

EMPLOYEE HANDBOOK

Clinton Regional Hospital

Effective October 2023

This handbook supersedes all previous policies and handbooks.

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EMPLOYEE HANDBOOK

PREFACE

Clinton Regional Hospital (“the Hospital”) emphasizes that outstanding people are the key to success. Our strength and future growth depend on the contributions made by you and each person within our organization. We are proud to have you as part of our team. To ensure continued success, we feel it is important that all employees understand our policies and procedures. This Employee Handbook will familiarize you with the various aspects of working with us. We encourage you to use it as a valuable resource for understanding the Hospital.

INTRODUCTION AND PURPOSE OF HANDBOOK

Our Hospital’s Employees are its most important resource. While our products and our services are also important, our Hospital grows because of its people and their resourcefulness and devotion to superior service and technological assistance. Our ability to reach our goals largely depends on the efforts of a cohesive and disciplined team—one in which each Employee has an important and essential role. The Hospital desires to provide an organized and pleasant work place and to achieve uncommon results for our clients. Compensation, benefits and a good working environment for our Employees are all important to that end. Having disciplined rules are also important to the long-term development of a cohesive and successful team. This Employee Handbook and its framework for our employment activities were developed with these concepts in mind.

This Employee Handbook is provided for your use as a ready reference and summary of some of the Hospital's personnel procedures, work rules and some of the Hospital’s benefits. Accordingly, you will find it to your advantage to read the entire manual promptly so that you will have a complete understanding of the material covered.

Please understand that this Handbook only highlights certain of the Hospital's procedures and rules and only generally describes current benefits. It is by no means exhaustive. There are a number of procedures and rules dealing with our business, which are established by laws, regulations and standards that are dictated by state and federal authorities, and are followed by the Hospital. There are also summary plan descriptions or other materials, which outline current health insurance or medical plans and retirement benefits in more detail. Also, Handbook cannot anticipate every situation or answer every question about employment matters. For this reason, you should always contact your supervisor or our Human Resource Department if you have a circumstance or question for which you cannot locate an answer in the Handbook.

Circumstances obviously may require that the procedures, rules and benefits described in the Handbook change from time to time. Consequently, the Hospital reserves the right to amend, supplement or rescind any provisions of this Handbook -- **except for the provision of AT WILL employment** -- as it deems appropriate in its sole and absolute discretion. All such amendments, supplements and rescissions will be circulated in writing. Revisions may be in the form of memoranda, but updates to the Handbook will be distributed as soon as practicable. Please keep your

copy of the Handbook readily available and insert the updated material promptly so that it remains current.

This Handbook applies to all of the Employees of the Hospital without regard to the location of the Employees' employment, or the Employee's position in the Hospital.

THE HOSPITAL'S PERSONNEL PHILOSOPHY AND EQUAL EMPLOYMENT POLICY

The Hospital's employment objective is to select personnel who meet high standards of personality, character, educational and occupational qualifications, who can carry on our work competently, who have capacity for growth and who will become a living part of our organization.

The Hospital realizes that its fundamental strength and future growth depend directly upon the contribution made by each person within its organization, that productivity and efficiency result from real job satisfaction and from the opportunity each person receives and accepts for his or her individual self-development.

We believe in treating each individual with fairness and respect. We encourage Employees to seek information or advice from members of management on any aspect of their relationship with the hospital or to call attention to any condition that may appear to them to be operating to their disadvantage. We feel that the best relationship between Employer and Employee is one where the Employee can be rewarded for his or her own performance rather than being lumped in with all employees, where the Hospital can work with you directly. The Hospital believes that:

- Our actions demonstrate the hospital's earnest desire to be fair.
- Our employees share a common mutual interest in the success of the business. There is no advantage to the common interest of our employees from third-party representation.

The Hospital believes that all persons are entitled to equal employment opportunity and does not discriminate against its Employees or applicants because of race, color, religion, sex, national origin, age, marital status, disability, veteran status, genetic information or any other basis prohibited by federal, state or local law. Retaliation is strictly prohibited against employees who complain about perceived discrimination. If any employee feels that they have been discriminated against based on one of the qualifications listed above, please see your supervisor, human resources, or another member of management. Equal employment opportunity will be extended to all persons in all aspects of the Employer-Employee relationship, including but not limited to recruitment, hiring, training, education, compensation, promotion, transfer, discipline, layoff and termination, and benefits and assignments.

EMPLOYMENT AT WILL

It is the policy of the Hospital that all Employees who do not have a written, individual employment contract with the Hospital for a specific, fixed term of employment are employed AT WILL for an indefinite period. This means that the Hospital can terminate Employees' employment at any time,

for any reason, with or without cause. At the same time, Employees may terminate their employment with the Hospital at any time for any reason.

No Hospital representative is authorized to orally modify the AT WILL policy for any Employee or to enter into any oral agreement contrary to this policy. Any statements contained in this Handbook or any other Employee memoranda, employment applications or other material provided to applicants and Employees may not modify this policy. Hospital policies and practices are not to be considered as creating any contractual obligation on the Hospital's part or as stating in any way that termination will occur only for "just cause" or only under any particular set of circumstances. Likewise, use of discretionary methods of progressive discipline or specific statements in this handbook or other Hospital documents that certain conduct will be grounds for dismissal are not intended to restrict the Hospital's right to terminate an Employee AT WILL.

BENEFITS OF EMPLOYMENT

Reasonable Accommodation for Qualified Individuals with Disabilities

It is Hospital policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Unless it would cause an undue hardship, the Hospital will reasonably accommodate qualified individuals with a disability so that they can apply for or perform the essential functions of the job in question.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should notify Human Resources, preferably in writing, and request such an accommodation. The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues. The individual is required to fully cooperate with the Hospital in seeking and evaluating alternatives and accommodations. The Hospital may require medical verification of both the disability and the need for accommodation.

Religious Accommodation

We will attempt to make reasonable accommodations for employee observance of religious holidays and sincerely held religious beliefs unless doing so would cause an undue hardship on Hospital operations. If you desire a religious accommodation, you are required to make the request in writing to your supervisor as far in advance as possible.

Time Off From Work – Paid/Unpaid Leaves of Absence

Paid-Time Off (PTO)

See your Facility's Supplement for eligibility and specific accrual rates.

Utilization of PTO

- PTO cannot be used until after the completion of the Orientation period as defined by anniversary date.
- PTO is paid at a base rate and excludes all other types of compensation.
- PTO is not accrued while on unpaid medical leave of absence or workers' compensation/occupational accident leave.
- An employee must request and schedule PTO with their Supervisor when he/she desires to take time off. A completed PTO Request must be submitted and approved by their Supervisor. A minimum of one (1) hour must be utilized when using PTO.
- Scheduled PTO request are approved based on facility needs and allowance as determined by the Supervisor or Management.
- Unscheduled PTO is to be used for personal illness or emergencies only. Unscheduled PTO used for illness in excess of two (2) days may require a physician's statement to return to work.
- If an employee has an unscheduled absence, he/she must notify their Supervisor as soon as possible, but no later than two (2) hours before the start of their shift. Failure to provide proper notification can result in an unexcused absence, forfeiture of PTO benefit, and disciplinary action. Management must approve any exceptions.
- If an employee has an unscheduled absence less than 4 hours they may use PTO or make up to hours as approved by their supervisor.
- If an employee has an unscheduled absence over 4 hours they must use PTO to cover those hours.
- The maximum length of scheduled and approved PTO will be two (2) weeks and the Management must approve any exception.
- If an employee is requested to reduce hours for any reason, the employee has the option of using available PTO hours or taking the time off without pay.
- Up to one-half (½) the annual accrual each year is eligible for rollover into the PTO bank. Once the maximum has been reached in the bank, further rollover is prohibited.

- The maximum PTO balance an employee can retain is equal to two (2) years of PTO accrual. If the maximum PTO balance is exceeded, the PTO balance is forfeited to the maximum amount authorized for each category of employee.
- An employee will not be eligible for PTO payment during any week in which the employee has forty (40) hours of regular worked time. The Administrator must approve any exceptions that are requested.
- PTO will be considered nonproductive time and will not be used in overtime calculations.
- All employees who change their employment status from one classification to another will accrue PTO at the appropriate rate for that classification. In any instance, the employee may utilize their accrued PTO if they have completed their three (3) months of continued employment.
- Employees will not be eligible to use PTO if suspended for disciplinary reasons.
- PRN status employees that convert to full-time will begin accruing PTO on the first day of full-time status and may use PTO's after 90 days.
- All eligible employees that convert their employment status to PRN will be paid for all accrued PTO.
- In the event of an eligible employee's death, all accrued PTO will be paid to the employee's beneficiary, estate, or as provided by law.

Non-exempt employees who resign without providing, and working, two (2)- weeks notice and exempt employees who resign without providing, and working four (4)- weeks notice or as required by the facility, or who are terminated for cause will forfeit all accrued and unused PTO.

Absence without official leave (AWOL) is a period of absence without pay for which the employee did not obtain approval or for which a request for leave is denied. AWOL is based on the supervisor's determination that no form of leave has been or should be approved for the absence based on existing evidence. AWOL can be converted to appropriate leave when a supervisor receives and is satisfied with documentation justifying the absence. AWOL is not disciplinary in nature, but may be the basis for disciplinary action.

Voting Leave

Although polls are open for extended hours, the Hospital realizes there may be occasions on which you do not have sufficient time before or after your work schedule to make it to the polls. If you have a problem in this respect, you must notify your supervisor in writing at least one (1) day in advance so that we can make arrangements for you to have the necessary time off to vote. Your supervisor will have the discretion to select the hours you will be excused for voting purposes. If such time off is necessary, you will be required to submit written proof of voting to your supervisor.

Bereavement Leave

Full-time Employees who have completed their orientation period may take up to three (3) days (average hours worked up to eight (8) hours per day) paid time off to attend the funeral and make any necessary funeral arrangements due to the death of an immediate family member. The employee should notify his or her supervisor immediately. In order to receive pay for the time missed, the employee must provide his/her supervisor with a copy of the funeral program as soon as he/she returns to work.

The Hospital will generally approve bereavement leave, unless doing so will result in hardship to the facility. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

"Immediate Family" members under this policy are: spouses/domestic partners, children, step-children, sons-in-law, daughters-in-law, mothers, fathers, stepparents, mothers-in-law, fathers-in-law, siblings, brothers-in-law, sisters-in-law, grandmothers, grandfathers, grandchildren, legal wards, grandmothers-in-law, grandfathers-in-law, great-grandparents, step grandparents, aunts and uncles.

Personal Leave

The Hospital offers Personal Leave to provide a means for employees to take an excused leave with or without pay when exceptional circumstances (such as the birth or adoption of a child, personal illness, to care for a family member, an occupational injury, education, research, travel, or other unusual personal needs) necessitates. The Hospital will consider requests for a leave of absence for up to six weeks (8 weeks with extenuating circumstances such as cesarean birth or other critical circumstances as approved by the employees immediate supervisor), from regular employees who have at least twelve months of continuous service with the Hospital, and worked a minimum of 1250 hours in the 12-month period preceding the leave.

If an employee has accrued paid leave (PTO, vacation or if applicable, sick) which he or she has not yet taken, that paid leave will be utilized to cover any leave under this personal leave policy, or until the applicable grace period has been met for filing short-term disability (STD), if applicable. When the paid leave is used up or when STD begins, the balance of any time off will be unpaid. The employee will continue to accrue credited service, however vacation, personal days, and sick leave time (if applicable), will not continue to accrue, unless PTO is being used. Holiday pay and bereavement pay will not be paid during this time.

Pregnant employees may continue to work until they are certified unable to work by their physician. At that point, pregnant employees may apply for benefits according to the respective short-term disability insurance plan. The insurance carrier will make the determination of when the employee becomes eligible for short-term disability and for how long. If a portion of the leave is not covered by short-term disability, the employee may use accrued PTO, if available. Any portion of the leave for which neither short-term disability benefits nor accrued PTO is available will be without pay.

Workers Compensation will also run concurrently with these leaves if applicable.

Requests for this type of leave must be submitted to the employee's supervisor in writing on a Personal Leave Request form, specifying the reason for the request and the duration. Verification may be required, depending on the reason for the request. This must be signed and approved by both the Employee's supervisor and Human Resources. Whenever possible, this should be submitted at least thirty days prior to when the leave is expected to begin. (Approval of the leave request does not guarantee job reinstatement; however, the Hospital will make an effort to reinstate the employee to the same or a comparable job if available.)

The hospital will maintain the employee's health coverage under the group health plan as long as the employee is on Personal Leave, PTO, Disability, Military or other qualifying Leave. However, the employee is responsible for paying his or her portion of the insurance premium as though the employee continued in active employment. Failure to pay premium contributions in a timely manner may result in cancellation of the employee's benefit coverage. A payment to cover the cost of the employee's contribution to the premium must be made before the first day of the month for each month for which coverage is to be effective. The payment schedule must be signed off on by the employee and the appropriate hospital HR representative before or at the time of the leave of absence. Coverage may stop if the hospital learns the employee does not intend to return to his or her employment or if the employee does not return to work after the scheduled leave of absence. In these cases, the hospital will generally request that the employee reimburse the cost of any benefit premiums it has paid on his or her behalf during the leave.

Periodic reports concerning the employee's progress may also be requested to verify the justification for continuation of benefits.

Employees returning from a Personal Leave must contact their supervisor at least one week in advance of the projected return. Extension requests must follow the same approval process as the original leave period; written request must be submitted to the employee's supervisor for approval, specifying the reason and duration, with no guarantee of job reinstatement. Failure to return to work from a leave of absence at the specified time will be considered an automatic resignation (by means of job abandonment) and will result in termination.

Time Off From Work - Unpaid Leaves of Absence

Military Leave

The Hospital provides leave for any Employee who is required to attend annual training or service with a branch of the uniformed United States military or any reserve or National Guard unit. The uniformed services also include participants in the National Disaster Medical System ("NDMS") when activated to provide assistance in response to a public health emergency or to be present for a short period of time when there is a risk of public health emergency, or when they are participants in authorized training. The Hospital will pay the difference between the military duty pay and the Employee's normal pay for up to ten (10) days (maximum of eight (8) hours per day).

At the Employee's option, accrued PTO can be substituted for all or a portion of this unpaid leave. In addition, Full-time Employees may be eligible for accrual of certain benefits during the period that

they are away on military leave. Employees should notify the Hospital as soon as possible of the dates they will be absent due to military leave.

If an Employee is drafted or enlists in active duty in a branch of the United States military, the Employee may be entitled to reinstatement with the Hospital at the end of such service. In this regard, the Hospital strictly complies with applicable federal statutes. Upon notification that an Employee is going on military leave, the Hospital will provide the Employee with a written statement outlining the Employee's rights concerning his or her work and entitlement to Employee benefits.

Jury Duty Leave

The Hospital believes in the responsibility of all citizens to exercise civic responsibility. Jury duty is one such civic responsibility. You must notify your supervisor of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received. The Hospital will pay the difference between the jury duty pay and the Employee's normal pay for up to ten (10) days (maximum of eight (8) hours per day).

Verification from the court clerk of having served may be required and you will be expected to report or return to work for the remainder of your work schedule on any day you are dismissed from jury or witness duty.

Time to Appear In Court or Attend Proceedings

Employees may take time off from work, without pay, for the following reasons:

- To attend juvenile court proceedings when required to do so as the parent or guardian of the juvenile.
- To comply with a valid subpoena to appear at a civil, criminal, legislative or administrative proceeding.

An employee who gives the Hospital notice of his or her intention to return to work after being released from a subpoena or attending a juvenile proceeding will usually be returned to his or her same employment. Where the Hospital's circumstances have changed making reemployment impossible or unreasonable, reinstatement may be denied.

Employees who must attend a court proceeding on behalf of the hospital will be paid for their time off.

Other Benefits of Employment

Group Benefits

The Hospital provides group insurance solely for eligible Employees. See your supplement for eligibility specifics. Benefits that may be available may include, but are not limited to, medical, dental, vision, life and short and/or long term disability insurance. These benefits are subject to change or cancellation at the discretion of the Hospital at any time. For additional information or for answers to questions about benefits, Employees should review their summary plan descriptions or contact the Human Resource Department.

Holidays

The Hospital observes holidays each year by granting time off with pay to all eligible Employees. All employees normally scheduled to work on the holidays will be paid for the hours they would have otherwise worked (average hours worked up to eight (8) hours per day). See your supplement for details.

Where one of these holidays falls on a Saturday or Sunday, the Hospital will observe the holiday either on the preceding Friday (Saturday holiday) or Monday (Sunday holiday). When a paid holiday falls during an Employee's PTO period, it shall not be deducted from the Employee's PTO accumulation.

Social Security

Social Security is a program sponsored by the Federal Government which provides income to retirees, disabled persons, or dependents of disabled and deceased persons. Assuming one is fully insured in the Social Security system, full Social Security benefits are available when employees reach their Social Security Retirement Age (based on year of birth) and retire. Partial benefits are available to persons who retire early between the ages of 62 and their Social Security Retirement Age or to persons who continue to work beyond the age of 62 but reduce their annual earnings below certain levels.

The Hospital contributes an amount equal to that of the mandatory employee payroll deduction known as FICA. Monthly Social Security benefits are paid to eligible employees. Benefits are based upon the employee's average monthly earnings over a period of years and the employee's age.

Benefits paid to a deceased employee's dependents or to disabled persons are based upon the number of years that the employee worked and the employee's average monthly earnings.

All employees of the Hospital must have a Social Security identification number which may be obtained through the local Social Security office. Employees should go to the local Social Security office to complete the appropriate application forms three months before they wish to receive benefits. A full description of eligibility requirements and Social Security benefits may be obtained through the Social Security Administration.

Continuation of Health Insurance under COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the hospital, the employee is entitled to continue participating in the hospital's group health plan for a prescribed period of time, usually 18 months. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents.) COBRA coverage is not extended to employees terminated for gross misconduct.

Under the Uniformed Services Employment and Reemployment Rights Act of 1994, better known as USERRA, an employee who is out on a military leave of absence will retain their health insurance coverage for the first 31 days of uniformed service. Employees out on military leaves of absence which extend beyond the thirty-one (31) days, will be eligible for COBRA benefits for up to twenty-four (24) months.

If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium plus a two (2) percent administrative fee. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or become eligible for Medicare.

For detailed information or questions on COBRA, employees are requested to check with the Human Resources Department.

Workers' Compensation

The Hospital maintains workers' compensation insurance for its Employees to provide for payment of medical expenses and partial salary-continuation in the event of work-related accidents or illnesses. It is absolutely essential that each Employee report any on the job injury, no matter how minor, to his or her supervisor or the Human Resource Department immediately.

CATEGORIES OF EMPLOYMENT

Full-Time

A "Full-time Employee" is one who is regularly scheduled to work thirty-two (32) or more hours per week or sixty-four (64) hours per pay period and have completed their orientation period.

PRN

A "PRN Employee" is one who works on an as needed basis. Unless otherwise stated in an Employee benefit plan, PRN Employees are not eligible for Hospital-sponsored Employee benefits.

Part-Time

A "Part-time Employee" is one who is regularly scheduled to work less than thirty-two (32) hours per week or sixty-four (64) hours per pay period, and have completed their orientation period. Unless

otherwise stated in an Employee benefit plan, Part-time Employees are not eligible for Hospital-sponsored Employee benefits.

Seasonal/Temporary Employees

A Seasonal Employee is one who is hired, or is under contract to work for a definitely defined time to meet a special business need or emergency. Seasonal Employees are not eligible for Hospital-sponsored Employee benefits.

Orientation Period

New Employees will be subject to an orientation period, the length of which is determined by the facility, during which job performance will be closely monitored by the Hospital. During this time it will be possible for the individual to evaluate his/her interest in a continuing association with the Hospital; and in turn the Hospital will attempt to assess the Employee's abilities, qualifications and future potential.

The completion of the Orientation Period referenced above does not guarantee continued employment, nor does it change the Employee's status as an AT WILL Employee.

Exempt/Non-Exempt

Whether in Orientation, Full-time, Part-time or other status, Employees are generally classified as either "exempt" or "non-exempt." An exempt Employee is one who, under the provisions of the Federal Fair Labor Standards Act, state or local law does not receive additional pay for overtime work. Exempt Employees are paid a salary to compensate them for all hours worked in a week, however few or many. A non-exempt Employee is one who does not meet the federal, state or local exemption requirements and is entitled to receive additional pay for any overtime worked. Non-exempt Employees are sometimes referred to as "hourly" Employees.

Exempt Employees who feel that an impermissible deduction has been taken from their check should notify the Human Resource Department immediately. The deduction will be reviewed and, if necessary, corrected as soon as possible.

ATTENDANCE, COMPENSATION AND PAYROLL ADMINISTRATION

Attendance and Punctuality

Each Employee's presence in the work place every workday is an important element of the Hospital's proper business operations. As an employee you are expected to be at work on the days you are scheduled to work and to arrive on or before the time your work day is scheduled to begin. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your work load must be performed by others, just as you must assume the work load of others who are absent. For this reason, unexplained or unexcused absences, and incidents of unexplained or

unexcused tardiness from work will be disciplined by the Hospital, up to and including termination of employment.

Attendance Standards

Attendance will be monitored and measured by **occurrences** for all employees. An occurrence is defined as a period of unscheduled absence or tardiness/early leaves for **any** reason. If an unscheduled absence takes place over more than one day, the days must be consecutive scheduled shifts to be counted as a single occurrence. Unscheduled absences may include, but are not limited to, calling in sick, transportation problems, family illness not covered by FMLA protection, and personal reasons.

Unscheduled absence patterns surrounding scheduled days off, holidays, when unfavorable shifts are scheduled to be worked, etc., may result in corrective counseling. If unscheduled absences occur on days when requested time off has been denied, it may result in corrective counseling. If family medical leave is used on days when requested time off has been denied, recertification by Employee Health will be required. Failure to provide recertification may result in corrective counseling.

A scheduled absence is one which gives the manager sufficient time to prepare a work schedule that allows for the period of absence. Examples of scheduled absences include, but are not limited to, scheduled PTO, FMLA protected leaves of absence, jury duty, military leave, funeral leave, and mandatory employee health absences due to infectious disease as defined in the Infection Control Policy, e.g., chicken pox, conjunctivitis. Scheduled absences will not be counted with regard to corrective counseling.

Attendance Measurement

Absences will be measured and monitored by management. The purpose of this measurement is to ensure that appropriate staffing levels are present to meet patient care and business needs of the Hospital. In general, more than three (3) unscheduled absences in a twelve (12) month rolling calendar may result in corrective counseling. A twelve (12) month rolling calendar begins at the date of the first absence or tardy occurrence.

Absences or tardies that occur during the first 90 days of employment may result in termination, but will result in a verbal counseling which is documented in the employees personnel file. More than 1 absence or 3 tardies will result in disciplinary action up to and including termination.

Employees may be requested to obtain a doctor's release prior to return to work and the employee is responsible for any cost pertaining to this visit. A doctor's note does not excuse the unscheduled absence, but provides an explanation for the absence.

All the time periods referred to indicate time on active work status. Time on inactive status, such as leaves of absence, is not counted as part of any time period.

Falsification of reasons for absence, tardies or incomplete shifts results in a final written warning for the first offense and termination for the second offense.

TARDINESS AND LEAVING WORK EARLY

Tardiness or leaving work early is as detrimental to the Hospital as an absence. If an employee is late or leaves early but works more than 50% of their scheduled shift, it will be recorded as a tardy. If an employee is late or leaves early and works less than 50% of their scheduled shift, it will be recorded as an absence. Reporting to work at any time later than eight minutes after the starting time, including overtime or scheduled call, is recorded as tardy.

In general, more than three (3) tardies and/or leaves early may result in progressive disciplinary action.

Combination of Absences/Tardiness

The guidelines established in this policy are used in an effort to control absenteeism and tardiness. However, disciplinary action may be enacted sooner if there is a combination of absences, tardy occurrences, leaving early and performance is not changed or improved as a result of disciplinary actions.

Unable to Report for Work

If an employee is unable to report to work, or will arrive late, the employee must contact their department designee. Department guidelines may outline specific guidelines for reporting an absence, late arrival or early departure. Notifying whoever answers the phone or a fellow employee is not sufficient. The employee must provide as much notice as possible to afford management time to arrange coverage.

Communication during Absence

It is the employee's responsibility to remain in contact with their management during any unscheduled absence or an approved leave of absence.

Emergent Situations

Excused Time-off with (or without) pay may be granted by managers to assist the employee with an emergent situation, an unusual attendance problem of a temporary nature. Examples of an emergent situation include, an emergency medical situation not covered by FMLA of self or family member, catastrophic damage to home (fire, flooding, tornado, etc.) or catastrophic damage to vehicle. Time off granted for emergent situations is not intended to be offered on multiple or consecutive occasions. The factors the manager uses to grant or not grant Time-off in these situations should be applied equitably to each employee's request and is up to the manager's discretion. Documentation may be requested as supporting evidence of an emergent situation. Approved time-off for emergent situations will not be subject to the disciplinary process for attendance.

Job Abandonment

An employee's absence from work for two (2) consecutive scheduled workdays, without notifying their management will be considered a voluntary resignation (job abandonment). If an employee leaves work without properly notifying his/her manager and does not return for their next scheduled shift this will be considered a voluntary resignation (job abandonment).

Personal Appointments

Time off for appointments, such as a doctor, dentist, school conference, etc., which conflict with the employee's work schedule, must be requested in advance. The employee and management may need to negotiate an appropriate appointment time. Patient care and business needs will be the determining factor in deciding the time and date of the appointment. Therefore, management reserves the right to deny an appointment request and will work with the employee to determine an alternative time.

Family Medical Leave (FMLA):

Leave under the Family and Medical Leave Act Of 1993

Employees who are employed at worksites where the Hospital employs fifty (50) or more employees within a seventy-five (75) mile radius may be eligible for up to twelve (12) weeks of leave pursuant to the Family and Medical Leave Act of 1993. To be eligible for such leave, employees must have been employed by the Hospital for at least twelve (12) months in the last seven (7) years and must have worked at least 1,250 hours in the twelve (12) consecutive months preceding the Employee's request for leave.

The Hospital provides unpaid leave in any "rolling" twelve (12)-month period measured from the date an employee uses any FMLA Leave (for the following reasons) in accordance with the Family and Medical Leave Act of 1993 ("FMLA"). Upon submission and approval of a leave of absence request, eligible employees are entitled to leaves of absence (FMLA Leave) as follows:

Up to a total of twelve (12) weeks unpaid leave for the following categories:

Birth/Adoption/Foster Care Leave. An employee may take leave in connection with the birth of the employee's natural child or the placement of a child with the employee for adoption or foster care. An employee's entitlement to leave for birth or placement of a child expires twelve (12) months after the birth or placement.

Family Leave. An employee may take leave to care for his or her son or daughter, spouse or parent with a serious health condition.

Medical Leave. An employee may take leave in connection with his or her own serious health condition which renders the employee unable to perform his or her job duties.

Up to a total of twenty-six (26) weeks unpaid leave for the following category:

Military Leave. The Hospital provides unpaid leave (upon submission and approval of a leave of absence request) in any "rolling" twelve (12)-month period measured from the date an employee uses any FMLA Leave for care of a spouse, son, daughter, parent, or nearest blood relative who is a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered a serious injury or illness while on covered active-duty that may render the person unable to perform the duties of the member's office, grade, rank or rating. This leave is also available to family members of veterans for up to five years after a veteran leaves service if he or she develops a service-related injury or illness that was incurred or aggravated while on active duty. This provision is in accordance with the Family and Medical Leave Act of 1993 ("FMLA").

As the National Defense Authorization Act for Fiscal Year 2010 provides, covered active duty under the FMLA means:

In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Section 101(a)(13)B) of Title 10, United States Code.

Additionally, a total of twelve (12) weeks of unpaid leave is provided to the immediate family members (spouses, children or parents) of Reservists, members of the National Guard and members of any regular component of the Armed Forces who have "qualifying exigencies." "Qualifying exigencies" are defined as* short-notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities and additional activities where the employer and employee agree to the leave.

* Qualifying exigencies are not available for any medical purposes.

The Hospital will require a health care provider's certification of either the employee's or the family member's serious health condition, whichever is applicable. Copies of acceptable forms are available from the Hospital. The forms must be returned to Human Resources within fifteen (15) days of the date of the eligibility/designation notice.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic Information" as defined by GINA includes an

individual's family medical history (see exception below), the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. Exception: "family medical history" **IS** required to the extent and where necessary to make the medical certification complete and sufficient under the FMLA.

Employees are required to follow the Hospital's call-in procedure policy for reporting an absence, absent unusual circumstances. When it is foreseeable for the birth or placement of a child or for planned medical treatment, an employee who wishes to take leave under this policy must give reasonable, advance notice and must submit a written leave of absence request for approval prior to the commencement of the leave. In most circumstances, a "reasonable, advance notice" means thirty (30) days. When it is not possible to give advance notice -- for example, an unforeseeable medical emergency -- the employee must notify a supervisor as soon as practicable, ordinarily within one (1) or two (2) business days of when the employee learns of the need for leave. The form to be used for requesting Family and Medical Leave is an "Employee Request for Leave of Absence" form available from the Hospital. The Hospital also has the right to designate an absence as Family and Medical Leave on its own volition, consistent with applicable laws and regulations even if the employee does not request it.

It is a policy of the Hospital that if an employee has accrued paid leave which he or she has not yet taken, that paid leave will be utilized to cover any leave under this policy when permitted under the FMLA. FMLA may be used in one (1) hour increments. When the paid leave is used up, the balance of any FMLA leave will be unpaid. Workers' compensation leave will also be required to be taken concurrently with FMLA leave.

When a husband and wife are both employed by the Hospital, they are limited to a combined total of twelve (12) workweeks during any twelve (12)-month period if leave is taken for birth or placement for adoption or foster care.

An employee taking leave for birth or because of placement of a child for adoption or for foster care is permitted to take leave intermittently or by working a reduced workweek only with the approval of the Hospital. However, leave to care for a seriously ill family member or because of the employee's own serious health condition may be taken whenever medically necessary, when supported by certification from the medical provider.

Employees on FMLA Leave will continue to be covered under the Hospital's health benefits program. If the employee has coverage through the Hospital's health plan, the employee must continue to pay his or her portion of the premiums to keep their coverage in effect, just as if he or she was working -- this includes dependent coverage. The Hospital will continue to pay its normal portion of the premium as if the employee were working. If the employee does not return to work at the end of the leave, the Hospital will charge the employee for the cost of the health coverage during the leave. However, the employee will not be charged if he or she does not return due to:

The continuation, recurrence, or onset of a serious health condition which would entitle the employee to Family and Medical Leave; or

Other circumstances beyond the employee's control.

On return to work from FMLA Leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The Hospital retains the right to deny reinstatement to "Key Employees" upon its determination that substantial and grievous economic injury will result. The employee will be given notice that the employee is considered a "Key Employee" as soon as practicable after receipt of a request or designation by the employee of an absence as FMLA Leave. If a determination is made of substantial and grievous economic injury, the employee will be notified in writing, with such notice being served in person or by certified mail.

An employee on FMLA Leave may not engage in work for another employer, including self-employment, during the Hospital's normal business hours, whether full or part-time. Any violation of this provision may jeopardize the employee's right to return to work. The Hospital will also require informal monthly reports during the course of the leave of an employee's status and his or her projected date of return to work and a written release from his or her physician to return to work. This written release should detail the ability of the employee to perform the essential functions of their job.

As used in this policy and under the federal FMLA regulations, the following terms are defined below:

"Continuing Treatment". A serious health condition involving continuing treatment by a health care provider includes any one or more of the following: (i) A period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom) of more than three full consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves: (a) Treatment in person two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services within 30 days of the incapacity (e.g., physical therapist) under orders of, or on referral by, a health care provider; or (b) Treatment by a health care provider on at least two occasions per year which results in a regimen of continuing treatment under the supervision of the health care provider; (ii) Any period of incapacity due to pregnancy, or for prenatal care; (iii) Any period of incapacity or treatment for such incapacity due to chronic serious health conditions with at least two (2) visits to a healthcare provider per year for the condition; (iv) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continued supervision of a health care provider (e.g., Alzheimer, severe stroke, etc.); (v) Any period of absence to receive multiple treatments (or to recover from same) conducted or ordered by a health care provider for a condition which, if untreated, would result in a serious health condition.

"Equivalent Position". An equivalent position must have the same pay, benefits and working conditions, including privileges, perquisites and status. It must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, responsibility and authority.

"Health Care Provider". A health care provider is (i) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; (ii) physician's assistants who are performing within the scope of their practice as defined by state law; or (iii) any other person determined by the Secretary of Labor to be capable of providing health care services. These may include but are not limited to podiatrists, dentists, Clinical psychologists, Clinical social workers, optometrists, chiropractors, nurse practitioners and nurse-midwives who are authorized to practice by the State. Christian Science practitioners listed with the First Church of Christ Scientists in Boston, Massachusetts are also included.

"Key Employee". A key employee is a salaried employee who is among the highest paid ten (10) percent of all the employees employed by the Hospital within seventy-five (75) miles of the employee's work-site.

"Parent". Parent means a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child. The term does not include parents "in-law".

"Serious Health Condition". A serious health condition is an illness, injury, impairment or physical or mental condition that involves: (1) inpatient care and any corresponding period of incapacity or subsequent treatment, or (2) continuing treatment by a health care provider.

"Serious Injury or Illness" for Military Caregiver Leave. Any injury or illness that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. For veterans, the injury or illness may manifest itself before or after the member became a veteran.

"Son" or "Daughter". Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and "incapable of self-care because of a mental or physical disability".

"Spouse". Spouse means a husband or wife as defined or recognized under state law for purposes of marriage, including common law marriage in states where it is recognized.

The Hospital has the right to request an employee who requires FMLA Leave to provide to the Hospital a physician's certification or other certification in the case of exigency leave documenting the employee's entitlement to FMLA Leave. FMLA Leave is NOT available for bereavement purposes.

SEVERE WEATHER

Inclement Weather is the existence of abnormal climatic conditions whether they are those of hail, snow, or freezing, etc., or any combination thereof, which create conditions either not reasonable or not safe for employees to begin or continuing working.

If inclement weather or other emergency conditions affect the office during the normal workday, management shall make decisions regarding reduction in staff. Any decision to will be communicated to all employees by the employee's supervisor or their designee. If the management team has not closed the facility it is expected that all scheduled staff make every effort to be at work. Everyone should plan ahead and make arrangements to arrive at work on time, which might include making arrangements to arrive at work prior to the storm. Failure to report to work due to severe weather when the facility is open is considered an unscheduled absence.

Non-exempt employees will not be compensated for inclement weather absences, but they may use PTO.

Management Expectations

For purposes of consistency in utilizing this policy and compliance of attendance standards, management is expected to provide employees information on work hours and schedules that meet department needs; maintain attendance records; and monitor and document employee attendance patterns and address problems in a timely manner. Counseling for attendance should be initiated within one (1) week of employee's return to work.

Employee Expectations

For the purpose of complying with attendance standards, the employee is expected to submit request(s) for "time off" prior to the schedule being posted, in accordance with departmental guidelines. When unavoidable changes occur after the schedule is posted, the employee is expected to notify the appropriate person(s) as soon as possible and is expected to follow departmental guidelines for shift coverage.

Working Hours and Time-Keeping

In order to meet the needs of our patients, Employee work-hours may be varied, and will be set by each Employee's supervisor or manager. Employees should consult with their supervisor or the Human Resource Department regarding their schedules and time clock procedures.

If you are classified as a non-exempt employee, you must record the time you work each day. Your arrival, departure, and meal break times must be recorded accurately. Non-exempt employees are prohibited from working "off the clock" (i.e., without reporting the time worked). When you receive your paycheck, please verify immediately that your working time was recorded accurately and that you were paid correctly for all hours worked.

When you work, you must report all the time you work. Non-exempt employees should not work any time that is not authorized by their supervisors. See the Overtime Policy for more information. Do not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless you are directed to do so. If you have any questions about when or how many hours you are expected to work, contact your supervisor.

It is a violation of our policy for anyone to instruct or encourage another employee to work "off the clock," to incorrectly report hours worked, or to alter another employee's time records. If anyone directs or encourages you to incorrectly report your hours worked, or to alter another employee's time records, you should report the incident immediately to your supervisor. Recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of any time card, whether your own or another employee's.

Breaks

Breaks will be taken by Employees as appropriate for the proper operation of the facility in which the Employee works. A break room or area is provided for Employees to utilize for eating purposes. We prefer for meals to be eaten in the break room, and not at an Employee's desk or work area, however we do understand that break room space is limited. If an Employee does eat at his/her desk, no work (answering phones, checking e-mail, etc.) may be done during this unpaid lunch break.

One (1) fifteen (15)-minute break is allowed each four (4) hour period. If your shift is less than eight (8) hours but greater than four (4) hours, one (1) fifteen (15)-minute break is allowed. For shifts less than four (4) hours, no break is allowed. As our facility is a smoke-free facility, employees who wish to smoke must clock out and leave the premises to do so.

Any break taken away from the facility is an unpaid break and Employees must clock out to do so.

Nursing mothers

Any Employee who is a nursing mother may breastfeed her baby or express milk during any regularly scheduled break period or meal period, or may take other reasonable break time when needed, in the area of the Hospital's facilities designated for such purpose. If such breaks are taken outside of the regularly scheduled break period or meal period, such break time will be unpaid. Where unpaid breaks or additional time are required, the employee should work with her supervisor regarding scheduling and reporting the extra break time as unpaid.

Leaving Work during Normal Working Hours

Time off during normal working hours for any reason (illness, physician visit, without pay, etc.) must be approved by the Employee's supervisor. The Employee's request must be in writing. It is clearly understood that any number of legitimate reasons may exist for leaving work early. Every effort should be made to inform your supervisor of the following facts: (1) Why you are leaving; (2) Where you are going; and (3) When you will be back;

In the event a supervisor cannot be reached, this information should be conveyed to the Human Resource Department for prior approval. Non-exempt Employees must "clock out" during any time off. PTO may be available for leaves of absence during the day. Employees desiring PTO for a

partial day's leave of absence should submit a PTO Request to a supervisor or the Human Resource Department.

Compensation

The compensation an Employee receives will be influenced by the type of work required, the hours worked, the training required, quality of work performed, personal attitude of the Employee, professional experience, and the length of satisfactory service rendered. Both an Employee's initial compensation and any subsequent changes in compensation shall be approved by the Human Resource Department.

The Hospital treats your compensation confidentially. If you have questions or concerns about your compensation, please address these with your manager or Human Resources Manager.

Pay-Day

Employees are paid biweekly on Fridays. There is a one (1) week lag between the end of the pay period and pay day. The weekly pay period begins on Sunday (12:00 A.M.) of each calendar week and ends on Saturday (11:59:59 P.M.).

Other Pay Issues

The Hospital utilizes direct deposit for all Employees. The net pay will be deposited directly into any bank account.

We work hard to ensure that all employees are paid correctly, but mistakes can happen. When mistakes do occur and are called to our attention, we will promptly make any corrections necessary. Please review each paycheck and pay stub when you receive it to make sure your pay is correct. If you believe an error has occurred or if you have any questions about your paycheck please promptly report the matter to your supervisor.

Upon resignation or termination, an Employee's final paycheck will be available on the next scheduled pay day or as required by state law.

Loans and Pay Advances

Experience in business teaches that loans to Employees or advances in pay do little in the long run to help an Employee meet his/her financial obligations. At the same time, the Hospital may be put in a very difficult and unpleasant position if it is required to collect a past due loan. For these reasons, it is our policy not to make loans or advances of pay to Employees. Similarly, managers are prohibited, and Employees are discouraged, from extending loans to any fellow Employees because of the potential for conflict that may result.

Overtime

Nonexempt employees will be paid time and one-half compensation for all hours worked in excess of 40 in one workweek and as otherwise required by applicable state and federal law. When reasonably requested, all hourly or “non-exempt” Employees will be expected to work overtime. A refusal to work overtime when reasonably requested may result in the Employee’s discipline, up to and including termination of employment.

All overtime worked must be either specifically requested or approved by the Employee’s supervisor. Compensation for required and approved overtime will be made by additional pay in accordance with applicable state and federal laws. Overtime is calculated on the workweek and is based upon hours actually worked by an Employee in excess of forty (40) hours per week. If sick, vacation or other paid time off (such as paid holidays) is used during the week, an Employee is not entitled to overtime pay unless the total time actually worked for the week is over forty (40) hours.

Working non-approved overtime is prohibited and, although paid, may result in an Employee’s discipline, up to and including termination of employment.

For overtime pay calculation purposes, the work week begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.

Payroll Deductions

Federal income tax and, where applicable, state income tax, as well as Social Security (FICA), Medicare tax, and court-ordered deductions will be deducted from all paychecks as required by law. The amount of these deductions will be determined on the basis of earnings and number of dependents, according to the schedule prescribed by the Internal Revenue Service or other regulatory entities. A statement of total annual earnings and tax withheld will be provided to each Employee no later than the IRS deadline of the year following the earning period.

Employees may be required to sign a payroll deduction agreement to allow the Hospital to make other deductions from Employee paychecks, such as insurance premiums, overpayment of wages, Employee contributions to various third parties, offsets against wages for the value of Hospital property which is lost, damaged, stolen, or not returned upon termination, etc. Exempt Employees who feel that an impermissible deduction has been taken from their check should notify the Human Resource Department immediately. The deduction will be reviewed and, if necessary, corrected as soon as possible.

SAFETY AND SECURITY

Anti-Harassment Policy

The Hospital expressly prohibits harassment of and discrimination against Employees on the basis of race, color, sex, religion, national origin, disability, veteran status, genetic information or any other status protected under local, state or federal law by managers, Employees or outsiders. We do so because we want to provide all of our Employees with a pleasant working environment and because harassment is prohibited by law. All Employees are responsible to conduct themselves in ways that ensure others are able to work in an atmosphere free from harassment of any kind.

How to Report Harassment

Allegations of harassment may be reported in any manner that effectively communicates the message the Employee wishes to send, but should be reported promptly. Reports of harassment should be made to the Employee's supervisor or manager. If the Employee feels uncomfortable reporting to either of these two individuals, the Employee should contact Human Resources or any member of facility management.

The Hospital encourages all reports to be made in writing in order to have a clear and complete account of the Employee's perception of the situation. The most beneficial written reports will include at least the date and time of the alleged incident; names of the harasser(s) and any other victims; a detailed description of the incident and any witnesses available to corroborate or refute the facts as alleged.

Employees should also remember that a good first step in resolving a problem of harassment is to directly confront the harasser, clearly communicating what behavior is deemed unacceptable. In many instances, this alone will stop the undesirable behavior because the harasser does not realize the inappropriateness of his or her conduct. If the Employee does not feel that such a step is appropriate, however, the Employee should report the problem elsewhere, as discussed above.

When to Report

Immediately.

The more promptly an issue is raised, the more likely an appropriate resolution can be reached. Untimely reporting significantly increases the difficulty in conducting an investigation because the precision with which events and statements are remembered fades with the passage of time.

Who Is Covered

- In short, anybody an Employee encounters as he or she performs his or her job for the Hospital is covered by this policy. This includes all applicants and Employees regardless of position, title, grade, seniority or function, as well as Clients, temporaries, visitors, independent contractors and vendors.

What Is Harassment

Harassment has been defined as but is not limited to:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is either made explicitly or implicitly a term or condition of employment;

Submission to or rejection of such conduct is used as the basis for employment decisions; or

Such conduct has the purpose or effect of unreasonably interfering with the work environment or creating an intimidating, hostile or offensive work environment.

unwelcome comments, jokes, verbal abuse, inappropriate pictures, etc. which relate to any of the protected categories stated previously when such conduct has the purpose or effect of unreasonably interfering with the work environment or creating an intimidating, hostile or offensive work environment.

Harassment can be subtle or direct. It may involve different genders or be committed by someone of the same gender. Harassing behavior may include intentional physical conduct that is sexual in nature, sexual jokes and innuendo, sexual advances or requests for sexual favors, propositions, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, touching, sexually based obscene comments or gestures, display of sexually suggestive objects or pictures and any other type of physical, verbal or visual conduct of an offensive nature which directly relates to a person's race, color, sex, religion, national origin, disability, veteran status, genetic information or any other status protected under local, state or federal law.

Harassment may occur through various methods including personal contact, in writing, over the telephone, through e-mail, and on the Intranet or Internet. The means by which harassing behavior is conducted does not change its inappropriateness.

Obligations of All Employees

It is an essential responsibility for every Employee to report any incidents of actual or perceived harassment. This includes harassment directly involving the Employee, or where the Employee is only a witness.

Compliance

Every employee has the responsibility to report misconduct. Misconduct can be in the form of fraud and abuse or employment issues unresolved through the proper chain of command.

Please contact the Facility Compliance if you have witnessed or been subjected to misconduct you feel to remain unresolved.

Professional Environment

Our work environment is such that many individuals interact with each other every day. Differences of opinion, discomfort with personality traits, and even anger are inevitable. The Hospital wants our workplace to be both interactive and professional. Tolerance of others is encouraged.

Investigations

A prompt investigation will follow the reporting of behavior believed to constitute harassment. Any such investigation will be designed to address the allegations made, but will usually include detailed interviews of the persons directly involved, witnesses, and review of any documentary items that tend to support or refute the allegations.

Investigations will be kept as confidential as practical, but in keeping with the Hospital's desire to conduct a thorough review of all facts and events.

Determinations

In instances where sufficient information is available, the Hospital will promptly make factual and disciplinary determination about the challenged conduct. A Hospital representative will advise all parties with a need to know of the results of the investigation.

Discipline

Any Employee engaged in harassment will be subject to discipline, up to and including termination of employment. This includes first-time offenders. All disciplinary decisions will be made on a case-by-case basis.

Retaliation

Any act of retaliation against an Employee who reports, participates in an investigation of harassment or is otherwise involved in such an inquiry is strictly forbidden. Any Employee found to have retaliated against another person will be subject to the same discipline as an Employee who is found to have harassed another person.

False Claims

Harassment is a very serious matter, in part because of the way it can affect people and their careers. Accordingly, while all legitimate claims of harassment must be reported, such claims must never be fabricated or lodged without the utmost sincerity. Any person found to have intentionally falsified a claim of harassment, or who lodges a claim for malicious or improper reasons, is subject to immediate discipline, up to and including termination of employment.

Consensual Romantic Relationships

Consensual relationships between Employees are unwise, and cause concern where they affect your job performance, occur during working time, are on Hospital premises or pose the danger of conflict of interest or breach confidentiality obligations. Such relationships between a supervisor and his/her subordinates are strictly prohibited. These relationships typically do not last and when over, provide the groundwork for one or both of the Employees to make allegations of harassment against the other. This is an instance where the credibility determinations discussed above are quite difficult. The only way to avoid this situation is not to engage in this type of behavior in the first place.

The best policy is to keep your private life private and out of the workplace.

Training

Employees will be routinely trained on issues involving harassment. This will entail various forms and methods designed to heighten your awareness and education on the subject. Every Employee should also keep and regularly review a copy of this policy.

Additional Training

It is important to the Hospital to have a well-trained and educated workforce on this subject. If at any time you do not believe you are sufficiently aware of what is acceptable behavior, do not understand this subject well enough, or simply need another copy of the Hospital's harassment policy, please contact the Human Resource Department for additional training or another copy of the Harassment Policy.

Drug & Alcohol Abuse Prevention and Substance Testing Policy

Purpose of Policy

The Hospital recognizes the problem of substance abuse (including illegal drugs and the misuse of alcohol, prescription drugs and over-the-counter drugs) in our society. If unchecked in the workplace, this problem could adversely affect both the productivity and profitability of our business and the professional, personal and family lives of our Employees. The Hospital will strive to balance respect for individual privacy with the need to keep a safe and productive work environment; however, the Hospital is committed to and will aggressively pursue the goal of this policy. The Hospital INTENDS TO MAINTAIN A SUBSTANCE ABUSE-FREE WORKPLACE. With that basic goal in mind, the Hospital has established this policy with regard to use, possession and sale of alcohol and drugs.

Prohibited Conduct

Illegal Drugs. This policy prohibits any Employee from bringing onto Hospital premises or property, having possession of, being under the influence of, possessing in the Employee's body, blood or urine in amounts exceeding predetermined cut-off levels, or using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug while on Hospital business or at any time during the hours between the beginning and ending of the Employee's work day, whether on duty or not, and whether on Hospital property or not. For purposes of this policy, an "illegal drug" is any drug:

which is not legally obtainable;

which may be legally obtainable but has not been legally obtained by the Employee;
or

which is being used in a manner or for a purpose other than as prescribed for the Employee.

Alcohol. This policy prohibits any Employee from being impaired by alcohol while on Hospital business or at any time during the hours between the beginning and ending of the Employee's work day, whether on duty or not, and whether on Hospital property or not. Being "impaired" by alcohol for purposes of this policy means that the blood alcohol content is 0.02% or higher.

This policy also prohibits any Employee from bringing alcohol onto Hospital premises or property or using, consuming, transferring, selling or attempting to sell or transfer alcohol while on Hospital business or at any time during the hours between the beginning and ending of the Employee's work day, whether on Hospital property or not, except as specifically authorized by the Hospital.

Prescription and Over-the-Counter Drugs. This policy prohibits any Employee from abusing prescription medications or over-the-counter drugs while on Hospital business or at any time during the hours between the beginning and ending of the Employee's work day, whether on duty or not, and whether on Hospital property or not.

For purposes of this policy, "prescription or over-the-counter drug abuse" means taking medications that were prescribed for someone else; using prescription drugs or over-the-counter drugs for a purpose other than for which they were prescribed or manufactured or other than in accordance with the doctor's instructions or recommended dosages.

Employees are expected to consult with their physicians regarding the effect of medications prescribed for them and to consult any package warnings for over-the-counter drugs. When an Employee is taking a prescription or over-the-counter drug that can or will have an effect on the Employee's normal mental and/or physical state or interfere with work such as operating vehicles, machinery, equipment, etc., the Employee should inform his or her immediate supervisor so that an accommodation may be made to allow the Employee to continue job performance without endangering his or her health and safety or the health and safety of others.

Substance Screening

The Hospital may require individuals to undergo drug or alcohol screening under the following circumstances:

Applicant Testing. The Hospital may require any job applicant who has received a conditional offer of employment to undergo a drug and/or alcohol test as a condition of commencement of employment. If the job applicant refuses to undergo substance testing or has a confirmed positive test result, the conditional offer of employment will be withdrawn and the individual will not be hired.

For Cause Testing. The Hospital may require any Employee to undergo drug and/or alcohol testing if it has a reasonable belief that the Employee is using or has used drugs or alcohol in violation of this policy.

By way of example only, a "reasonable belief" for purposes of this policy may be based upon such circumstances as drugs or alcohol on or about an Employee's person or in the employee's vicinity, Employee conduct that suggests impairment or influence of drugs and alcohol, a report of drug or alcohol use while at work or on duty, information that an Employee has tampered with drug or alcohol testing at any time, negative performance patterns or excessive or unexplained absenteeism or tardiness.

Where diversion of a controlled substance has occurred, testing of all employees with access to the diverted controlled substances will be considered "For Cause."

Post-Accident Testing. Generally, the Hospital may require an Employee to undergo drug and/or alcohol testing if the Employee or another person has sustained a work-related injury or a work-related accident occurs resulting in Hospital property damage or loss.

Random Testing. The Hospital may require any Employee to undergo drug and/or alcohol testing on a random selection basis. In selecting Employees at random for alcohol or drug testing, all Employees will be equally subject to being selected and the Hospital will not have the discretion to waive the selection of any Employee.

Post-Rehabilitation Testing. The Hospital may require any Employee to undergo drug and/or alcohol testing without prior notice following a prior confirmed positive test or following the Employee's participation in a drug or alcohol dependency treatment program which the Employee has completed as a condition of continued employment with the Hospital. This post-rehabilitation testing may continue for up to two years.

Scheduled, Periodic Testing. The Hospital may require any Employee to undergo drug and/or alcohol testing as part of a routinely scheduled fitness-for-duty medical exam to the extent such an exam is regularly conducted on the Employee. Also, any Employee may be required to undergo drug and/or alcohol testing which is routinely scheduled for all members of the Employee's classification or group. At this time, the Hospital does not routinely schedule drug or alcohol tests for any of its Employee classifications or groups other than as it may be required by federal regulations applicable to commercial drivers. However, the Hospital reserves the option to do so in its discretion in the future with 10 days written notice to Employees prior to the scheduled testing.

The Hospital may require drug and alcohol testing following a return to duty. Where an employee is returning to work following a leave of absence of thirty (30) days, the Hospital may require testing prior to return to work.

Substance Screening Methods and Limits

Initial tests for alcohol will almost always be through breath or saliva samples (blood samples may be used in limited situations). Confirmation tests will be through breath or blood samples. Testing of urine samples for alcohol will be done only in connection with post-rehabilitation testing to monitor that an Employee continues to be substance free following participation in a treatment program.

Substance screening may also be conducted through urine or hair tests. The substances tested shall be for drugs and alcohol as defined in the Standards for Workplace Drug and Alcohol Testing Act, including controlled substances approved for testing by rule by the State Commissioner of Health.

If an applicant or Employee has a confirmed positive test result, the individual may at his or her option explain the test results in confidence to the Hospital's Medical Review Officer. The name of the current Medical Review Officer, who is a medical professional trained and authorized to receive and interpret drug test results, can be obtained from the Human Resource Department. An applicant or

Employee who has received a positive test result may also request, within twenty four (24) hours of receiving the initial results, a confirmation test or retest in order to challenge the results of a positive test; however, the individual shall pay all costs of the confirmation test/retest.

All samples will be collected in a manner which is designed to protect to the fullest extent possible individual privacy of Employees. Employees will not be subject to direct observation while rendering urine samples; however, if there is a valid suspicion that the Employee has tampered with a sample, preventive measures will be employed. If an Employee provides a sample that contains confirmed evidence of any form of tampering or substitution, this shall constitute a refusal to be tested and the Employee shall be subject to discipline in accordance with this policy.

All records and results pertaining to substance screening shall be maintained by the Hospital as "Confidential" in the same manner as medical records. Any applicant or Employee who wishes to obtain information or records related to his or her individual drug or alcohol test may, however, have access to those records upon written request to the Human Resource Department.

Employee Notification of Criminal Drug Conviction or License Suspension

Any Employee who is convicted of a violation of a criminal drug statute involving an on-the-job incident must notify the Hospital within five days of his or her conviction. The Hospital also requires all Employees to notify them of violations of a criminal drug statute or DUI while off duty.

Consequences of Failure to Comply with this Policy

Any applicant who has been made a conditional offer of employment and who refuses to undergo substance testing or who has a confirmed positive result shall not be hired by the Hospital. Any Employee who violates any provision of this Policy shall be deemed guilty of misconduct and subject to discipline up to and including termination from employment, even for the first offense. This shall include any use, possession or sale of illegal drugs as prohibited by this Policy; any use or abuse of alcohol as prohibited by this Policy; and any prescription or over-the-counter drug abuse as prohibited by this Policy. If you test positive, at the Hospital's discretion and as an alternative to disciplinary action, you may be required to undergo a treatment program at your expense to the extent not covered by medical insurance. When you return from the treatment program you will be subject to an individual schedule of random testing for two (2) years. If you test positive in a follow-up test you will be terminated. This shall also include any refusal to submit to an alcohol or a drug test required by the Hospital as outlined and in compliance with this Policy or any delay in submitting to such a test when requested.

Compliance with Applicable Law

This Policy has been adopted by the Hospital with the intent to comply with State law and the rules and regulations promulgated in regard thereto. To the extent any portion of this Policy is determined to be contrary to the requirements of any applicable federal or state statutes, rules or regulations, it is the intent of the Hospital to conduct its program prohibiting alcohol and drug abuse in the workplace and any alcohol or substance screening in connection therewith in accordance with those legal guidelines, and the Hospital shall do so even if this Policy has not been modified to address such inconsistencies.

Responsibility for Administration

This Policy shall be uniformly administered to insure fairness to all Employees of the Hospital. The Human Resource Department is responsible for administering this Policy. This responsibility includes: (1) communicating the Policy to all Employees; (2) providing appropriate training to supervisory personnel; and (3) administering this Policy fairly and consistently throughout the Hospital. The Hospital will provide advisory and technical assistance and is responsible for insuring uniform administration of the Policy throughout the Hospital.

Use of Technology

Blogging

Blogging has become a popular activity on the Internet and you may now or in the future decide to start a blog. "Blogging," for purposes of this policy, means posting information on one's own, or on someone else's, blog, Web log, journal or diary on the Internet. "Blogging" also includes any other form of posting information on the Internet, such as postings on a personal Web site, social networking or affinity Web site, on a bulletin board, or in a chat room. The Hospital takes no position on your decision to start or maintain a blog. Unless specifically authorized to do so, you are prohibited from "blogging" on work time or during working hours and may not use Hospital computers (or other Hospital provided devices) to blog.

You are also subject to the Hospital's discipline policy for any blog posting that the Hospital determines is detrimental to its business, whether current, planned or being discussed. This policy is for the mutual protection of the Employer and employee. The Hospital respects the employee's right to self-expression and concerted activity.

Accordingly, unless specifically instructed, you are not authorized to speak on behalf of the Hospital and, therefore, must not do so. Make it clear to your readers that the views expressed are yours alone and that they do not reflect the views of the Hospital, by stating, for example, "*The views expressed in this blog [or blog posting] are my own. They have not been reviewed or approved by the Hospital.*"

The Hospital has spent substantial time and resources building its reputation and good will. These are valuable and important corporate assets. Before you make any posting in a blog that identifies you as an employee of the Hospital, or that references the Hospital please consider whether you are damaging the Hospital's reputation. If you are uncertain, you should consult your supervisor or her supervisor, any other member of management or Human Resources before making the posting.

You are more likely to resolve complaints about work by speaking directly with your coworkers, supervisor or other management-level personnel than you are by posting complaints in a blog or online. If you, nonetheless, decide to post complaints or criticism, avoid doing so in a way that is untruthful and avoid unreasonably disparaging the Hospital, or any of the Hospital's members or employees.

The nature of any blog posting will be a factor in determining what (or whether) discipline will be imposed, but you may be subject to discipline up to and including immediate termination of employment.

These policies apply even if your blogging is anonymous or under a pseudonym. If you do engage in anonymous blogging, you should be aware that in appropriate circumstances we will take steps to determine your identity. We may request in our sole and absolute discretion that you temporarily confine your blogging to matters unrelated to the Hospital if we determine this is necessary or advisable to ensure compliance with confidentiality requirements or other laws.

The above policy applies to other forms of social media or technology on the Internet, including wiki postings or video postings. It is not the nature of the communication device or technology that is at issue, but the Hospital's right to protect itself from unauthorized disclosure of Hospital or Patient information.

Computers, E-Mail, Voice Mail and the Internet

Certain Employees of this Hospital are granted the privilege of accessing the Internet via the Hospital's computers. This policy describes generally our guidelines with regard to the use of the Hospital's electronic resources including electronic mail, voicemail, Internet access and computer systems.

Internet access is intended to be for business-related purposes. Excessive personal Internet access may result in discipline, up to and including termination of employment. Social Networking should not interfere with job performance. Such networking includes visiting social sites such as Facebook, Instagram, You-Tube, etc. In addition, any posting to public forums such as newsgroups, or any transmittal of electronic mail through the Internet for personal use must include a disclaimer that the views are those of the Employee-user and not the Hospital. These forums should be used with care and Employees should avoid harming the image and integrity of the Hospital. This policy is for the mutual protection of the Employer and employee. The Hospital respects the employee's right to self-expression and concerted activity. We encourage Employees to set "Privacy" and "Security" parameters on their public postings. However, any personal Internet access (during working hours or on Hospital equipment) to content or materials which are of an offensive nature, including pornographic or obscene materials and materials that otherwise may reasonably be considered inappropriate, will be considered willful misconduct and result in disciplinary action up to and including immediate termination of employment. Additionally, any publication of confidential or proprietary information will be grounds for discipline, up to and including termination, as will publication of statements that falsely purport to be made on behalf of the Hospital.

The Hospital is dedicated to providing a work environment that is free from unlawful harassment. Transmitting offensive materials through the Hospital's e-mail may be viewed as creating a hostile work environment, thereby exposing the Hospital and individuals to liability. Accordingly, it is also prohibited and will be a basis for discipline, up to and including termination, to transmit material which is defamatory, discriminatory, threatening, profane, slanderous, libelous or otherwise offensive. Materials covered by this restriction include documents, messages, jokes, images, cartoons, programs and software. Additionally, harassment, bullying, discrimination, or

retaliation that would not be permissible in the workplace is also not permissible between co-workers online, even if done after hours, from home and on home computers.

Employees should consider all e-mail messages and attachments as formal business correspondence. Employees should expect that anything in an electronic file is always available for and subject to review by the Hospital. Employees are also reminded that they should respect the confidentiality of co-workers in their e-mail communications. The Hospital's electronic resources shall not be used for personal gain or advancement of individual views. Utilization of e-mail for purposes of non-business solicitation, or any use of the Internet for personal gain and/or the promotion of events or causes is likewise prohibited. All messages communicated should identify you as the sender. Messages should not be transmitted under an assumed name. Employees or other users may not attempt to obscure the origin of any message. Employees who wish to express personal opinions on the Internet should use personal e-mail accounts and addresses from external (non-Hospital) systems.

Obtaining electronic access to other companies' or individuals' copyrighted materials and copying, retrieving, modifying, or forwarding copyrighted materials except as permitted by the copyright owner or single copy for reference use is prohibited. Anyone removing, modifying, tampering, and/or adding software, hardware components or peripherals to an Employee workstation or hospital issued computer must have approval through their Supervisor. The Hospital reserves the right to audit any PC or laptop to determine what software is installed on the local drive(s).

The Hospital may provide certain applications to employees for business-related use on home PCs. These applications are licensed by the Hospital and can be used by the employee according to specific dual use licensing terms provided by each software manufacturer. These limitations and restrictions will be provided to the employee prior to the delivery of the software and the employee must agree to comply with the terms of these agreements while using these applications. Upon the termination of employment, or at the request of the Hospital, all Hospital provided software must be removed from the employee's computer and all media returned to the Hospital.

To ensure compliance with Hospital policies, the Hospital retains the right to monitor all use of the Hospital's computers, including all use of the Internet and all documents and e-mail, flash drives and other electronic storage devices whether initiated through the Hospital from our offices or a remote location, including a home location. Although passwords, user ID's and similar measures are provided for confidentiality, Employees are put on notice that they should have no expectation of personal privacy with respect to any file, e-mail, document, attachment, program, voice mail or other material contained within the Hospital's computers or on a flash drive, external hard drive or other storage device. All Employees, by their use of the Hospital's computers, consent to monitoring and auditing of their use of the computers. Business related communications should be retained in accordance with the hospital's document retention policy.

Passwords are a critical part of information and network security. Passwords serve to protect user accounts, but a poorly chosen password, if compromised, could put the entire network at risk. As a result, all Employees of the Hospital are required to take appropriate steps to ensure that they create strong, secure passwords and keep them safeguarded at all times. No Employee is to give, tell, or hint at their password to another person, including IT staff, administrators, superiors, other

co-workers, friends, and family members, under any circumstances. If someone demands your password, refer them to this policy or have them contact the IT Department.

No Employee is to keep an unsecured written record of his or her passwords, either on paper or in an electronic file. If it proves necessary to keep a record of a password, then it must be kept in a controlled access safe if in hardcopy form or in an encrypted file if in electronic form.

Any Employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Instant Messaging Policy

All communications, including instant messages, that are transmitted, received, or stored on Hospital facilities (e.g., computer, modem, software, network, telephone lines, Internet service provider) are the sole property of the Hospital. Accordingly, the Hospital may access and monitor Employee instant messages.

The use of passwords does not imply any privacy. The systems administrator can override personal passwords. Employees shall not disclose their codes or passwords to others. All passwords and all software used to encrypt instant messages are considered Hospital property. Employees may not use personal encryption software for instant messages sent via Hospital facilities.

All instant messages are captured by system software and are subject to review by management. The Hospital reserves the right to disclose the content of instant messages to third parties without notice to Employees.

Use of Hospital facilities to send instant messages grants consent to use of software to capture content of instant messages and to review and disclose instant messages.

The Internet, including instant messaging services, may be accessed only by Employees specifically authorized by the Hospital. Employees' use of instant messaging should be limited to work-related matters, except for incidental personal use. Incidental personal use of instant messaging by Employees is permitted as long as the use does not interfere with the Employee's work, Hospital operations, or use of communication facilities, and does not violate any policies.

When sending an occasional personal instant message, an Employee must indicate that it is personal and not authorized by the Hospital. Employees should not use the instant message system to "visit" with colleagues about non-work-related subjects.

When using instant messaging, Employees are to follow Hospital security procedures including use of approved antivirus software.

Employees should not use instant messaging to transmit confidential, proprietary, or trade secret information or personnel information. Instant messages generally are not acceptable to ask permission to leave early or to report that you will arrive late. When voice lines are not available in an emergency, instant messages may be sent instead.

Instant messages are not to be used as a substitute for oral communication with nearby co-workers or telephone calls to key vendors or Clients. Generally, verbal communications are preferred when practical.

Instant messages are not to be used to create contracts.

Improper use of instant messages may result in discipline, up to and including termination of employment. Improper use includes:

- Foul, inappropriate, or offensive messages, such as racial, sexual, or religious slurs.

- Harassing or illegal messages.

- Demeaning, insulting, defaming, intimidating, or sexually suggestive messages.

- Unauthorized codes, passwords, or other means to gain access to others' computers to send messages.

- Instant messages using another Employee's identity.

- Chain messages and sports pools.

- Solicitation for outside business ventures, personal parties, social meetings, charities, membership in organizations, political causes, religious causes, or other matters not connected to the Hospital's business.

- Any use that violates Hospital policies.

Other Policies

OSHA Compliance

Certain Hospital facilities must maintain safety procedures and must train Employees about safety in the workplace. For detailed safety policies, such as Bloodborne Pathogens, see the Safety Manual.

If you become aware of any potential hazard you should contact your supervisor immediately.

Safety and Accident Prevention

The Hospital is committed to promoting safety for our employees. The Hospital makes every effort to ensure the safety of employees and visitors by complying with the Occupational Safety and Health Act (OSHA), by developing and implementing safety policies and procedures, and by using safety equipment. It is your responsibility to observe all safety rules during your workday. Where the Hospital has established workplace rules, safety meetings, and training aimed at promoting safety in the workplace, Employees must, without exception, follow the rules and participate in training and safety meetings. Where rules require that protective clothing be worn, or apparatus be utilized, Employees must wear the clothing and use the apparatus. Violations of safety rules may result in disciplinary action, up to and including termination. It is not possible to list all the forms

of behavior that violate OSHA and the Hospital's safety policies and procedures, but the following are examples of safety rules that you must follow:

- All occupational illnesses, injuries, and accidents, no matter how minor, must be reported to your Supervisor immediately. Your Supervisor is required to make a complete investigation of all reported accidents and complete a First Report of Injury, which is then submitted to the worker's compensation/ occupational accident representative for your facility.
- Employees that have a work-related injury may be retrained in safety guidelines within 14 days of the incident.
- The employee who sees a hazard first must clean up all spillage immediately or ensure that it is not left unattended until cleaned.
- Push, do not pull, all rolling items. Avoid having your hands where they can strike a doorframe or other objects.
- No employee is to stand on any object other than a step stool, ladder, or other equipment designed for that purpose.
- Guards on all power equipment must be kept in place.
- Cabinet drawers, doors, etc. must be in a position where they do not create a hazard.
- Electrical cords must not be left across hallways, stairs, open doorways, etc. All electrical cords must be maintained in good working condition. If the cord is frayed, a plug is loose, or the ground pin on the plug is broken, the cord must not be used.
- Use good judgment when lifting heavy objects. Always use proper body mechanics, and if necessary, get assistance from team members when lifting or transferring.
- Choice of dress should support safety goals including safe, comfortable, close-toed shoes and clothing that is not too tight or too loose. Jewelry should be conservative and not "dangle".
- Report any unsafe conditions or practices to your Supervisor immediately.
- Unsafe conduct or acts are prohibited at all times. Unsafe acts or the creation of unsafe conditions may be considered safety infractions.
- Employees who use hospital or personal vehicles to transport patients or for hospital business, must abide by all hospital policies and state and federal laws.
- All visitors should go through the appropriate check-in process including employee family members. Employees must have administrative approval to have their family members in the workplace.

- Employees should show appropriate care and concern for Hospital property at all times. If an employee must leave Hospital property in their car, do not leave it in view of others. Hospital valuables should be placed in a locked trunk or under the seat where it is not visible to others. This includes laptop computers, manuals, etc.

Failure to follow this policy will result in discipline, up to and including termination of employment.

Patients' Expectations and Privacy Rights

Patients have rights that are enforced by Federal and state laws. The Hospital and all employees have a legal responsibility to communicate and preserve these rights.

All patients have a right to a dignified existence that promotes freedom of choice, self-determination, and reasonable accommodation of individual needs.

The Hospital will not tolerate any type of discrimination, abuse, or neglect, including:

Discriminatory admissions or improper denial of access to care.

Verbal, mental or physical abuse, corporal punishment, or involuntary seclusion.

Improper use of physical or chemical restraints.

Failure to provide appropriate access to patient records upon request and failure to ensure that the privacy and confidentiality of patient records are protected.

Denial of a patient's right to participate in his or her care or treatment.

Failure to safeguard a patient's financial affairs.

Failure to safeguard the privacy of a patient's protected health information from improper use and disclosure.

Employees are responsible for reporting any instances of observed or suspected abuse or neglect to the Administrator or Clinical Manager.

Reporting Patient Abuse or Neglect

The Hospital strongly supports patients' rights. The Hospital will not tolerate the physical, verbal or emotional/psychological abuse of a patient or neglect of patient-care duties related to the safety, health, and/or physical comfort of the patient.

Most states have very specific laws that require employees to report any situation where they believe that a patient has been or may have been verbally, physically, or mentally abused or neglected. Failure to do so can result in disciplinary action and criminal prosecution.

In caring for patients, be particularly careful that none of your actions can be misunderstood by other patients, employees, family members, or visitors. Even when you have proper intention, it may be difficult to defend yourself against a charge of abuse or neglect.

Some patients may be abusive toward you or others. A patient's actions may be a result of the aging process, certain illnesses, or because the patient is unhappy with his or her current situation. Sometimes the patient may direct hostility toward you. Never let a patient's insults cause you to lose control. Report such incidents at once to your Supervisor or Department Manager for your own protection.

If you believe that a patient's physical, mental, or general well-being has been or may be abused or neglected, you must report it immediately to your Supervisor, Department Manager, Clinical Manager, or Administrator. Make a written report of the situation for the Clinical Manager within 24 hours.

Searches and Inspections

Because the Hospital is responsible for the safety and security of all its Employees while they are at work, the Hospital reserves the right to inspect each Employee's work area and personal items at any time, and for any reason. Therefore, Employees should have no expectation of privacy in their work spaces, including desks, drawers, cabinets, file cabinets, Hospital vehicles, or other assigned storage areas, or in such personal effects as purses, backpacks, and luggage while the Employees are on Hospital property. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action, up to and including termination of employment.

The Hospital will resort to any measures necessary to protect the information and property of the Organization and its Employees.

Workplace Injuries

It is each Employee's duty to immediately report to a supervisor or member of management any work-related or on-the-job injury. Any Employee who fails to immediately report an on-the-job incident which leads to the injury of the Employee or a co-worker may be disciplined, up to and including termination of employment. Injuries not reported within 30 days of the incident may result in the claim being denied. This policy is necessary to permit the Hospital to comply with federal and state laws with respect to workplace safety and Employee's rights under state workers' compensation laws.

Horseplay and practical jokes in work areas will not be tolerated.

Workplace Violence

We recognize that violence in the workplace is a growing problem nationwide. It is our goal to have a workplace free from acts or threats of violence and to effectively respond in the event that such acts or threats of violence do occur. The safety and security of the Hospital's Employees, customers and visitors is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment or coercion, which affect the normal operations of the Hospital or which occur on Hospital premises or property will not be tolerated. Additionally, no Employee, client or visitor may bring, possess, or use any weapon on Hospital premises or property. This prohibition includes any device which has the usual function of causing bodily injury, including but not limited

to licensed handguns. *Hospital premises or property includes Hospital vehicles, buildings and storage areas.*

Workplace violence is any intentional conduct that is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several employees. Examples of workplace violence include, but are not limited to, the following:

Threats or acts of violence occurring on Hospital premises, regardless of the relationship between the parties involved in the incident.

Threats or acts of violence occurring off Hospital premises involving someone who is acting in the capacity of a representative of the Hospital.

Threats or acts of violence occurring off Hospital premises involving an employee if the threats or acts affect the business interests of the Hospital.

All threats or acts of violence occurring off Hospital premises of which an employee is a victim if we determine that the incident may lead to an incident of violence on Hospital premises.

Threats or acts resulting in the conviction of an employee or agent of the Hospital, or of an individual performing services for the Hospital on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affects the legitimate business interests of the Hospital.

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to, the following:

Threatening physical or aggressive contact directed toward another individual.

Threatening an individual or his/her family, friends, associates or property with harm.

The intentional destruction or threat of destruction of Hospital or another's property.

Harassing or threatening phone calls or electronic messages.

Surveillance.

Stalking.

Veiled threats of physical harm or similar intimidation tactics.

Communicating an endorsement of the inappropriate use of firearms or weapons.

Important Note: The Hospital will make the sole determination of whether and to what extent, threats or acts of violence will be acted upon by the Hospital. In making this determination the Hospital may

undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.

This prohibition against threats and acts of violence applies to all persons on Hospital property, including but not limited to Employees, customers and visitors. Therefore, violation of this policy by any individual on Hospital property or premises is considered misconduct and will lead to disciplinary and/or legal action as appropriate. For purposes of this policy, a "premises" means any of the Hospital's offices, any other facilities, hospital grounds, vehicles, used in conjunction with its business (such as leased storage areas) and motor vehicles owned or leased by the Hospital.

If an Employee has actual knowledge or a reasonable suspicion that another individual is engaged in acts or threats of physical violence or is in possession of a weapon of any kind on the Hospital's premises (*Hospital vehicles, buildings and storage areas*), Facility Management should be notified immediately. If Facility Management is not available, the situation should be immediately reported to your supervisor. The individual should not be confronted directly by any member of the non-management staff. It is expected that Facility Management or others will proceed in a discreet and confidential manner, privately inquire or investigate the situation and, where appropriate, either escort or make arrangements with law enforcement officials to remove the individual from the premises.

The Hospital reserves the right, in its discretion and as dictated by circumstances, to conduct reasonable searches of an Employee's property or work area if there is a valid suspicion that the Employee is in possession of a weapon. The Hospital also reserves the right to seize any weapons brought onto its premises (*Hospital vehicles, buildings and storage areas*) in violation of this policy.

Any Employee who violates this policy will be subject to disciplinary action, including immediate termination of employment. Any Employee who refuses to consent to a reasonable search of his or her property or work area will similarly be subject to disciplinary action including immediate termination of employment.

The possession of guns and firearms on the Hospital's premises, whether during normal work hours or otherwise, is strictly prohibited. Any Employee found to be carrying or holding a gun or firearm on Hospital property will be immediately terminated from his or her employment. It is not a violation of the law for employees to carry licensed guns and firearms in their vehicle; however, they must be locked in your automobile and not brought into the premises without prior approval.

Visitors

Because of liability, insurance, and operational considerations, the Hospital discourages non-business-related visitors from coming on to Hospital property. All guests are expected to check in at the front desk. Employees who are leaving the facilities with a non-Employee should ask such visitors to meet them in the Hospital parking lot, rather than entering Hospital facilities.

OTHER PERSONNEL POLICIES

Attitude

As an Employee of the Hospital, regardless of the department or area of employment, your work is extremely important. It is up to you to assist in any way to make the work environment as pleasant as possible by maintaining a cheerful attitude, quiet surroundings, a pleasant word, a smile, cooperation with other departments, cooperation with co-workers and prompt efficient service. Exhibiting a "can do" attitude is very important to the achievement of Hospital goals as well as your willingness to assist coworkers as needed.

Making derogatory or negative remarks concerning Employees is prohibited. Employees found to be making negative remarks about Employees during working time or on Hospital premises may be subject to discipline, up to and including termination of employment.

All Employees should show courtesy and respect to patients, visitors and the family of patients. Verbal or physical abuse of clients, co-workers or visitors is prohibited. Failure to show courtesy and respect and instances of verbal or physical abuse may result in discipline, up to and including termination of employment.

Changes in Personal Status

Employees should report any change in marital status, dependents, exemptions, address, telephone number, emergency contact, etc. to the Human Resource Department in order to keep personnel records correct, and to assure that Employees receive ample opportunity to participate in Employee benefit programs for which they are eligible.

Code of Professional Conduct

As an employee, you serve as representative of the Hospital for all with whom we come in contact or who hear of the Hospital. You are held to a high standard and what follows is a discussion of some of the more important expectations and requirements of you. If it was not believed that you could fulfill these expectations, you would not be entrusted with the responsibilities that you currently enjoy.

- **Team Play.** The Hospital is strong because of the quality of the team that we have assembled. There are varying levels of authority and responsibility within the team, but this does not mean that one member is more or less essential than another. No single team member can function at capacity unless all the other team members pull their own weight. Remember, it is better to have a smaller span of responsibility and to do a superior job with it, than to have a broad span of responsibility and not do well. You are expected to pull your weight and to help your teammate, without waiting to be asked, when the need arises.
- **The Hospital Must Come First and Foremost in your Professional Life.** Recognize that what is good for the hospital is good for you. The Hospital's needs, and those of the group, come before your own. This may mean some personal sacrifice from time to time. It also means that we need to be sensitive to the perceptions that our actions create in the

minds of others. Before doing something, consider if it might be misinterpreted in a negative way. If so, do not do it.

- **Honesty, Integrity and Professionalism.** Treat others in the manner in which you would like to be treated yourself. Take good care of the Hospital's patients and customers so that the Hospital can take care of you. Be loyal to the Hospital, learn its policies and support them. Take the time to do a quality job, but do it with deliberate haste. Our environment is constantly changing so we must take advantage of the moment.

Falsification of Documents. We rely on the accuracy of information provided on or in employment records, hospital and hospital-related documents, and documents required to be completed or submitted under applicable law. Accordingly, the falsification or omission of requested information on any document may result in disqualification from further consideration for employment or, if hired, termination from employment. Falsification of records is prohibited and will not be tolerated.

- **Share Your Thoughts and Ideas.** You are the Hospital's greatest asset. Your creativity and innovation are necessary for our success. Express ideas in a constructive manner, in the proper setting and to the appropriate individual in the organization who can properly evaluate your concepts. If you disagree with a policy or course of action, please voice that concern to those who have the responsibility for the decision.
- **At Least One Potential Solution for Every Problem or Opportunity that Is Presented.** Try to bring problems and opportunities to your manager after having carefully thought them through and be sure that he or she has the benefit of your research.
- **Timely and Accurate Communication.** You cannot communicate too much.
- **Commitments Must Be Fulfilled.** If you commit to accomplishing an objective or a project, get it done! If, for some reason, you cannot fulfill your commitment, communicate that fact as early as possible to the individuals concerned and, together, work out a resolution to the situation. Keep track of your deadlines.
- **Keep Confidential Information Confidential.** All information should be carefully managed. Appropriate and generous sharing of information is the hallmark of a good leader and is noticed. As a member of the service team you will have access to information that should not be shared. Learn to tell the difference and, if you are unsure, ask. Do not discuss patient care information unless it has a direct bearing on the patient's well-being. Never discuss confidential information in inappropriate settings (e.g. elevators, cafeteria, hallways, or within hearing distance of others having no need for the information) and always be aware of your voice level.
- **Wholehearted Support of our Patients and Guests.** We are in the service industry and the only reason for existing is to serve. The only way that we can maintain and enhance our standing is to have self discipline in the performance of our duties and in the fulfillment of our responsibilities. Let those whom we serve know that they are the single most

important person in our professional life. Be respectful to our patients, their families, and all members of the team.

Hospital Property

Our Hospital believes that a professional work place is essential to the growth and overall well-being of the Hospital and its Employees. The workplace is a reflection of our professionalism. Therefore, it is expected that all Employees will act responsibly with regard to the care of the work place. Buildings, equipment and supplies are the property of the Hospital. Cooperation is expected when Employees are asked to share this property. Hospital property is not to be removed at any time for personal use. As an Employee of the Hospital, it is the responsibility of each Employee to help keep the cost to a minimum and to assist in maintaining the quality of the building, furniture and equipment. Cleanliness of surroundings is also enjoyed by all Employees. Housekeeping is everybody's job, and it is essential for workplace safety.

Theft or the deliberate or careless damage of any Hospital property or the property of any employee or client and unauthorized use of Hospital equipment, time, materials, or facilities may result in discipline, up to and including termination.

Upon separation of employment, all Hospital property (including keys) must be returned to the Hospital.

Additionally, at no time may an employee take or use patient property. Employees are prohibited from being on Hospital premises or making use of Hospital facilities during non-working hours without prior approval from their supervisor.

Bulletin Boards

Bulletin boards are reserved for the exclusive use of the Hospital for posting work-related notices or notices that must be posted pursuant to local, state, and federal law. From time to time, special notices and information for employees will be posted by the Hospital on the bulletin boards. Please check the boards regularly for these notices. Employee postings are not permitted.

Confidentiality

All records and files of the Hospital are property of the Hospital and considered confidential. No Employee is authorized to copy or disclose any file or record of the Hospital. Confidential information includes, but is not limited to, all letters or any other information concerning transactions with Clients, Client lists, Hospital payroll or personnel records of past or present Employees, financial records of the Hospital, marketing strategies, pending projects and proposals, proprietary production processes, all records pertaining to purchases from vendors or suppliers, correspondence and agreements with manufacturers or distributors, conversations between any persons associated with the Hospital, and documents concerning operating procedures of the Hospital. All telephone calls, letters, or other requests for information about current or former Employees should be immediately directed to the Human Resource Department.

We ask that all Employees respect the confidence placed in us by our patients. The professional relationship between each patient and the Hospital demands that there be no disclosure of any information about patient, patient records, etc. without a proper release or court order.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination and legal action, even if they do not actually benefit from the disclosed information. This includes the unauthorized transfer of electronic material to any individual outside of the Hospital.

Protected Health Information

The Hospital has a legal responsibility to protect patient privacy. To do that, it must keep patient information confidential and safeguard the privacy of patient information. During the course of employment or other work with the Hospital, employees may see or hear other confidential information including operational and financial information, pertaining to the practice that the Hospital must maintain as confidential.

Patient information must be kept confidential, and disclosure of patient information may be made only pursuant to and in compliance with HIPAA regulations. Regarding other types of important Hospital information, such information must be kept confidential and will only disclose such information if it is required for the performance of my job and after receiving the permission of my supervisor.

Any information either patient-related or operations-related must not be discussed in public areas (even if specifics such as a patient's name are not used), unless that public area is an essential place for the performance of the job.

All security codes and passwords used to access the facility, equipment or computer systems must be kept confidential at all times.

Accessing or viewing patient information will only occur for that which is required to do the job. Any questions about whether access to certain information is required will immediately be directed to the supervisor or the Hospital's Privacy Officer for assistance.

Patient information or other Hospital confidential information will not be disclosed, copied, transmitted, inquired into, modified, or destroyed without permission from the supervisor. This especially includes transmissions from the Hospital to an employee's home.

Violation of this agreement may result in disciplinary action, up to and including termination of employment or relationship with the practice, and may include civil and criminal legal penalties as a result of the final Privacy Rule issued by the federal government.

Conflicts of Interest

Employees are prohibited from using Hospital facilities, equipment or information for their personal advantage. Any Employee found to be using or disclosing Hospital trade secret information, Hospital equipment, or Hospital facilities in a manner that competes with the Hospital, or would cause the Hospital to suffer economic harm shall be disciplined, up to and including termination of employment. Further the Hospital can bring appropriate legal action against an Employee violating this policy.

Additionally, while we understand that all Employees have personal matters, no personal business (including studying) may be conducted while at work, other than during break times. Violation of this policy may result in discipline, up to and including termination of employment.

Job Duties

Your supervisor will explain your job responsibilities and the standards that will be expected. Because flexibility is necessary, your job responsibilities may change at any time during your employment.

One of the most important job duties of all employees is the expectation that you will maintain a degree of loyalty to the Hospital. As part of your job, you are expected to perform all duties and assignments with the Hospital's legitimate business interests in mind. You are also expected not to take any actions that would directly conflict with the Hospital's legitimate business interests. Employees should avoid harming the image and integrity of the Hospital. This policy is for the mutual protection of the Employer and employee. The Hospital respects the employee's right to self-expression and concerted activity.

In addition to your regularly assigned job responsibilities and duties, from time to time you may be asked to work on special projects or to assist with other work important to the operation of the Hospital. Your cooperation and assistance in performing additional work is expected.

Immigration

Federal law requires persons working in the United States whose authorization to work in this country is based on a visa or other documentation with an expiration date, to submit at the time of expiration new documentation showing the person's work authorization has been extended. Federal law further requires the termination of employees who fail to provide in timely manner proper documentation required by Federal law.

Nepotism

A familial or intimate relationship among employees can create an actual or at least potential or perceived conflict of interest in the employment setting, especially where one relative, spouse, partner, etc. supervises another relative, spouse, partner, etc. To avoid this problem, we may refuse to hire or place a relative or other intimately associated individual in a position where the potential for favoritism or conflict exists.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from

employment, at the discretion of the Hospital. If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. We will attempt to identify other available positions, and the employees will have thirty (30) days to decide which individual will remain in his or her current position. If no alternate position is available, the employees will have thirty (30) days to decide which employee will remain with the Hospital. If this decision is not made in the time allowed, we will make the decision.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Open Door Policy

The Hospital's Open Door Policy is designed to enhance communications throughout the organization. As such, it encourages Employees to talk to their immediate supervisor prior to seeking higher levels of management. Employees should feel secure in knowing their concerns will be handled with the highest degree of confidentiality possible. As such, Employee issues will usually remain between an Employee and his/her supervisor and/or Human Resources. Occasionally, however, another manager, Human Resources representative, or Employee may be included in the discussion to ensure a satisfactory result. Employees should also be assured that retaliation is prohibited for filing a good faith complaint under this procedure.

If an Employee has a concern, the following steps should be utilized:

Immediate Supervisor: Employees should always attempt to resolve work related problems with their immediate supervisor. This person is usually closest to the situation and may already be aware of the problem or be in a position to offer a new perspective. Speaking with a supervisor or manager usually provides an effective means of resolving problems before they become serious.

Higher Level of Supervision: If an Employee is uncomfortable talking to his/her supervisor, or if the supervisor is perceived as part of the problem, the Employee is free to consult the next level of supervision. Employees are encouraged to work up the chain of command within their department, since this is usually the most effective means of resolving problems.

Human Resources: Employees may always contact Human Resources.

While we provide you with this opportunity to communicate your views, please understand that not every complaint can be resolved to your satisfaction.

Outside Employment

The Hospital recognizes that it's most important resource is its Employees. The ability to achieve the Hospital's long-term goals is dependent upon the efforts of a cohesive and disciplined team. Accordingly, it is hoped that Employees will not find it necessary or desirable to engage in other or outside employment with another Hospital. Employees who desire to engage in outside employment should discuss such employment with a member of management. Such outside employment should not conflict with an Employee's ability to perform his or her functions at the Hospital as determined by the Hospital including when an Employee is on paid or unpaid leave. In no event shall an Employee become employed with a competitive Hospital at any time during the Employee's employment with this Hospital.

If an employee's personal conduct begins to adversely affect his or her performance on the job, or begins to make it impossible for him or her to carry out any one or all of his or her job duties while at work, appropriate disciplinary action up to and including discharge may be appropriate. Therefore, the following types of outside employment are prohibited:

Employment that conflicts with your work schedule, duties and responsibilities or creates an actual conflict of interest.

Employment that impairs or has a detrimental effect on your work performance with the Hospital.

Employment that requires you to conduct work or related activities on Hospital property, during Hospital working hours or using Hospital facilities and/or equipment.

Employment that directly or indirectly competes with the business or the interests of the Hospital.

For the purposes of this policy, self-employment is considered outside employment.

If you wish to engage in outside employment which may create a conflict of interest, you must submit a written request to Human Resources explaining the details of the outside employment. If your request is authorized, we will not assume any responsibility for your outside employment. Specifically, we will not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of such outside employment. Authorization to engage in such outside employment can be revoked at any time.

Performance Reviews

Upon completion of the orientation period, every year and upon change in assignments, management intends to evaluate the performance of every Employee. Your performance will be based on the following factors, including but not limited to: how well you complete your job duties, your demonstrated abilities, productivity, attendance and dependability, willingness to take on new tasks, how well you interact with others and your adherence to Hospital policies. Further, employees and supervisors review job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

We reserve the right to make any personnel changes, including discharge, before or after performance evaluations.

Personal Appearance

The appearance of an individual has a great bearing upon the manner in which his or her services are accepted by clients of the Hospital or the public in general. It should be a matter of personal pride with every Employee to keep clean and neat at all times while they are in the employ of the Hospital.

Inappropriate attire includes but is not limited to tight/short skirts, cocktail party or picnic attire, tight/baggy clothing, clothing with holes, tears, dangling threads or tags and pants shorter than mid-calf. Clothing that reveals cleavage of any kind is inappropriate. Body piercing and body art in the form of tattoos and other skin pigment alterations is a personal choice. However, management reserves the right to ask an employee to remove or cover anything that is deemed to be inappropriate for viewing by customers and other employees.

Employees, who report to work in unacceptable attire or poor hygiene, including the appearance/cleanliness of hair and nails and the presence of body odors or strong fragrance, may be requested to leave work and return in an acceptable manner. Non-exempt Employees will not be paid for such time away from work. We encourage employees to seek the advice of their supervisor if they have questions regarding appropriate dress or appearance at work. Repeated violations of this policy will result in discipline, up to and including termination of employment.

Clinical Employees: Employees are required to wear appropriate attire as proscribed by the facility administration. Employees are required to wear appropriate, closed-toed shoes that are safe in a hospital environment. Shoe surfaces should have the capability of being cleaned.

Clinical employees are not permitted to wear artificial nails. Nail length should be no longer than to the end of the fingertip. Jewelry should be conservative; such as, wedding rings, small stud earrings and watches. Inappropriate jewelry includes bracelets, loose necklaces and loose earrings.

Badges

Badges are a required part of the clinical employee uniform. The ID badge provides a means of identification to help patients, visitors, and fellow employees readily identify Hospital employees on a personalized basis. For most facilities, ID badges are additionally used in the electronic time keeping system to "clock in" and "clock out". From a security standpoint, the ID badges will be a means to quickly identify people who are not employees and provide a means of controlling personnel entering unauthorized areas. The facility will supply each employee with an original name badge at the time of employment. Your badge should be worn visibly above the waist at all times when on work duty. Replacing a lost badge is the responsibility of the employee. Employees should contact their direct supervisor should they require a replacement badge. ID badges are considered the property of the Hospital and shall be returned to the Hospital upon termination of employment.

Personal Conduct

We are very proud of the Hospital's reputation, and consider each Employee a vital part of our team and an important representative of the Hospital. It is our hope that your professional conduct will enhance our reputation. Every Employee is expected to act in a professional, responsible, and courteous manner at all times. Clearly, such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive. Moreover, inappropriate conduct, including criminal conduct during or outside working hours, is cause for discipline, up to and including immediate termination of employment.

Of course, in the context of this handbook, it is impossible for the Hospital to identify all standards of conduct that are unacceptable. Again, the Hospital demands that Employees act in a professional and courteous manner. We expect that Employees will use common sense and good judgment in achieving this goal. However, the Hospital's judgment, and not that of any individual Employee, is the benchmark for what is acceptable and what is not. An Employee's conduct is not made acceptable solely because the Employee believes it to be. Nor may an Employee excuse his or her conduct because this manual does not specifically prohibit the objectionable conduct. The Hospital expects that Employees recognize that inappropriate conduct, from rudeness to theft, is unacceptable. The decision as to what is inappropriate is left in the Hospital's hands and sole discretion.

Favorable impressions made on people outside the Hospital are important to each of us. Such Goodwill directly and indirectly affects the growth of our business and growth increases the opportunity for all. Behavior which reflects unfavorably upon the Hospital may be grounds for discipline, up to and including termination of employment.

Personal Property

The Hospital cannot be responsible for personal property that is lost, damaged or stolen. If you bring personal property/items/belongings into the office or Hospital property, you are responsible to keep track of them.

If you do bring personal property, you need to understand that it will not be covered under the Hospital's insurance and because of limitations on personal homeowners' policies with business property away from the home premises, it may not be covered under your homeowner's coverage either.

Personnel Files

Employees may inspect their own personnel file in the presence of a representative of the Hospital. Please contact Human Resources to schedule a time that is convenient to all parties involved. Employees will not be allowed to view any Hospital confidential documents including investigation records or any letters of reference. You will be provided access to personnel records in accordance with all applicable state laws.

Only authorized managers and management personnel have access to your personnel file. However, we will cooperate with – and provide access to your personnel file to – law enforcement officials or local, state, or federal agencies in accordance with applicable law.

Smoking and the Use of Tobacco Products

Smoking and the use of tobacco products in the presence of some customers and co-workers may be offensive to them. The smoking of cigarettes, cigars, electronic cigarettes or pipes and the use of chewing tobacco, snuff, dip or any other tobacco product is not permitted in the Hospital's facilities or vehicles. For those Employees who must smoke or use any other tobacco product, they should do so for a very brief period of time outside the Hospital's facilities. area. Excessive break periods taken for the purpose of permitting an Employee to use tobacco products of any kind may be disciplined by the Hospital.

Soliciting

Our main job at the Hospital is to give our customers the best service possible. In order to allow Employees to provide the Hospital's customers and their jobs with their undivided attention, the solicitation by an Employee of another Employee for the support of any organization is prohibited during the working time of either Employee.

We have established rules applicable to all employees and non-employees that govern solicitation, distribution of written material, political advocacy and access to Hospital property. Strict compliance with these rules is required. With the exception of pre-approved fundraiser/charity purposes, the following apply to all soliciting activities:

E-mail, facsimile machines, and voice mail may not be used to advertise or solicit Employees.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.

No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

No employee shall engage in political advocacy on a subject over which the Hospital has no control in a manner that is disruptive to Hospital operations.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Hospital property.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for the Hospital; it does not include break periods, meal periods, or periods in which an employee is not performing and is not scheduled to be performing services or work for the Hospital.

Telephone, Cell Phones, Camera Phones, Other Electronic Devices

Personal telephone calls must be limited to emergencies or necessities. The Hospital relies heavily on its telephones, and lines are limited. Excessive personal telephone usage will subject an Employee to discipline, up to and including termination of employment.

While at work Employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of Hospital phones. Such use includes talking with others, text messaging, searching the internet and posting to the internet. Excessive personal calls during the workday, regardless of the phone used, can interfere with Employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to breaks and lunch hours. Employees are therefore asked to make any other personal calls on non-work time and to ensure that friends and family members are aware of the Hospital's policy. Flexibility will be provided in circumstances demanding immediate attention. All personal cell phones are to be on silent and placed in the Employees' desk, purse, briefcase, etc. so that it is not visible at their workstation.

The Hospital will not be liable for the loss of personal cellular phones brought into the workplace.

Distractions are to be avoided while driving. While we support the use of cellular telephones for business purposes, we prohibit employees from using hand held cellular phones to conduct business while driving; this includes making or receiving telephone calls and sending or reviewing text messages. If an employee needs to make or take a business call while on the road, the employee should pull off the road and stop in a safe location, if practicable, prior to using the cell phone. In addition, we require that all employees comply with all state and local laws regarding the use of cell phones while operating a motor vehicle.

The Hospital prohibits Employee use of cameras or tape recorders in the workplace, including cell phones with cameras and/or recording devices, as a preventative step believed necessary to secure Employee privacy, trade secrets and other business information. Use of electronic equipment to record Hospital Confidential conversation and/or Hospital confidential information is strictly prohibited barring the following: such recording devices are approved as a reasonable accommodation and both parties are aware of the recording.

DISCIPLINE & TERMINATION OF EMPLOYMENT

Discipline

The Hospital has adopted a progressive discipline policy to identify and address Employee and employment related problems. This policy applies to any and all Employee conduct that the Hospital, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, the Hospital takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, Employee conduct that warrants discipline results from unacceptable behavior

including horseplay and bullying, poor performance or violation of the Hospital's policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, the Hospital need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation. Likewise, some Hospital policies like sexual harassment and attendance, contain specific discipline procedures.

Progressive discipline may be issued on Employees even when the conduct that leads to more serious discipline is not the same that resulted in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.

Probationary Employees are held to the highest standards for behavior and job performance. Progressive discipline is the exception rather than the rule for probationary Employees.

The Hospital will normally adhere to the following progressive disciplinary process:

Verbal Warning: An Employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the Employee engages in unacceptable behavior. Verbal warnings are documented and placed in the Employee's personnel file.

Written Warning: A written warning is more serious than a verbal warning. A written warning will be given when an Employee engages in conduct that justifies a written warning or the Employee engages in unacceptable behavior. Written warnings are documented and placed in the Employee's personnel file.

Termination: An Employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.

Again, while the Hospital will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

Resignations

If an Employee resigns, the Hospital requests that written notice be given two (2) weeks before the effective date of the resignation for staff and thirty (30) days in advance for a Supervisor. The notice should include the reason for resignation and the date. PTO may not be used in lieu of the notice period.

Employees are required to return all Hospital property that is in their possession or control in the event of termination of employment, resignation, or layoff, or immediately upon request. Where permitted by applicable laws, the Hospital may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. No information belonging to the Hospital can be copied for the employee's use. We may also take all action deemed appropriate to recover or protect Hospital property.

Employees that have not been employed by the Hospital to the completion of the orientation period, that fail to give the required notice upon resignation, or that do not return all Hospital property will forfeit payout of all accrued PTO.

Terminations

The Hospital may terminate an Employee at any time with or without cause. However, some of the situations that may result in termination include, but are not limited to, the following:


- Misconduct such as theft, insubordination, dishonesty, falsification of documents, harassment, discrimination, intoxication, substance abuse, carrying of firearms, unauthorized disclosure of Hospital or Patient confidential information, etc.
- Performance related reasons such as inefficiency, high rate of error, poor quality or quantity of work (sales or otherwise), lack of cooperation, frequent non-excused absences, habitual tardiness, leaving your work station before quitting time without your supervisor's permission, etc.

Without waiving its right to terminate an Employee AT WILL, the Hospital may follow a practice of progressive, positive discipline when it believes circumstances warrant that approach. Through progressive discipline, the Hospital attempts to provide Employees with notice of deficiencies and an opportunity to improve. However, the Hospital always retains the right to administer discipline, including immediate dismissal, in any matter it deems appropriate and in its sole discretion.

Employees that are terminated for cause will not receive payout of any accrued PTO.

References

All requests for references must be directed to Human Resources, Administrator or Administrator of the facility. No other manager, supervisor or employee is authorized to release references for current or former employees. Our policy as to references for former employees is to disclose only the dates of employment and the title of the last position held. We will provide a prospective employer with information on the amount of the salary or wage you last earned only if you authorize the disclosure of such information in writing.



EMPLOYEE HANDBOOK

Issued To:

Date Issued:

ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

By signing below, I acknowledge that I have received a copy of the Employee Handbook for my reference as to procedures, work rules and benefits. I understand that this Handbook is intended as a guide, not a contract, and is not a guarantee of any rights, privileges or conditions of employment. I understand that the contents of this handbook are subject to change at any time by Clinton Regional Hospital. I also understand that no Hospital Representative has the authority to make any oral promises to, or contracts with, me or any other applicant or Employee on behalf of the Hospital.

I agree that I have been given the opportunity to review this handbook and ask any questions that I may have. I further agree to abide by all policies contained in this handbook. Specifically, I understand the Hospital's E-Mail and Internet policy, and consent to the types of monitoring it describes. I also understand the Drug and Alcohol Testing Policy, the Code of Conduct, Employee Confidentiality Agreement and the Family and Medical Leave Act (FMLA) Policy.

I understand and agree that, unless I have a separate, written individual contract with the Hospital stating otherwise, I am employed with the Hospital "AT WILL". This means that either the Hospital or I may end the relationship at any time for any reason. I agree that this Handbook should not be construed as an employment contract.

Date _____

Signature _____

Date _____

Witness _____

DUPLICATE COPIES OF THE ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING ARE INCLUDED SO THAT ONE (1) COPY MAY BE RETAINED BY THE EMPLOYEE AND THE OTHER BY THE HOSPITAL IN THE EMPLOYEE'S PERSONNEL FILE.

COPY #1 (EMPLOYEE COPY)

EMPLOYEE HANDBOOK

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Date Issued:

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Date _____

Signature _____

Date _____

Witness _____

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COPY #2 (HOSPITAL COPY)