with Walgreens but will help facilitate managers who are seeking REDI externs as candidates for open positions.

I understand that my name will remain on that list for 6 months and that, at any time, I can request my name to be removed from this list.

REDI Extern (print)

REDI Extern signature

Date

REDI Training Store Number

Preferred Store Locations for Employment

CERTIFICATE OF COVERAGE				Certificate #: 53		Date: May 21, 2025	
Producer / Issuer: Foundation Risk Partners, Corp. dba Fairview Insurance Agency Associates 25 Fairview Avenue Verona, NJ 07044				This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies below.			
Insured: Township of Union Board of Education 2369 Morris Avenue Union, NJ 07083-5712				Companies Affording Coverage			
				Company A	New Jersey Schools Insurance Group		
				Company B			
				Company C			
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
CO LTR	Type of Insurance	Policy Number	Effective Date	Expiration Date	Limits		
A	General Liability	P302AP-01	07/01/2024	07/01/2025			
	COMMERCIAL GENERAL LIABILITY				GENERAL AGGREGATE NONE		
					PRODUCTS COMP/OP AGG \$11,000,000		
					PERSONAL & ADV INJURY \$11,000,000		
	OCCURRENCE				EACH OCCURRENCE \$11,000,000		
					FIRE DAMAGE (Any one fire) \$11,000,000		
DESCRIPTION OF OPERATIONS/LOCATIONS/SPECIAL ITEMS RE: Evidence of insurance with respects to community-based instruction at certificate holder's premises during the above indicated policy period.							
Certificate Holder: Walgreens 2148 Morris Avenue Union, NJ 07083				Cancellation: Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the Certificate Holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents, or representatives.			
				Authorized Representative: 