

WELCOME!

Welcome to **Care Givers of Arizona, Inc.**

Care Givers of Arizona, Inc. is a full service home health agency offering a full scope of services to our patients.

This Handbook is a source of information about payroll, benefits, and procedures, along with a few general rules and policies. **This handbook is not a legal document or an employment contract.** It is for your information.

This guide cannot anticipate every situation about your employment. Care Givers of Arizona, Inc. will do its best to recognize all rights and privileges extended in this handbook - unless doing so would harm our patients or expose our company to legal liability or financial loss. Care Givers of Arizona, Inc. may need to supplement, modify, or eliminate one or more benefits, work rules, or guidelines described in this Handbook. The Company reserves the right to exercise its discretion to unilaterally make deletions from or additions to this Handbook. Care Givers of Arizona, Inc. must authorize all such changes in writing. Each employee's continued employment constitutes acceptance of such changes.

Care Givers of Arizona, Inc. is an at-will employer and employees should understand that employment is not offered, contracted, or promised for any specific length of time. Employees have the right to terminate employment at any time, with or without cause and with or without notice, and Care Givers of Arizona, Inc. has the same right.

Sincerely

Care Givers of Arizona, Inc.

INTRODUCTORY STATEMENT

This Employee Handbook is designed to acquaint you with Care Givers of Arizona, Inc. and to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Employee Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Care Givers of Arizona, Inc. to benefit you as an employee. This employee handbook is not all inclusive; it is only a set of guidelines. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

While every attempt has been made to create these personalized policies consistent with federal and state law, if an inconsistency arises, the policy(s) will be enforced consistent with the applicable law.

No Employee Handbook can anticipate every circumstance or question about policy. As Care Givers of Arizona, Inc. continues to grow; the need may arise to revise the Employee Handbook. Care Givers of Arizona, Inc. reserves the right to revise, supplement, or rescind any policies or portion of the Employee Handbook from time to time as it deems appropriate in its sole and absolute discretion. Employees will, of course, be notified of such changes to the Employee Handbook as they occur.

Your Employee Handbook will supersede any previous employee handbook or policy manual that may have been provided to employees at Care Givers of Arizona, Inc. These policies are not a legal document or an employment contract and do not guarantee employment for any definite period of time. This handbook does not alter the “at-will” relationship between you and Care Givers of Arizona, Inc.

AGENCY INFORMATION

101 Mission Statement

To respectfully and compassionately meet the needs of our clients and their families, by listening, planning, educating, and delivering the highest quality of individualized home healthcare.

102 Vision

Our strategic vision is to create and sustain a leading high quality home healthcare service that supports individuals to live as independently as possible in the comfort of their own homes. We personalize our services to meet your situation respectfully, efficiently, and compassionately, fostering independence, preserving dignity and improving quality of life.

103 Values

Everyone assists with the creation of an environment where integrity, respect, innovation, initiative, and empowerment are valued and encouraged. We will be an open, innovative, and continuous learning company that compassionately supports the individuals we serve. In supporting our mission, vision and teamwork approach, we place high value on:

- Integrity, Honesty and Ethical Behavior
- Dedication to Empowerment of others and personal responsiveness
- Professional Excellence and High Performance
- Mutual Respect, Individual Dignity, and Diversity
- Team Member Participation, Contribution, and Teamwork
- Growth, Development, and Leadership

104 Agency Services

- ♥ Home Health Aide
- ♥ Personal Care Assistant

We accept payment for services from Private Pay, Insurance, Workers Compensation, AHCCCS, or other means determined appropriate by the Administrator. Some insurers may require Pre-Certification and may limit the number and type of home visits we can provide. Any charges for services not covered under Titles XVIII and XIX of the Social Security Act or non-reimbursable charges will be discussed with you before these services are provided. In fact, we will inform you, your family, caregiver, or guardian of all charges and methods of payment prior or during admission.

105 Agency Responsibilities

Before the care is initiated, the agency must inform a patient orally and in writing of the following:

1. The extent to which payment may be expected from third party payers;
2. The charges for services that will not be covered by third party payers;
3. Services to be billed to third party payers;
4. The method of billing and payment for services;
5. The charges that the patient may have to pay;
6. A schedule of fees and charges for services;
7. The nature and frequency of services to be delivered and the purpose of the service;
8. Any anticipated effects of treatment, as applicable;
9. The agency must inform a patient orally and in writing of any changes in these charges as soon as possible, but no later than five (5) days from the date the home health agency provider becomes aware of the change;
10. If an agency is implementing a scheduled rate increase to all clients, the agency shall provide a written notice to each affected consumer at least 30 days before implementation;
11. The requirements of notice for cancellation or reduction in services by the organization and the client; and
12. The refund policies of the organization.
13. The agency shall not assume power of attorney or guardianship over a consumer utilizing the services of the agency, require a consumer to endorse checks over to the agency or require a consumer to execute or assign a loan, advance, financial interest, mortgage or other property in exchange for future services.

106 Complaints and Grievances

The patient may report a complaint or grievance at any time, with office staff, without reprisal or disruption of services.

Office staff may receive a complaint or grievance about services or care that is or is not furnished or about the lack of respect for the consumer's person or property by anyone furnishing services on behalf of the agency, which will be explained to employee.

Complaints and Grievances Procedure:

1. Patient or patient representative reports a complaint/grievance to office staff.
2. Staff members receiving complaints or grievances report them to the Administrator or designee.
3. Administrator or designee documents the complaint and investigates the grievance/complaint within 10 calendar days of receipt of the complaint. The Administrator or designee must complete the investigation and documentation within 30 calendar days after the Agency receives the complaint unless the Agency has and documents reasonable cause for delay.
4. If the Administrator or designee is unable to resolve the complaint/grievance, the Governing Body is notified and takes action toward resolution.
5. Notify the patient when appropriate action has been taken or that the problem has been resolved.
6. Document the action taken and resolution on the Complaint Form.
7. You may appeal the administrator findings to the Governing Body by submitting a written complaint to: caregiverskathey@gmail.com

The patient may contact at any time without reprisal or disruption in services the:

<p>Arizona Department of Health Services Medical Facilities Licensing Services 150 North 18th Avenue Phoenix, Arizona 85007 (602) 364-3030 (602) 364-4764 Fax</p>	<p>Joint Commission One Renaissance Blvd. Oakbrook Terrace, IL 60181 630-792-5000</p>	<p>Care Givers of Arizona, Inc. 2550 W. Union Hills Dr. #350 Phoenix, AZ 85027 (602) 277-4142</p>
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106 Public Disclosure

The following information, if known, shall be disclosed to members of the public upon request whether written or verbal. Some information is located the entrance area on display. Other information is located in the P&P manual which is located in the resource center. If you are unable to find a piece of public disclosure information, please contact the administrator.

- License Number
- Name of Licensed Agency Owner (including the corporation name and corporate officers), Administrator and Director of Nurses
- Address of Record
- Patient Rights (Must display in a conspicuous place at the entrance to the agency)
- Date Original License Issued
- License Expiration Date
- Current License Status
- Accreditation Status and Programs or Services that is applicable.
- Mission Statement, Goals, Philosophy
- Official findings of deficiencies based on survey reports by the licensing agency.
- Plan of correction between the provider and the licensing agency.
- Comments furnished by the provider to the licensing agency.
- Quality Reports are available with truthful and accurate descriptions.
- Information related to safety and quality
- Conditions for acceptance or termination of services.
- Services Offered
- Hours of Operation, including on call availability
- Service Limitations
- Referral Procedures and contact information
- Patient responsibility for care/service and/or products before or at time of delivery
- Fee Schedule

If the information on the license is officially amended during the licensure period, a notice must be posted beside the license to provide public notice of the change.

This document provides an overview of available important information, not a limitation on documents otherwise available. All documents must accurately represent the agency and its services offered.

GENERAL POLICIES

201 Nature of Employment

Your relationship with Care Givers of Arizona, Inc. is that of an employee-at-will. Your job

status does not guarantee employment for any specific length of time. Your employment with Care Givers of Arizona, Inc. is entered into voluntarily and both you and Care Givers of Arizona, Inc. are free to end the employment relationship at any time, for any reason, with or without cause or advance notice. Your employment at-will status with Care Givers of Arizona, Inc. may be altered only with written authorization by the President of Care Givers of Arizona, Inc.

If your position requires additional pre-employment criteria, such as a driver's examination, a background investigation and/or a pre-employment drug test and if you have been offered employment before any such investigation or test is completed, your employment is contingent upon a satisfactory result on all required tests.

202 Employee Relations

Care Givers of Arizona, Inc. believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their Managers.

Our experience has shown that when employees deal openly and directly with Managers, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Care Givers of Arizona, Inc. amply demonstrates its commitment to employees by responding effectively to employee concerns.

203 Equal Employment Opportunity

Care Givers of Arizona, Inc.'s policy is to hire and promote for all jobs without regard to race, religion, color, national origin, sex, sexual orientation, marital or familial status, physical or mental disability, veteran status or age. Decisions on employment and promotion are based solely upon an individual's qualifications, with reference to the skills and abilities of the position for which the individual is being considered.

Employees should report any perceived violations to their immediate supervisor or manager. If the immediate supervisor or manager is unavailable, or is involved in some manner with the perceived violation, employees should report perceived violations to the next level supervisor or manager at Care Givers of Arizona, Inc. at (602) 277-4142.

204 Business Ethics and Conduct

The successful business operation and reputation of Care Givers of Arizona, Inc. is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal

integrity.

The continued success of Care Givers of Arizona, Inc. is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to Care Givers of Arizona's customers and shareholders to act in a way that will merit the continued trust and confidence of the public.

Care Givers of Arizona, Inc. will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate Manager at Care Givers of Arizona, Inc. for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Care Givers of Arizona, Inc. employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

205 Immigration Law Compliance

Care Givers of Arizona, Inc. is committed to employing only United States citizens and aliens who are authorized to work in the United States and do not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired may also be required to complete the form.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

206 Conflicts of Interest

You must inform your supervisor or Care Givers of Arizona, Inc. of any other job appointment that might interfere with your duties or assignments with the company.

207 Endorsements and Tips

Selling of merchandise or distribution of endorsement materials during working time is strictly forbidden. You may not endorse or imply endorsement of a product or service by Care Givers of Arizona, Inc. You are not to solicit or accept tips or gratuities for any related service in the course of your work duties.

208 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Care Givers of Arizona, Inc. Such confidential information includes, but is not limited to, the following examples:

- Customer Lists
- Customer Preferences
- Financial Information
- Labor Relations Strategies
- Marketing Strategies
- New Materials Research
- Pending Projects and Proposals
- Proprietary Production Processes
- Research and Development Strategies
- Scientific Data
- Scientific Formulae
- Scientific Prototypes
- Technological Data
- Technological Prototypes

All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

209 Disability Accommodation

Care Givers of Arizona, Inc. is committed to complying fully with the Americans with Disabilities Act (ADA) and applicable state law, and to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures are designed to provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodations for qualified individuals with known disabilities will be made unless to do so would be an undue hardship. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Care Givers of Arizona, Inc. is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Care Givers of Arizona, Inc. will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Care Givers of Arizona, Inc. is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

210 Cultural/Belief Issues

This agency welcomes caring for individuals of all cultures and backgrounds, but realizes that sometimes staff and patient cultural differences may present a problem. Staff is encouraged to discuss with their supervisor any cultural/belief issues they believe may interfere with caring for a patient. If a problem is perceived the supervisor will attempt to change the staffing assignment.

211 Confidential Information/Release of Company Information

In the course of employment with Care Givers of Arizona, Inc., employees may have access to confidential information regarding the company, its customers, patients, business, and/or vendors.

Though employees may not be aware that information is sensitive or is of value to others, it is the responsibility of all employees to safeguard and maintain the confidentiality of all company information.

1. Only authorized company management personnel are permitted to give statements regarding the company to any member of the media including, without limitation, the press.
2. If an employee receives a request for information from anyone who is not an employee or a supervisor or manager known to the employee, the employee is to contact his or her immediate supervisor or manager and report the request. Employees may give the person

requesting the information their supervisor or manager's name and provide the person with information regarding how to contact their supervisor or manager.

3. No inquiries about the company are to be answered by unauthorized employees electronically, in writing, on the telephone, in person, or by any other means. Some examples of people or entities that could conceivably contact an employee in an attempt to gain information are listed below, without limitation. The employee should refer these people to his or her supervisor or manager.
 - Media: Television, Radio, or Newspaper
 - Attorney's Offices
 - United States Department of Labor (including, without limitation, its directorate of Civil Rights, its Wage and Hour Division, or the Solicitor's Office)
 - Local, State, County, or Federal Courts
 - Local, State, or County Human Relations Commissions
 - United States Equal Employment Opportunity Commission
 - Prospective Employers seeking employment verifications and references
 - Credit Bureaus, Banks, Mortgage Companies, other Financial Institutions
 - Telephone Service, Copier Service and Other Vendors
 - Police Departments
 - Other similar agencies, companies, or individuals
4. Employees who have a question as to whether the information being requested applies under this policy must contact their supervisor or manager for instructions. **DO NOT**

VOLUNTEER, PROVIDE, OR OTHERWISE DISCLOSE ANY INFORMATION TO THIRD PARTIES.

5. Employees should be polite and exhibit professionalism, but refer the questions to their supervisor or manager.
6. Price information procedures, policies, and any other information regarding the company and its business is strictly confidential and proprietary and must not be shared with customers, competitors, vendors, their representatives, or other third parties. Discussing company information in an indiscreet or careless manner, inside or outside the company, displays poor judgment and undermines the confidence the company has placed in its employees.
7. Absent express company management approval, employees may not discuss or otherwise disclose the company's pricing policies, actual pricing, or any other company information with anyone outside the company. Talking about pricing or otherwise disclosing pricing information, especially with or to competitors, may result in damage to the company and/or a price fixing charge against the company and/or other liability.

Nothing in this policy should be construed to interfere with the right of appropriate law enforcement or government agencies to conduct investigations, or the cooperation of employees in investigations, within such agencies' jurisdiction. Upon request, the company will reasonably cooperate in investigations subject to the company's right to be represented by counsel in such circumstances. Employees who receive a subpoena or other form of compulsory process in their official capacity as an employee shall immediately notify their supervisor or manager.

NEW EMPLOYEE INFORMATION

301 Employment Categories

It is the intent of Care Givers of Arizona, Inc. to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is designated as either **NONEXEMPT** or **EXEMPT** from federal and state wage and hour laws. **NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws. **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws. An employee's **EXEMPT** or **NONEXEMPT** classification may be changed only upon written notification by management.

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work 30 or more hours per week. Generally, they are eligible for Care Givers of Arizona's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who work continuously for a specified number of hours per week which is less than a regular schedule of 30 or more hours per week. Part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance).

TEMPORARY EMPLOYEE

The employee is hired for a specific period of time, project or assignment. The employee is paid for actual hours worked and is not eligible for benefits. Employees hired for a specific project or period of time will not experience a change in status simply because they remain in employment for a longer period of time. An employee will change from temporary to regular status only if advised of such a change in writing from the personnel department.

302 Access to Personnel Files

Care Givers of Arizona, Inc. maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Care Givers of Arizona, Inc. and access to the information they contain is restricted. Generally, only Managers and management personnel of Care Givers of Arizona, Inc. who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resource Department at Care Givers of Arizona, Inc. With reasonable advance notice, employees may review their own personnel files in Care Givers of Arizona, Inc.'s offices and in the presence of an individual appointed by Care Givers of Arizona, Inc. to maintain the files.

303 References

When we are contacted by prospective employers seeking information about former employees, we will release the following data only: the position(s) the employee held and the dates the employee worked for our Company.

304 Personnel Data Changes

It is the responsibility of each employee to promptly notify Care Givers of Arizona, Inc. of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department.

305 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Care Givers of Arizona, Inc. uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Care Givers of Arizona, Inc. may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within Care Givers of Arizona, Inc. must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If Care Givers of Arizona, Inc. determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within Care Givers of Arizona, Inc., an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Care Givers of Arizona, Inc.'s needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

Employment status is not changed during the secondary introductory period that result from a promotion or transfer within Care Givers of Arizona, Inc.

306 Performance Evaluation

Your supervisor will be observing your effectiveness in performing your work. These reviews are used to provide you with an opportunity to talk about the job and your personal goals. Performance reviews do not necessarily result in merit increases.

307 Work Schedules

Various factors, such as workloads, operational efficiency, staffing needs and client working schedules, may require variations in the employee's starting and quitting times. Your supervisor will give the beginning and ending of your standard workweek to you. Punctual and consistent attendance is a condition of employment.

308 CPR Certification and other Licensing Requirements

Certain persons may be required to maintain current licensing, a current CPR card, a current TB test, or other requirements as a condition of employment. All employees will be required to have higher education each year. Only specific services will require documentation of it. If you fail qualification or fail to maintain your license there may be sufficient cause for discharge.

309 Travel Authorization

If you are traveling on company business you must have authorization from your supervisor prior to making any travel arrangements. When using your personal vehicle on company business you must have a valid driver's license and carry adequate insurance. The company is not responsible for damage to your car while on company business. Reimbursement for travel will be according to the mileage allowance schedule, which is given to you by your supervisor.

310 New Hire Policies

Applicants may be required to successfully pass a physical examination, or other tests considered legal and applicable. In other situations, your driving record (MVR) may be required; you may also be required to have quarterly vehicle inspections and present proof of a valid driver's license and certificate of insurance issuance on your vehicle. You will also need proof of vehicle registration if driving with our company. Failure to maintain acceptable driving standards or vehicular insurance may limit your ability to drive with our company.

In special cases, new hire policies may be necessary for a specific job requirement. These will be added as an amendment to your **“Conditions of Employment.”**

EMPLOYEE BENEFITS

401 Employee Benefits

Eligible employees at Care Givers of Arizona, Inc. are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your Manager can identify the programs for which you are eligible.

The following benefit programs are available to eligible employees:

Group Medical
Dental Insurance
AFLAC

Care Givers of Arizona, Inc. will provide newly eligible employees a Benefits Enrollment package (for enrollment in group medical, dental insurance, and AFLAC) within a few weeks of their hire date, or the transfer date to a benefits-eligible position. Each enrollment package will have a return deadline for eligibility. If employees miss the return deadline they must wait until the next Open Enrollment period to enroll in these benefits.

402 Holidays

Care Givers of Arizona, Inc. will grant holiday time off to all administrative staff on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- December 24th
- Christmas (December 25)

Care Givers of Arizona, Inc. will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification.

Care Givers of Arizona, Inc. will grant paid holiday time off to all eligible employees as noted below. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Employees working on cases other than government funding
- Administrative employees receive holiday pay after 1 year of employment

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick

leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Paid time off for holidays will not be counted as hours worked for the purposes of determining whether overtime pay is owed.

403 Workers' Compensation Insurance

Care Givers of Arizona, Inc. provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees who sustain work-related injuries or illnesses should inform their Manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Care Givers of Arizona, Inc. nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Care Givers of Arizona, Inc.

404 Time Off to Vote

Care Givers of Arizona, Inc. encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Care Givers of Arizona, Inc. will grant up to 3 hours of unpaid time off to vote.

Employees should request time off to vote from their Manager at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

405 Jury Duty

Care Givers of Arizona, Inc. encourages employees to fulfill their civic responsibilities by

serving jury duty when required. Employees will be compensated for jury duty consistent with state law.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available vacation time or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their Manager as soon as possible so that the Manager may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Care Givers of Arizona, Inc. or the employee may request an excuse from jury duty if, in Care Givers of Arizona, Inc.'s judgment, the employee's absence would create serious operational difficulties.

406 Witness Duty

Care Givers of Arizona, Inc. encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by Care Givers of Arizona, Inc., they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Care Givers of Arizona, Inc. Employees are free to use any available vacation time to receive compensation for the period of this absence.

The subpoena should be shown to the employee's Manager immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

407 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the

absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as paid time off, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

408 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Care Givers of Arizona, Inc.'s health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Care Givers of Arizona, Inc.'s group rate plus an administration fee.* Care Givers of Arizona, Inc. provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Care Givers of Arizona, Inc.'s health insurance plan. The notice contains important information about the employee's rights and obligations.

409 Vacation

Care Givers of Arizona, Inc. provides all administrative staff with vacation time after a year of employment. To schedule planned vacation time, you should request advance approval from your manager, preferable two (2) weeks in advance. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. All efforts will be made by Care Givers of Arizona,

Inc. to avoid requiring an employee to change vacation plans; however, we cannot guarantee our workload will not necessitate an occasional change.

Vacation time is based on a calendar year. Vacation time will be provided as a lump sum after 1 year of employment. Unpaid vacation requests will be evaluated on a case by case basis.

Vacation days may be added to holidays or to make four-day weekends.

Employees in the following employment classifications are eligible to earn and use vacation time as described in this policy:

- Administrative staff

Vacation time can be use in quarter of the hour increments. If you have an unexpected need to be absent from work, you should notify your manager before the scheduled start of your workday, if possible. Your manager must be contacted on each additional day of unexpected absence.

Vacation time is paid at your base rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

There is no cash-out or carryover of unused vacation time from year to year. Upon termination of employment, unused vacation time will not be paid out at termination.

410 Earned Paid Sick Time

In compliance with the Fair Wages and Healthy Families Act (the “Act”), Care Givers of Arizona, Inc. provides up to five days or 40 hours of paid sick leave to all employees.

Eligible Employees

Employees will begin accruing earned paid sick time at the commencement of employment or July 1, 2017, whichever is later.

Employees will accrue earned paid sick leave immediately upon hire. Employees employed as of July 1, 2017 can start using earned paid sick time immediately. However, employees hired after July 1, 2017 are not eligible to take earned paid sick time until they have worked for Care Givers of Arizona, Inc. for 90 days from their date of hire.

Sick Pay Amount

Eligible employees will receive sick leave as follows:

Accrual Rate

Eligible employees will accrue sick leave at the rate of one hour for every 30 hours worked, but employees are not entitled to accrue or use more than 40 hours of earned paid sick time per calendar year.

Exempt employees are presumed to work 40 hours per workweek for purposes of sick time accrual. If their normal workweek is less than 40 hours, accrual will be based on their normal workweek.

Cap on Accrual

Employees may earn a maximum of five days or 40 hours earned paid sick time per calendar year. After an employee has reached this maximum amount, no additional paid sick time will be earned.

Carryover allowed

Employees will be allowed to carryover up to 40 hours of unused sick leave from one year to the next, but cannot surpass 40 hours.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Medical care or mental or physical illness, injury, or health condition;
- A public health emergency; and
- Absence due to domestic violence, sexual violence, abuse, or stalking.

These qualifying reasons apply to the employee, the employee's family, or other qualifying relationship.

If an employee uses earned paid sick time on three or more consecutive work days, a doctor's note or other documentation may be required in order to return to work and use paid sick time.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide 1 week written notification to Katelynn Andrews. If the need for paid sick leave is not foreseeable, employees shall provide notice to the Katelynn Andrews as soon as practicable.

An employee's use of earned paid sick leave may run concurrently with other leaves under local, state or federal law.

Accrual or Usage Year

For the purposes of calculating Earned Paid Sick Time the year will start on January 1st and end on December 31st.

Incremental Use

Earned paid sick time can be used in quarter of the hour increments.

Termination of Employment

Employees will not be paid for unused sick time when their employment terminates.

Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time. If you have any questions about paid sick leave, please contact Katelynn Andrews.

If rehire occurs within nine months of separation from Care Givers of Arizona, Inc., any previously-accrued earned paid sick time that was not used will be reinstated and the employee is entitled to use and accrue earned paid sick time immediately at the re-commencement of employment.

411 Leave of Absence

We realize that leaves of absence due to prolonged illness, accidents, or other compelling reasons are sometimes necessary. Although leaves of absence are uncommon, a leave of absence from work should be properly arranged through your supervisor. Care Givers of Arizona, Inc. has a formal request form for this purpose. The term “leave of absence” means an approved absence from work without pay for a period of time in excess of five working days.

The granting of a leave of absence, especially an extended one, does not guarantee that there will be a position available to you after the end of your leave. Each case will be treated individually and upon your return, every effort will be made to give you the best available job for which you are qualified by experience, ability and seniority. Employees returning from a leave necessitated by medical reasons may be required to provide a doctor’s release. If you have any questions Care Givers of Arizona, Inc. will be happy to provide you with information on how to request a leave.

Pre-paid contributions to certain benefit plans for the first thirty-days of your leave of absence may be required in order to maintain continued coverage. If your leave extends more than one month you must make monthly payments for your insurance to continue.

It is the employee’s responsibility to report to work at the end of an approved leave. Failure to do so may be considered a voluntary termination of employment.

PAY POLICIES

501 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Care Givers of Arizona, Inc. to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period using Care Givers of Arizona, Inc.'s approved tracking system. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

If for any reason an employee's own time records show any sort of disparity from Care Givers of Arizona, Inc.'s time records or workers' pay stubs, then the employee must report that disparity immediately and submit those records to Care Givers of Arizona, Inc. in order to ensure accurate wage payments.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 5 minutes prior to their scheduled starting time nor stay more than 5 minutes after their scheduled stop time without expressed, prior authorization from their Manager.

502 Overtime

On occasion, we may ask employees to work beyond their regular scheduled hours. We expect employees to work a reasonable amount of overtime—this is a job requirement.

We will try to give employees advance notice when overtime work is necessary; however, it will not always be possible to notify workers in advance.

Exempt employees will not be paid for working beyond their regular scheduled hours.

Nonexempt employees are entitled to payment for overtime, according to the rules set forth below. (For information on which employees are exempt and which are nonexempt, see Section 201 of this Handbook.)

- All overtime work must be approved in writing, in advance, by the employee's Manager. Working overtime without permission violates Company policy and may result in

disciplinary action.

- For purposes of calculating how many hours an employee has worked in a day or week, our workweek begins at 12:01 a.m. on Saturday and ends at midnight on Friday. Our workday begins at 12:01 a.m. and ends at midnight each day.
- Nonexempt employees will be paid 1 ½ times their regular hourly rate of pay for every hour worked in excess of 40.
- Only time actually spent working counts as hours worked. Vacation time, sick days, holidays, or any other paid time during which an employee did not actually work will not count as hours worked.

503 Paydays

Care Givers of Arizona, Inc.'s payday is dependent upon the pay cycle for each employee. Our customary payday is the 7th and 22nd of each month. Days worked between the 1st and 15th will be paid on the following 22nd and days worked between the 16th and 31st will be paid on the following 7th.

504 Employment Termination

Termination of employment is an inevitable part of personnel activity within any company, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the company.
- Layoff - involuntary employment termination initiated by the company for nondisciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the company.

Employees who quit will receive their final paycheck on the next regularly scheduled payday. Employees who are terminated involuntarily will receive their final paycheck within 7 working days or the next regularly scheduled payday, whichever is sooner.

Since employment with Care Givers of Arizona, Inc. is based on mutual consent, both the employee and Care Givers of Arizona, Inc. have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with

applicable state law.

505 Administrative Pay Corrections

Care Givers of Arizona, Inc. takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of your Manager at Care Givers of Arizona, Inc. so that corrections can be made as quickly as possible.

506 Pay Deductions and Setoffs

Care Givers of Arizona, Inc. may be required by law to recognize certain court orders, liens, and wage assignments (child support). Care Givers of Arizona, Inc. is required to make proper deductions from your earnings on your behalf. Amounts withheld vary according to how much you earn your marital status, government employment regulations, and other factors. These mandatory deductions are made until the maximum amount is reached. Mandated withholdings include some of the following:

- **Federal Income Tax**
- **State Income Tax**
- **Social Security**

Other deductions may be made from your paycheck with your permission, including:

- **Dependent Health Insurance Coverage**
- **Voluntary Insurance Coverage**
- **Dental Care**
- **AFLAC Services**
- **Certifications**
- **Other Services Requested by the Employee**

507 Compensation

It is the practice and policy of Care Givers of Arizona, Inc. to accurately compensate employees and to do so in compliance with all applicable state and federal laws.

Review Your Pay Check

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Please review your pay check when you receive it to make sure it is correct. If you believe a mistake has occurred, or you have any questions please use the reporting procedure outlined below.

Non-exempt Employees

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. You must accurately record your hours in accordance with Care Givers of Arizona, Inc.'s time keeping procedures. Your time record must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks.

It is a violation of company policy for any employee to falsify or alter his or her or another employee's time. It is also a serious violation of company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours. If any manager or employee instructs you to: 1) incorrectly or falsely under- or over-report your hours worked; or 2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to your Manager.

Exempt Employees

If you are classified as an exempt, salaried employee, you will receive a set salary which is intended to compensate you for any hours you may work. This salary will be established at the time of hire or when you become classified as an exempt employee. The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your **salary** may be reduced for the following reasons:

- Full day absences for personal reasons,
- Full day absences for sickness or disability, if Care Givers of Arizona, Inc. has a sickness or disability policy that provides for wage replacement benefits and you have exhausted or have not yet accrued enough leave time.
- Full day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event you work less than a full week.

Your salary may also be reduced for certain types of deduction such as your portion of health,

dental, or life insurance premiums; state, federal, or local taxes, social security or voluntary contributions to a 401(k) or pension plan.

Your **salary will not** be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Absences for jury duty, attendance as a witness or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.
- **Please note, it is not an improper deduction to reduce an employee's accrued paid time off from an employee's leave bank for full or partial day absences for personal reasons, or for sickness or disability if the employer has a sickness or disability policy that provides for wage replacement benefits.**

Should you have any questions with respect to Care Givers of Arizona, Inc.'s policy, please contact your immediate Manager.

To Report Concerns or Obtain More Information

If you have questions about deductions from your pay, please contact your Manager. If you believe you have been subject to any improper deductions, you should immediately report the matter to your Manager or any other Manager in the company with whom you feel comfortable.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violate this policy. In addition, we will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

Please note that where state law is more generous to employees, the state law will be followed.

COMPUTERS, EMAIL, THE INTERNET & OTHER

601 Phone Calls, Personal Mail and Visitors

The use of business phones is limited to official company business. Local personal calls are to be kept to emergencies only. Friends and relatives should be discouraged from calling during working hours unless there is an emergency. Under no circumstance should you make or charge a long-distance call unless it is work-related and approved by your supervisor.

Good telephone etiquette is important when dealing with the public. Be courteous and confine the conversations to the subject at hand. The first representation that many people have with an office or business is through the telephone.

Do not use company stationary, stamps, postage meters or other company supplies for your personal mail. Have all of your personal correspondence sent to your home address, unless you have permission from your supervisor.

Personal visits by visitors (individuals not employed by the company) to your work area may be restricted by your supervisor.

602 Electronic Communication Policies

With the different opportunities offered through the internet it has become necessary for companies to monitor employee's use. An employee should never use the internet for personal business while at work without the consent of their supervisor. An employee should never transmit, download or receive inappropriate material, messages, jokes, pictures, etc. over the internet for any reason. Inappropriate material may consist of but is not limited to; the use of disparaging or abusive words or phrases, slurs, negative stereotyping; pornographic pictures, cartoons, or websites. No graphic or written material that criticizes or shows hostility or aversion toward an individual or group because of race, color, religion, sex, age, national origin, sexual orientation, marital or familial status, or physical or mental disability.

An employee should hold no expectation of privacy with e-mail, Internet usage, company paid cellular phones or pagers, and content on computer hard drives, etc. because such tools are company property. It is also necessary to respect copyright laws by not downloading software. An employee should always use caution when opening email from an unknown source. Check with your supervisor prior to opening links or downloading files from any unknown sources. Abuse of the internet (e-mail included) may result in disciplinary actions up to and including termination.

603 Workplace Monitoring

Workplace monitoring may be conducted by Care Givers of Arizona, Inc. to ensure quality control, employee safety, security, and customer satisfaction.

While on Care Givers of Arizona, Inc.'s premises, employees have no expectation of privacy in their belongings or in the non-private workplace areas which include, but are not limited to, offices, cubicles, work locations, Company provided or designated parking areas, desks, computers, lockers, rest or eating areas, or vehicles engaged in Company operations, and any personal belongings on or in any of the above.

Employees who regularly communicate via the telephone may have their conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our customers' image of Care Givers of Arizona, Inc. as well as their satisfaction with our service.

Computers furnished to employees are the property of Care Givers of Arizona, Inc. As such, computer usage and files, including e-mail usage and related files, may be monitored or accessed.

Care Givers of Arizona, Inc. may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because Care Givers of Arizona, Inc. is sensitive to the legitimate privacy rights of employees, every effort will be made to conduct workplace monitoring in an ethical and respectful manner.

604 Searches

Care Givers of Arizona, Inc. reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of company and individual property, drugs and alcohol, and possession of other prohibited items. "Prohibited items" includes illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, weapons, any items of an obscene, harassing, demeaning, or violent nature, and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property. "Control" means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement. In addition to Care Givers of Arizona, Inc. premises, Care Givers of Arizona, Inc. may search employees, their work areas, lockers, personal vehicles if driven or parked on company property, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers. In requesting a search, Care Givers of Arizona, Inc. is by no means accusing anyone of theft, some other crime, or any other variety of improper conduct.

There is no general or specific expectation of privacy in the workplace of Care Givers of Arizona, Inc. either on the premises of Care Givers of Arizona, Inc. or while on duty. In general, employees should assume that what they do while on duty or on the company premises is not private. All employees and all of the areas listed above are subject to search at any time; if an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, Care Givers of Arizona, Inc. will either furnish the lock and keep a copy of the key or combination, or else allow the employee to furnish a personal lock, but the employee must give Care Givers of Arizona, Inc. a copy of the key or combination. The areas in question may be searched at any time, with or without the employee being present. As a general rule, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that he or she would not be prepared to show and possibly turn over to Care Givers of Arizona, Inc. officials and/or law enforcement authorities.

All employees of Care Givers of Arizona, Inc. are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis or based upon reasonable suspicion. "Reasonable suspicion" means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item as defined above. Any search under this policy will be done in a manner protecting employees' privacy, confidentiality, and personal dignity to the greatest extent possible. Care Givers of Arizona, Inc. will respond severely to any unauthorized release of information concerning individual employees.

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search request from Care Givers of Arizona, Inc. will face disciplinary action, up to and possibly including immediate termination of employment.

605 Social Networking and Blogging

To protect Care Givers of Arizona, Inc.'s interests, employees must adhere to the following rules:

Employees may not post on a non-company blog or social networking site during their working time or at any time using Company equipment or property. Care Givers of Arizona, Inc.'s electronic communication systems are for business use only.

If an employee identifies himself or herself as an employee of Care Givers of Arizona, Inc. on any non-company social networking site, the communication must include a disclaimer that the views expressed do not necessarily reflect the views of Care Givers of Arizona, Inc. management.

All rules regarding confidential business information apply in full to non-company blogs and social networking sites. Any information that cannot be disclosed through a conversation, a note

or an e-mail also cannot be disclosed on a non-company blog or social networking site. The transmission of confidential or proprietary information without the permission of Care Givers of Arizona, Inc. is prohibited.

If you mention Care Givers of Arizona, Inc. in a non-company blog or elsewhere in online social media, or it is reasonably clear you are referring to Care Givers of Arizona, Inc. or a position taken by Care Givers of Arizona, Inc., and also express a political opinion or an opinion regarding Care Givers of Arizona, Inc.'s positions, actions, or products, the post must specifically disclose your relationship with Care Givers of Arizona, Inc. and note that the opinion expressed is your personal opinion and not Care Givers of Arizona, Inc.'s position.

Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a social networking site. For example, posted material that is discriminatory, defamatory, libelous or malicious is forbidden. Care Givers of Arizona, Inc.'s policies, including but not limited to the Equal Employment Opportunity, Sexual Harassment, Harassment and Workplace Violence policies, apply equally to employee comments on social networking sites even if done on nonworking time. Employees are encouraged to review those sections of the Handbook for further guidance.

WORKPLACE BEHAVIOR

701 Employee Conduct and Work Rules

You are expected to demonstrate good judgment, ethical personal behavior and common sense. If your conduct as an employee comes into question, Care Givers of Arizona, Inc. will make an effort to resolve the matter fairly. A few of the actions that may require discipline are listed below and may result in disciplinary actions up to and including termination. The rules are not intended to limit the proper rights of anyone. They are intended to protect the rights of everyone.

- Employees are expected to be at work and ready to work at the established starting time and are expected to remain at these positions and perform their assignments until the end of their shift.
- You are not to gather on Care Givers of Arizona, Inc.'s premises or conduct personal business during working hours.
- Certain protective equipment, when provided by the supervisor, must be properly utilized as directed.
- You must report all injuries or accidents to your supervisor at once.
- You must be physically and mentally capable of performing your work assignment.

- You must perform all assigned duties and fulfill your responsibilities to Care Givers of Arizona, Inc.
- You must be available for work as scheduled or requested.
- You will be responsible for all property that has been placed in your custody.
- You shall not neglect your job duties or responsibilities, nor refuse any work assigned to you.

The Following Conduct is prohibited:

1. Bringing firearms, weapons or ammunition of any kind, intoxicating liquors or illegal drugs, inhalants, drug paraphernalia or chemicals into the office or onto the premises of work or patients home.
2. Being on the job while under the influence of alcohol, drugs, inhalants or intoxicants of any type.
3. Falsifying information or client forms, reports, records, including personal absence, sickness, time cards and production records.
4. Falsely stating or making claims of injury.
5. Removing or using, without authority, property, records or other materials of Care Givers of Arizona, Inc. or other persons.
6. Fighting or threatening, intimidating or coercing any visitor or employee.
7. Damaging or destroying property or wasting of materials.
8. Loitering or sleeping while on duty.
9. Refusing to follow supervisor's directions or instructions or other insubordinate conduct.
10. Violating safety or health rules or practices, or engaging in conduct which creates a safety hazard.
11. Engaging in unlawful or improper conduct off the work premises or during non-working hours which affects an employee's relationship to work, fellow employees, supervisors or Care Givers of Arizona, Inc. products, property, reputation or goodwill in the community.
12. Leaving work before the end of the shift without the authorization of your supervisor.
13. Using Care Givers of Arizona, Inc. facilities and time for personal business, or unauthorized possession or use of Care Givers of Arizona, Inc. keys.
14. Soliciting or accepting tips from visitors or other employees.
15. Smoking in patient homes, or other restricted, posted no smoking areas.

Note: *The foregoing rules are not intended to be inclusive of the required discipline, proper standard of conduct or obligations which employees must observe at all times.*

Addressing Grievances

If you have a work related problem it should first be discussed with your supervisor so that it can be resolved quickly. If the problem is not solved, you are to contact the Care Givers of Arizona, Inc. office for assistance. At this time you may file a written complaint within (7) calendar days in accordance with the following procedures. (If you are dismissed, you have fourteen (14) calendar days to file a written complaint.)

The details of the problem are to be outlined in writing and submitted within (7) days to Care Givers of Arizona, Inc..

Your supervisor at work will provide a written response within (7) calendar days.

If this has not resulted in a satisfactory solution within fourteen (14) calendar days a meeting will be established with you, your supervisor, and the Human Resource Director of Care Givers of Arizona, Inc. to review the matter.

Reporting Abuse

1. If you suspect abuse, neglect, exploitation or family violence of a client, contact your supervisor right away, stating clearly that you are reporting a suspected case of abuse, neglect or exploitation, and reporting at least the following:

Name, age and address of client

- ◆ Name and address of responsible person
- ◆ The client's condition
- ◆ The basis of your knowledge
- ◆ Any other relevant information

2. The supervisor must:

- ◆ Fill out the Case Information Form completely and accurately.
- ◆ Immediately alert the Director of Nurses of the incident and forward the Case Information Form to him/her.

3. The Director of Nurses must:

- ◆ Review the Case Information Form for accuracy and completeness.
- ◆ Decide if a joint visit is indicated and, if so, who should participate.
- ◆ Incidents related to Family Violence shall be reported to the local law enforcement Agency.
- ◆ Decide on appropriate follow-up action(s).
- ◆ Notify the Administrator regarding the incident and follow-up status.
- ◆ Offer to provide referrals to the victim for care.

4. Abuse should be reported to local authorities, Joint Commission, and Arizona Department of Health Services immediately.

Ethics

1. Any staff member, patient and/or family member may initiate a written request for the ethics committee to review with concern for reprisal. (Written request does not require any specialized form, however a form is available)
2. The form may be submitted to the administrator, DON or office manager to begin the ethic committee review process.
3. The committee will consist of no less than 3 professional members. If the complaint involves one of the committee members, the committee will:
 - request a governing board member to act in place of the involved committee member,(the committee must have at least 3 members)
 - inform the involved committee member that they will not be allowed to rule on the ethical issue
4. The committee will meet within 3 business days of receiving written request for an ethics review.
5. The committee will present their findings in a report to the administrator and governing board within 1 business day of concluding the investigation.
6. The committee will make suggestions for resolution, but does not have the authority to implement any actions. The authority rests with the administrator and/or governing body.

Please refer to the Ethics Policy located in the Policy Manual, which is located in the Resource Center.

702 Drug and Alcohol Policy

PURPOSE

To provide a controlled substance, drug and alcohol free workplace for the safety of all employees (leased, hired, or otherwise) and customers. In order to further this objective the following rules governing alcohol and illegal drugs and inhalants in the workplace have been established.

POLICY

1. The illegal manufacture, distribution, dispensing, possession, sale, purchase, receipt or transmittal of controlled substances, or an attempt to any of the foregoing, while on Care Givers of Arizona, Inc. or Client Company's ("Company") property or on company related business is prohibited.

2. The unauthorized possession of alcohol or any alcoholic beverage on Company property or on Company related business is prohibited.
3. Being under the influence of alcohol or other illegal or intoxicating drugs or inhalants while on Company property or on Company related business is prohibited.
4. The unauthorized use or possession of prescription drugs or nonprescription over-the-counter drugs on Company property or Company related business is prohibited.
5. Employees who violate this policy will be subject to appropriate disciplinary actions, including termination.
6. This policy applies to all employees of the Company regardless of rank or position, and includes temporary and part-time employees.

TESTING

1. Testing of employees. All present employees (leased, hired or otherwise) will be requested to sign an Informed Consent and Release of Liability form. Employees may be tested for the presence of alcohol, drugs including inhalants and/or controlled substances in the event any of the following situations occur:
 - a. There exists a reasonable suspicion or belief that an employee is at work under the influence of drugs, alcohol, inhalant, or a controlled substance;
 - b. There exists a reasonable suspicion or belief that drugs, alcohol, inhalants or a controlled substance are affecting an employee's job performance, attendance patterns, conduct, or safety of workplace actions;
 - c. The employee is suspected of having caused or contributed to an on-the-job accident;
 - d. When required by a customer or Company pursuant to the customer's drug testing policy. Such testing is not considered a Company drug test and may be subject to the customer's rules regarding drug tests.
2. Voluntary. In all instances, testing will be performed only with the applicant or employee's knowledge and consent. Refusal to submit to requested testing, however, may result in disciplinary action including termination of employment.
3. Company Testing. Urine specimens will be obtained at the Company's office, lab, testing facility; however, in the event of an accident or injury, samples may be obtained at an appropriate hospital, clinic, emergency room, or doctor's office.
4. Test Results. A positive test shall mean the presence of alcohol, an inhalant or other drug or controlled substance has been found. An attempt by an employee to switch, adulterate, or tamper with any test result or sample submitted for medical testing, or otherwise interfere or attempt to interfere with the testing processes, shall result in immediate termination.

CONFIDENTIALITY

The Company shall make all reasonable attempts to keep the results of a positive drug test confidential. Such results shall be released to Company personnel only on a need-to-know basis. All positive written test results will be stored in a confidential file and be filed only by authorized Company personnel and kept only at the company.

DISCIPLINARY ACTION

Employees suspected of violating any of the policies contained herein may be suspended or removed from the workplace pending a complete investigation. Employees testing positive for drugs, alcohol, inhalants or other controlled substances will be subject to immediate discharge. Any employee who is otherwise found to have violated the policies herein will be subject to disciplinary action, including termination of employment. Should the determination be made that no violation of the policies contained herein has occurred, the employee will be reinstated without penalty.

EXCEPTION

An employee who possesses or uses a drug authorized by a licensed physician or medical practitioner through a prescription, specifically for the employee's use while on the job, and whose faculties are not noticeably impaired by the use of such drug, will not be considered to have violated this policy. Employees shall be responsible for discussing with the prescribing medical practitioner whether any prescribed drug will or may affect the employee's performance on the job. In the event an employee is advised that medication may affect performance, it is the employee's responsibility to notify his or her supervisor of the circumstances prior to reporting to work.

CONVICTION UNDER CRIMINAL DRUG STATUS

Every employee, as a condition of continued employment, is required to immediately notify the company if they are convicted under a federal or state criminal drug statute, whether the act giving rise to such conviction occurred on or off Company premises.

COORDINATION WITH LAW ENFORCEMENT AGENCIES

the sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of the law. The Company will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. The Company will cooperate fully in the prosecution and or conviction of any violation of the law.

703 Sexual and Other Unlawful Harassment

POLICY: The purpose of this policy is to communicate Care Givers of Arizona, Inc.'s determination to:

- Provide a working environment free of discriminatory intimidation and/or sexual harassment.
- Identify complaint procedures available to employees.
- Outline disciplinary penalties that may be imposed for discriminatory or harassing conduct.

Harassment involves verbal or physical conduct that harms or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, age, national origin, sexual orientation, marital or familial status, physical or mental disability, or that of his or her relatives, friends, or associates and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

Sexual harassment involves:

- Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment.
- Making submission to or rejection of such conduct the basis for employment decisions.
- Creating an intimidating, offensive, or hostile working environment by such conduct.

1. It is against Care Givers of Arizona, Inc. policy for any employee, independent contractor, or other visitor to harass any employee of Care Givers of Arizona, Inc. through the use of disparaging or abusive words or phrases, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to race, color, religion, sex, age, national origin, sexual orientation, marital or familial status, or physical or mental disability. This includes acts that are declared to be "jokes" or "pranks", but that might reasonably be perceived as hostile or demeaning.

It is illegal and against Care Givers of Arizona, Inc.'s policy for any employee to harass another employee by making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment; by using an employee's submission to or rejection of such conduct as the basis for or a factor in any employment decision affecting the individual; or by creating an intimidating, hostile, or offensive work environment by engaging in such conduct.

2. Creation of an intimidating, hostile, or offensive work environment may include publishing or posting written or graphic material that criticizes or shows hostility or aversion toward an individual or group because of race, color, religion, sex, age, national origin, sexual orientation, marital or familial status, or physical or mental disability that is placed on walls, bulletin boards, or elsewhere on company property or circulated in the workplace.

The creation of an intimidating, hostile, or offensive work environment may include such actions as persistent comments on an employee's sexual preferences or the display of obscene or sexually-oriented photographs or drawings. An investigation will be conducted to determine whether certain conduct occurred and/or whether it constitutes sexual harassment based on a review of the facts and circumstances of each situation.

3. Unreasonable conduct will not be tolerated. This includes, but is not limited to, excluding employees from information regarding opportunities for advancement; denying access to information, people, or places; treating other employees as inferiors; or selecting one or a few members of a group for favorable treatment.
4. Care Givers of Arizona, Inc. will not condone any harassment or sexual harassment of employees. Moreover, Care Givers of Arizona, Inc. will not tolerate such conduct by independent contractors or other visitors. All employees, including supervisors or managers, will be subject to severe disciplinary action up to and including termination for any sexually harassing behavior.
5. When harassment is alleged, Care Givers of Arizona, Inc. will determine whether certain conduct occurred and/or whether it constitutes harassment or sexual harassment based on a review of the facts and circumstances of each situation.
6. Employees who feel victimized by harassment or sexual harassment should immediately report the alleged harassment to their supervisor or manager. If the supervisor or manager is the source of the alleged harassment, employees should report the problem to the supervisor or manager's superior or at Care Givers of Arizona, Inc. at (602) 277-4142.
7. Supervisors or managers who receive a complaint of harassment or sexual harassment must report the complaint to Care Givers of Arizona, Inc. at (602) 277-4142.
8. A prompt and careful investigation of the matter will be conducted, questioning employees who may have knowledge of the alleged incidents or similar problems. Both the complaint and the investigative actions and findings will be documented as thoroughly as possible.
9. Employees who are dissatisfied with an investigating supervisor or manager's resolution of a harassment or sexual harassment problem may file a complaint in accordance with Care

Givers of Arizona, Inc.'s grievance procedures by contacting their manager or Care Givers of Arizona, Inc. at (602) 277-4142.

10. No employee will be subject to any form of retaliation or discipline for pursuing a claim of harassment or sexual harassment.
11. Care Givers of Arizona, Inc. recognizes that the issue of whether harassment or sexual harassment has occurred requires a factual determination based on all the evidence received. All Staff also recognizes that false accusations of harassment or sexual harassment can have serious effects on innocent employees. We trust that all employees will act in a responsible and professional manner to maintain a pleasant working environment free of harassment or sexual harassment.
12. Care Givers of Arizona, Inc. reserves the right to remedy inappropriate harassing or sexual harassing conduct that falls short of conduct subjecting Care Givers of Arizona, Inc. to legal liability, in a manner that is appropriate, fair, and legal, up to and including termination and to report illegal acts to the proper authorities.

704 Attendance and Punctuality

You are to report to work no earlier than five minutes before your work schedule begins and leave no later than five minutes after it ends. You are responsible for making sure your time is recorded accurately. If you find any errors, contact your supervisor immediately. You must record your own time, never the time of another employee.

If you are going to be absent or late, you must report to your supervisor before this happens. If you fail to report to work for three consecutive scheduled working days without proper notification your supervisor will consider you to have "abandoned" your job and you will be subject to termination. Such job abandonment will be recognized as a voluntary quit and may adversely affect any unemployment benefits you seek.

705 Personal Appearance

Office Staff: Professional attire should be consistent with the normal business environment.

Field Staff: May wear any color scrubs as long as they are in good condition; wrinkle free, no stains, no fading, and clean. Casual clothing may be approved if patient prefers. Clean rubber sole shoes; no sandals. Long hair should be neatly pulled back to avoid contact with the client.

706 Return of Property

You are responsible for safekeeping of equipment, medical supplies or uniforms that are furnished to you. Your supervisor may require a deposit. When your employment terminates, voluntarily or involuntarily, you must return medical supplies or equipment that was loaned to you before picking up your final paycheck. This policy permits Care Givers of Arizona, Inc. to recover the cost of such items where they are furnished without a deposit and not returned upon termination of employment.

707 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Care Givers of Arizona, Inc. Although advance notice is not required, Care Givers of Arizona, Inc. requests at least 2 weeks' written resignation notice from all employees.

If you resign without notice, you may forfeit your eligibility to be rehired.

708 Security Inspections

Care Givers of Arizona, Inc. wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Care Givers of Arizona, Inc. prohibits the possession, transfer, sale, or use of such materials on its premises. Care Givers of Arizona, Inc. requires the cooperation of all employees in administering this policy.

While on Care Givers of Arizona, Inc.'s premises, employees have no expectation of privacy in their belongings or in workplace areas which include, but are not limited to, offices, cubicles, work locations, Company provided or designated parking areas, desks, computers, lockers, rest or eating areas, or vehicles engaged in Company operations, and any personal belongings on or in any of the above.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of Care Givers of Arizona, Inc. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Care Givers of Arizona, Inc. at any time, either with or without prior notice.

Care Givers of Arizona, Inc. likewise wishes to discourage theft or unauthorized possession of the property of employees, Care Givers of Arizona, Inc., visitors, and customers. To facilitate enforcement of this policy, Care Givers of Arizona, Inc. or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials

should not bring such items onto Care Givers of Arizona, Inc.'s premises.

709 Employee Discipline

This section is to help you understand what is expected of you with regard to proper behavior, performance, and personal conduct. The purpose of this policy is to state Total position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. By complying with these standards you will help to maintain a positive, safe work environment for you and your colleagues.

To address those times when you have not lived up to positive standards, we may provide you with counseling, institute progressive discipline, or terminate your employment if your conduct warrants it. We have the discretion to decide whether counseling, progressive discipline or immediate termination is appropriate. The best disciplinary measure is the one that does not have to be enforced and comes from good management and fair supervision at all employment levels.

Care Givers of Arizona, Inc.'s own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Care Givers of Arizona, Inc. is based on mutual consent and both the employee and Care Givers of Arizona, Inc. have the right to terminate employment at will, with or without cause or advance notice, Care Givers of Arizona, Inc. may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline will be used when your Manager at Care Givers of Arizona, Inc. feels it is appropriate. The system of progressive discipline gives you notice of deficiencies in performance and an opportunity to improve. When misconduct occurs, progressive disciplinary action may include but is not limited to the following: counseling and/or verbal warning, written warning, suspension with or without pay, and/or termination.

Depending on the nature and severity of the misconduct as well as whether it has previously occurred, your Manager may investigate your actions. An investigation is designed to obtain all

pertinent facts and may include interviewing you and other witnesses, reviewing documents, etc. Your friends, relatives, attorneys or other third parties are not allowed to participate in internal investigations. Failure to cooperate with an internal investigation is grounds for disciplinary action up to and including discharge.

When the investigation is complete, your Manager will review the facts and the policies. At that point, your Manager will determine whether you should be disciplined up to and including termination.

Care Givers of Arizona, Inc. recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using employee discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Care Givers of Arizona, Inc.

710 Problem Resolution

Care Givers of Arizona, Inc. is committed to all employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the company's Managers and management.

Care Givers of Arizona, Inc. strives to ensure fair treatment of all employees. Managers, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the company in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to bring those issues to management's attention using the same procedure described in the Harassment policy.

1. Employee presents problem to immediate Manager at Care Givers of Arizona, Inc. after incident occurs. If Manager is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to any other member of management at Care Givers of Arizona, Inc.

2. Manager at Care Givers of Arizona, Inc. responds to problem during discussion or after consulting with appropriate management, when necessary. Manager documents discussion.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

HEALTH & SAFETY

801 Safety & Accident Prevention

Safety is a vital concern of Care Givers of Arizona, Inc. The ultimate responsibility for safety lies with you. We need your help promoting safety and the prevention of accidents by observing the following common sense rules.

1. Learn your job and how to be safe in the work place.
2. Learn the location of the fire alarm boxes, extinguishers, and your duties in case of fire.
3. Promptly report all unsafe or potentially hazardous conditions to your supervisor.
4. Report any condition you perceive to be unsafe.
5. Learn the evacuation routes for the workplace.

802 Accident/Incident Reporting

An accident or incident must be reported to your supervisor immediately. The employee must fill out and sign the **Employee Accident/Incident Report** immediately following the occurrence of the accident or incident or as soon as the employee returns from treatment for any injury. You can obtain this report from your supervisor.

If you are involved in or are a witness to an accident or incident, you are required to provide information in order for the appropriate report to be completed. Please be aware of the importance of immediate action in reporting all details of the accident.

803 Injury Treatment

If you are injured on the job, Care Givers of Arizona, Inc.'s prime concern is to provide you with the best medical care available. If the injury is very serious or if it occurs when the closest

medical provider is closed or unavailable, you need to go to the nearest emergency room. If you are not satisfied with your treatment at the clinic or hospital, report it as soon as possible so corrective action can be taken.

Employee Handbook

- **Follow-Up Treatment:** All injured employees must follow the doctor's order of treatment. Failure to do so may result in the loss of benefits.
- **Company Notification:** If the doctor orders you to take time off from work due to an on-the-job injury, you must contact your supervisor immediately. You should advise them of your progress and expected date of return.
- **Modified Duty:** Care Givers of Arizona, Inc. wants you back to work as soon as possible. If you are not able to return to your regular duty, Care Givers of Arizona, Inc. will have modified duty to offer you until you are released to regular duty by your doctor. *You need to inform the treating doctor that Care Givers of Arizona, Inc. offers modified duty work that can accommodate any restrictions or limitations the doctor may suggest.* By working the modified duty job you are able to collect your regular pay amount – not a reduced percentage through workers' compensation.

802 Smoking

Smoking is prohibited at work except at designated smoking areas outside the building. Do not smoke in any "No Smoking" areas. You should exercise extreme care regarding the fire hazards associated with smoking at all times. Under no circumstances should you smoke in a patient's home.

803 Use of Equipment and Vehicles

You are responsible for equipment used in performing your work. Any damage or failure of this equipment is to be reported to your supervisor immediately. Equipment or supplies are to be used for patients of Care Givers of Arizona, Inc. Care Givers of Arizona, Inc. is not responsible for loss or damage to your personal property. Valuable personal items such as purses and all other valuables should not be left in areas where theft might occur.

804 Workplace Violence Prevention

Care Givers of Arizona, Inc. is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Care Givers of Arizona, Inc. has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on Company premises.

All employees, including Managers and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the company unless contrary to state law.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's protected status.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate Manager or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a Manager. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

Care Givers of Arizona, Inc. will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Care Givers of Arizona, Inc. may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

805 Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Care Givers of Arizona, Inc. supports these endeavors as long as employees are able to meet acceptable performance standards.

Medical information on individual employees is treated confidentially. Care Givers of Arizona,

Inc. will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Handbook Acknowledgment Form

By signing this form, I acknowledge that I have received a copy of the Company's Employee Handbook. I understand that it contains important information about the Company's policies, that I am expected to read the Handbook and familiarize myself with its contents, and that the policies in the Handbook apply to me. I understand that nothing in the Handbook constitutes a contract or promise of continued employment and that the Company may change the policies in the Handbook at any time.

By signing this form, I acknowledge that my employment is at will. I understand that I have the right to end the employment relationship at any time and for any reason, with or without notice, with or without cause, and that the Company has the same right. I acknowledge that neither the Company nor I have entered into an employment agreement for a specified period of time, that only _____ may make any agreement contrary to the at-will policy, and that any such agreement must be in writing, signed by myself and _____.

Employee's Signature

Date

Employee's Name (Print)