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NEW EMPLOYEE WELCOME

We are excited that you have chosen to become an employee of Sumlar Therapy Services, Inc. (d.b.a. Sumlar Therapy & The Study Center and herein referred to as “**Sumlar Therapy**” or the “**Company**”). We feel that we offer all of our employees a challenging, interesting and rewarding employment opportunity. We ask that all employees focus their attention and efforts on creating a safe, productive and friendly working environment. The creation of this type of environment will help to ensure that you and your co-workers continue to thrive in your employment.

We have prepared this handbook to help you understand our policies, rules of conduct, expected levels of behavior, and to acquaint you with some of the benefits you are eligible for while working for our company. It should answer most questions that you have regarding your employment with Sumlar Therapy and it reflects the basic philosophy of the organization. It is important for you to understand that the policies, procedures, and rules are intended not only to foster satisfactory employee performance, but also to create an environment that is free from any form of illegal discrimination and/or harassment against any of our employees. **The intent of this manual is to provide information on various subjects regarding your employment with our organization and does not imply or create, in any way, specific terms of a contract between any employee and Sumlar Therapy.** If you have any questions regarding your employment that have not been addressed in this handbook, please feel free to contact your supervisor.

Welcome aboard!

COMPANY STATEMENT

The matters pertaining to employment presented in this handbook are for informational purposes only, and may be unilaterally amended or withdrawn by Sumlar Therapy at any time without prior notice to employees. **This handbook is not a contract or offer of a contract of employment terms, and cannot be relied upon as such. The policies, rules of conduct and other information contained in this handbook are not statements of the terms and conditions of employment of you or any employee, and are not intended to give rise to any contractual or other rights, and do not constitute an employment contract. In addition, these policies contain no right to employment or continued employment, but reserve the right of Sumlar Therapy and you to terminate the employment relationship at will, with or without cause, at any time.**

By virtue of the execution of the acknowledgment statement pertaining to this handbook each employee agrees, as a condition of hire or continued employment, to the above purpose and limitations on the use of this handbook, and to be bound by any changes in terms and conditions of the employment relationship at any time, for any reason. As a condition of employment, each employee acknowledges and agrees that Sumlar Therapy may make changes in his or her terms of at-will employment, and each agrees to be bound by any such changes. The only effective objection an employee may make to any such change is to resign from employment.

YOU AND SUMLAR THERAPY

About Sumlar Therapy

I opened Sumlar Therapy Services, Inc. in my home in January, 2001, planning to offer hippotherapy with physical therapy. I installed an arena in my front yard and started with one patient (Sarah), one horse (Cinnamon), and one horse handler (Mitchell). Soon I hired a speech therapist and an occupational therapist to work with me in the clinic for a few hours each week. When I had the opportunity to accept some therapy contracts in the schools, I was reluctant, thinking that providing therapy in the schools might distract me from my original mission. Instead, I found it strengthened my relationship with the community and allowed me to provide quality services to children in need. With a new outlook, I began to welcome change and growth.

By October, 2007, I had moved Sumlar Therapy into a newly remodeled 4,000-square-foot facility with a hippotherapy arena and an aquatic therapy pool. In August, 2008, The Study Center was launched to offer tutoring and homework help to children of all ability levels. The staff had grown by leaps and bounds, as had the number of children we were serving every week.

The years have flown by, our services have expanded, and our reputation has grown strong. I appreciate the effort and the knowledge that our staff brings to the job every day. It is a pleasure to be a member of a group that plays such an integral role in helping children achieve new heights.

Many blessings,



Kristin R. Sumlar, PT

Mission Statement

To create an effective, caring, and innovative learning environment that provides excellent services to children with developmental and supplementary educational needs.

Our Vision

To be recognized and respected as the leading provider of pediatric therapy and supplementary education in southeast Alabama.

“Our God will generously provide you all you need...He will give you many opportunities to do good, and he will produce a great harvest of generosity. Yes, you will be enriched so that you can give even more generously. And when we take your gifts to those who need them, they will break out in thanksgiving to God.” 2 Corinthians 9:8-11(New Living Translation)

What You Can Expect From Sumlar Therapy

Sumlar Therapy believes in creating a harmonious working relationship among all employees. In pursuit of this goal, Sumlar Therapy has created the following employee relations objectives:

- Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, gender, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.
- Review wages, employee benefits and working conditions with the objective of providing benefits in these areas, consistent with sound business practices.
- Provide Paid Time Off (PTO) to all eligible employees.
- Provide eligible employees with health and welfare benefits.
- Make prompt and fair adjustment of any issues which may arise in the everyday conduct of our business, to the extent that is practicable.
- Respect individual rights, and treat all employees with courtesy and consideration.
- Maintain mutual respect in our working relationship.
- Promote employees on the basis of their ability and merit.
- Keep all employees informed of the progress of Sumlar Therapy as well as its overall goals and objectives.
- Promote an atmosphere in keeping with Sumlar Therapy’s vision, mission, and goals.

What Sumlar Therapy Expects from You

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom Sumlar Therapy serves, and how you accept direction can affect the success of Sumlar Therapy. In turn, the performance of one department can impact the entire service offered by Sumlar Therapy. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance by you and for Sumlar Therapy.

This handbook offers insight on how you can positively perform to the best of your ability to meet and exceed Sumlar Therapy expectations. We expect all employees to be responsible for their own actions and to maintain standards of performance and behavior that reflects Sumlar Therapy. It is your responsibility to make sure you understand the standard of performance and behavior expected, and to conduct yourself accordingly.

Please communicate with each other and with management. Your ideas do make a difference and help to keep us strategically aligned. If you believe there is a more effective way of performing your job, please discuss it with a member of management.

The success of Sumlar Therapy depends upon the quality of the relationships between Sumlar Therapy, its employees and its patients. Regardless of your position, you are Sumlar Therapy's ambassador. The more goodwill you promote, the more our patients will respect and appreciate you, and the services provided by Sumlar Therapy. Here are several things you can do to help give patients a good impression of Sumlar Therapy:

- Act competently and deal with the public in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.

After having learned to competently perform your own duties, your next step is to familiarize yourself with other Sumlar Therapy activities. This can prove valuable to you, our patients and Sumlar Therapy as well. Sumlar Therapy may provide additional "cross-training." Knowledge of the services and activities of Sumlar Therapy will help you avoid the "I don't know" syndrome. Our patients' confidence in you increases as you are able to answer their basic questions. However, please don't pretend you know the answer or try to guess the answer when you are uncertain. If you are unsure of the correct information, refer the inquiry to a person more qualified to respond.

Who is PRemployer II?

PRemployer II, Inc. (herein "PRemployer") is a human resource management firm, but you may have heard us referred to as an "employee leasing" company. We have combined the two and

prefer to call the business “employee management.” Many successful businesses enlist the services of companies like PRemployer to help them administer payroll, provide employee benefits, and to provide consultation regarding their routine personnel affairs.

Who is My Supervisor/Manager/Employer

The person at your work location who is responsible for training and daily supervision of your work is your supervisor/manager, and the company that you physically report to and/or take daily direction from (Sumlar Therapy), is considered your worksite employer. PRemployer and Sumlar Therapy are considered “co-employers”, which means we share certain responsibilities to you as an employee. Therefore, if you have any questions concerning:

- Your check
- W-4, W-2
- Any Deductions
- Your Employee Record
- Employment Verifications

have your supervisor/manager call your PRemployer Payroll Specialist for assistance.

If you have any questions about your:

- Work Hours
- Job Duties
- Dress Code
- Job Training
- Performance Review
- Time Off

you should contact your supervisor/manager at Sumlar Therapy. If you have a question that is not listed in this handbook, ask your supervisor/manager first and they will instruct you regarding the proper steps to take.

EMPLOYMENT POLICIES

Equal Employment Opportunity

It is our policy to select the most qualified person for each position in the organization. No employee will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, or age. No employee will discriminate against any applicant or fellow employee because of disability or because of the person’s veteran status. This policy applies to all employment practices and personnel actions.

Harassment Prohibited

It is the policy of Sumlar Therapy to promote a productive work environment. Sumlar Therapy does not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. No form of harassment will be tolerated.

Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment of individuals for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex. Sexual harassment occurs when (a) submission to the sexual advances of a supervisor is a term or condition of hire, continued employment, or promotion (b) non-submission affects the employee's or applicant's hire, continued employment, or opportunity for promotion.

Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees or non-employees, is also prohibited. Some examples of this are (a) unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances or propositions (b) verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references (c) demeaning, insulting, intimidating, or sexually suggestive comments about an individual's personal appearance (d) the display of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, sexually suggestive messages which are written, recorded, or transmitted electronically. Each supervisor and manager has the responsibility to keep the workplace free of any form of harassment, and have an obligation to report to upper management all complaints of harassment that they are aware of, or any other harassment that they witness or suspect is occurring.

Any employee who believes that a supervisor's, manager's, co-worker's, or non-employee's actions or words constitute unwelcome harassment should communicate to that individual that such actions and/or words are offensive and unwelcome and should cease immediately. If you are uncomfortable in confronting the individual engaged in the inappropriate behavior, or if the harassing conduct continues after you have confronted the individual the employee then must report the harassment to a member of management (verbally or in writing) as soon as possible. The report must be made to the employee's supervisor or to the department head. If you should feel uncomfortable reporting the problem to your supervisor, or if the objectionable conduct continues after you have reported the harassment, you must notify the company Executive Director or PRemployer Human Resource Department at once (1-800-781-3060).

Complaints of harassment will be handled and investigated under the company's complaint resolution policy, unless special procedures are considered appropriate. All complaints of harassment will be investigated promptly and in an impartial and confidential manner. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

Any employee, supervisor, or manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination.

Sumlar Therapy prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was *purposefully* fabricated or *intentionally* misleading, the individual who provided the false information will be subject to disciplinary

action, up to and including termination, when such purposeful fabrications are found to have been made with malicious intent.

Should you not be satisfied with the outcome of the handling of your complaint, you should feel free to elevate your complaint to the PRemployer's Human Resources Department at 800-781-3060.

Complaint Resolution/Open Door Policy

Sumlar Therapy is continuously striving to be the best place to work. It is the intention of all of our supervisors and managers to have an efficient operation with a minimum of distractions and disturbances. Therefore, the following complaint resolution/open door policy has been adopted. The steps that follow will be used to ensure that a prompt and thorough response is issued for all complaints. Please remember, management personnel will handle complaints that are brought forward in strict confidence.

Step 1. If an employee feels there is a need to bring to management's attention an issue of efficiency, improper or troubling employee relations, or some other concern related to the work environment, then the employee should discuss the issue with his/her supervisor within 48 hours of the occurrence of the situation.

Step 2. The supervisor will immediately respond to the complaint or schedule a time to meet with the employee to discuss the situation. The meeting will normally take place within 2 working days of receipt of the employee statement. The purpose of this meeting is so that the supervisor can gather all the necessary facts and if possible provide the employee with an immediate solution. If a solution cannot be given to the employee at this time the supervisor will inform the employee that he/she needs additional time to further research the matter. The employee will receive a solution or answer to the situation within 3 working days of his/her meeting with the supervisor.

Step 3. If the supervisor cannot provide the employee with a satisfactory answer or solution, then the employee can request to meet with the Executive Director to further discuss the problem. The employee *and/or* the Executive Director may request that a Human Resources Representative from PRemployer also participate in the attempt to resolve the issue. The Executive Director will arrange a meeting within five (5) days of receiving the request from the employee. The Executive Director will review the facts and notify the employee and supervisor of his/her solution or answer within 5 working days of the meeting. All decisions made by the Executive Director are final.

If a complaint involves the direct supervisor/manager, the employee is required to submit a written statement to the Executive Director.

If the complaint involves the Executive Director the employee is required to submit a written statement to the Human Resource Department of PRemployer.

Furthermore, any employee who has an issue to be discussed may do so without fear of retaliation from any Sumlar Therapy employee, manager or officer. If you feel that you are being retaliated against, you should report the incident to the Executive Director of Sumlar Therapy, or VPHR of PRemployer immediately.

Employment at Will

It is the policy of Sumlar Therapy that all personnel are employed at the will of the company for an indefinite period.

This Handbook is not a contract that guarantees your employment for any specific duration. Although we hope that your employment relationship with us will be rewarding, either you or Sumlar Therapy may end this relationship at any time, for any reason not prohibited by law or no reason at all, with or without cause or prior notice. No supervisor, manager, or representative of the company, other than its Executive Director has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to this paragraph. Further, no employment agreement is enforceable unless it is in writing and signed by Sumlar Therapy's Executive Director, and *specifically states* that such agreement alters the at-will employment relationship.

Background Checks

Every employee of Sumlar Therapy, whether full-time, part-time, consultant, intern or volunteer, may be subject to a criminal background check. Following the requirements imposed by the Federal-Truth-In-Lending and the Fair Credit Reporting Acts, Sumlar Therapy may conduct pre-employment checks on credit history, education, criminal, police or motor vehicle records, including those maintained by both public and private organizations for the purpose of confirming the information contained on the application and/or obtaining other information which may be applicable to Sumlar Therapy's consideration for, or continuation of, your employment. Sumlar Therapy reserves the right to conduct these background investigations at any time.

Immigration Reform Act

Sumlar Therapy and PRemployer will not knowingly employ, recruit or refer any alien who is not authorized to work in the United States. Upon employment, you will be required to present verification of U.S. citizenship or lawful admittance to work in the United States as provided under the Immigration Reform and Control Act of 1986.

Drug Testing and Drug Free Workplace

It is the purpose of Sumlar Therapy to help provide a drug free environment for our patients and our employees. This policy is put into place to protect you as well as your co-workers from potential harm or danger in the workplace. Being impaired or under the influence of legal or illegal drugs or alcohol on the company's premises or while performing services for the company off the premises will adversely affect the employee's work performance and could cause irreparable damage to the employer's reputation.

Sumlar Therapy prohibits the use, possession, solicitation, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on company premises or off premises while performing services.

If an employee is injured on the job, regardless of how minor the injury, the employee is to immediately report his/her injury to the supervisor/manager. If an employee is injured on the job, a mandatory drug test must be administered. If an employee refuses to be tested or tests positive for drugs or alcohol, then the employee may forfeit all eligibility for all Worker's Compensation Indemnity and/or Medical benefits, and will be terminated.

Employment of Family

Sumlar Therapy realizes that the best recruitment efforts are usually done by word of mouth from employees. We make every effort to ensure that we employ individuals that are qualified for the positions that are vacant. Therefore, it is our policy to consider for employment family members of current or former employees who are deemed qualified. It is also generally not our policy to place immediate family members in positions that give supervision to or receives supervision from another family member. If you have questions concerning this policy, please see your supervisor.

GENERAL EMPLOYMENT INFORMATION

Definition and Classification of an Employee

You are classified as either non-exempt (hourly) or exempt (salaried) as defined under the Fair Labor Standards Act. Non-exempt employees are eligible for overtime compensation for all hours worked in excess of forty (40) hours in one workweek. The overtime rate is equal to one and one half times the employee's hourly rate. Hours worked does **not** include PTO, vacation time, holiday, paid and unpaid leaves, jury duty and/or excused time off. Exempt employees are not eligible for overtime compensation. If you have any questions pertaining to how you are classified, you should see your supervisor.

Full-time Employee: A full-time employee is one who consistently works thirty (30) hours or more per week on average throughout the year as assigned by their Supervisor, and is paid on an hourly or salary basis. Generally, full-time employees are eligible for benefit packages, subject to the terms, conditions, and limitations of each benefit program and/or the contract with the workplace employer.

Part-time Employee: A part-time employee is one who consistently works less than thirty (30) hours per week on average throughout the year, and is paid on an hourly basis. Part-time employees are not generally eligible for benefit programs.

Probationary Employee: All newly hired employees are considered as probationary during the first ninety (90) days of employment. During this probationary period, the employee will be expected to demonstrate a solid understanding of the job responsibilities, perform at an acceptable level, demonstrate a desire to learn and improve, show acceptable attendance and punctuality, be cooperative and helpful and possess a positive attitude. Any deviation from expected levels of performance or behavior may result in the employees' termination. **Successfully completing the probationary period in no way grants additional rights or expectations of continued employment, and does not change in any way the at-will employment relationship.**

Temporary Employee: A temporary employee is one who is hired as an interim replacement, to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are for a limited time period. Employment beyond any initially stated period does not in any way imply a change in employment status unless the change is in writing and approved by the Executive Director. Temporary employees are not eligible for benefit programs.

All employees, whether in a full-time, part-time, probationary or temporary status are still at-will employees who can be terminated at will by the Company at any time, for any legal reason or no reason, with or without cause or prior notice.

Personnel Files, Employee Information

You are allowed to periodically inspect your personnel file. It is required that you make an appointment with your supervisor. He/she will sit down with you as you look over your file. Copies of the contents of the personnel file are not provided or allowed (unless subpoenaed) as your personnel file is considered a confidential company record, not the property of the employee. You may not add or remove any documents from the file or modify in any way documents contained therein.

All information will remain strictly confidential. **If someone inquires about your employment, Sumlar Therapy allows verification of position and dates of employment only.** For release of other information, a signed authorization from you must be submitted.

Change in Employee's Status

The company must keep your current address, telephone number and information about you and your family on file. Report any changes in this information to your supervisor immediately. He/she will complete the *New Hire Information and Change Form* to forward to PRemployer Payroll Department. This is very important to you in the event of an emergency and in connection with such things as your Social Security, withholding taxes, etc. Please notify your supervisor whenever changes occur in the following areas:

- Change of home address and telephone number
- Change in marital status
- Legal change of name
- Change of citizenship status
- Beneficiary change (if participating)
- Telephone number of emergency contact

RESIGNATION AND TERMINATION

Termination

All terminations are to be treated in a confidential and professional manner by all concerned. Inasmuch as you can terminate your employment with the company at any time and for any reason, the company has the right to terminate an employee at any time, for any reason not prohibited by law or no reason at all, with or without cause or notice. Sumlar Therapy and PRemployer subscribe to the policy of “employment at will.” Continued employment with the company is at the sole and exclusive option of company management. Permanent employment or employment for a specific term is not guaranteed, promised, or inferred.

Employment with the company is normally terminated through one of the following actions:

- Resignation—voluntary termination by you
- Dismissal—involuntary termination of the employment relationship by the company
- Layoff—termination due to job elimination, job consolidation or other business conditions that require staff level adjustments

Resignation

We hope you will enjoy working with us. However, if you find it necessary to resign, you are requested to give advance notice in writing to your supervisor indicating the last day you will be working. Four (4) weeks’ advance notice is requested. If you resign without notice, you may forfeit your eligibility to be rehired.

Depending on your job responsibilities, the company may require you to vacate the premises immediately upon learning of your resignation rather than work out a notice.

Dismissal

An employee may be dismissed at any time, for any lawful reason or no reason, with or without cause or notice, at the sole and absolute discretion of company management.

Reduction of Staff (Layoff)

Economic slowdown or certain financial conditions of Sumlar Therapy may make it necessary to reduce your paid working hours or even lay you off. The company will follow a policy of either staff reduction (layoff) or reduction of hours based on each employee’s job performance, responsibilities, and seniority. When hiring is resumed after a layoff, the company may attempt to recall former employees who have a satisfactory performance history. However, there is no guarantee or inference that an employee will be rehired later.

Final Paycheck

Before being issued your final paycheck, all company property issued to you such as keys, advances, records, documents, communication equipment, policy manuals, employee handbooks, and any other company-owned property must be turned in and accounted for.

You will be given your final paycheck, if one is forthcoming, from PRemployer Payroll Department.

SALARY ADMINISTRATION

Benefit Eligibility

Employees eligible for the company's benefit plans may have to complete a service period. This varies as to the benefit. The plan document governs issues of eligibility, effective dates of coverage, covered services, exclusions, limitations and providers. The employee will be required to share in certain costs associated with these plans, and such costs vary depending upon several criteria, and may change from year to year. You must pay your portion of the premium each pay period. If you fail to pay your portion of the premium, coverage may be lost. The company reserves the right to modify or discontinue such plans at any time.

Pay Procedures

PRemployor will process your payroll and provide you with a check on the designated payday. If it is "Electronically Funds Transferred" to your bank account, then the pay stub to your check will be provided to you on the company's designated payday. Your check (or pay stub) will be printed with both Sumlar Therapy and PRemployer's names. Your W-2's for tax filing will be handled in the same manner.

As part of your employment with Sumlar Therapy and PRemployer, you understand and agree that if PRemployer does not receive payment from Sumlar Therapy (your worksite employer) for services you perform as an assigned employee, PRemployer will pay you the legally required minimum wage (or at least the minimum legally required salary or overtime compensation in a workweek in which you have worked overtime) for any such pay period and you agree to this method of compensation. Furthermore, any bonuses, commissions, vacations and/or sick pay that are owed to you by your worksite employer shall be the responsibility of your worksite employer alone. You agree not to pursue PRemployer in the resolution of any claim that you may have for lost compensation owed by Sumlar Therapy.

Work Schedule

A work week will be defined as including those workdays starting at 12:01 a.m. on Saturday and ending at midnight the following Friday. Work schedules for employees vary throughout the company. Operational demands may make it necessary for occasional changes in starting and

ending times and in the total hours that may be needed each work day and week in order to meet the varying demands of our business.

To maintain efficiency you are expected to be ready to start work at the established starting time and remain at work for the entire work period, excluding meal periods.

Meal and Break Periods

Meal period - Thirty (30) minutes unpaid, unless you are working offsite, which then is determined by your patient schedule.

Break period - short breaks may be taken as allowed by management.

Employees are not allowed to leave the premises during a paid break period.

Your prompt return to work after meal and break periods is an important part of your attendance record.

Time Cards

It is your responsibility to properly record hours worked by clocking in and out on the time clock or other designated timekeeping system. You are required to clock in at the start of your shift, clock out at the end of your shift, and clock out for lunch periods and clock in upon return from lunch periods. You must start to work at your scheduled time and leave after your workday has ended, unless you have been authorized to work overtime. In addition, if you leave work for any reason, or vary from your scheduled work or scheduled travel for personal errands, you must record your time in/out on the timesheet.

Tampering, altering, or falsifying time records or recording time on another employee's time sheet is a serious infraction of policy and may result in disciplinary action up to and including termination.

Overtime

You are to work overtime only at the request and authorization of your supervisor. Employees who are classified as exempt (salaried) employees within the meaning of the state and federal wage and hour laws are exempt from overtime pay and not subject to this policy. Only non-exempt (hourly) employees qualify for overtime pay.

Overtime pay is based on hours worked per workweek in accordance with state and federal requirements. Employees shall record all time worked, including time worked over their normal schedule. Hourly employees, who work in excess of forty (40) hours in a workweek, will be paid at one and one half times the base rate of pay per hour. Hours worked means time actually spent on the job. It does not include hours away from work due to PTO, vacation, sickness, or holidays even when these days are compensated. Unpaid sick leave, personal leave or any other time away from work is also not considered hours worked. **Working unauthorized overtime will be grounds for disciplinary action, up to and including termination.**

Payroll Deductions

The following deductions *by law* will be made from your gross wages:

- Federal income tax
- Social security tax (FICA)
- State tax where applicable
- Garnishments

Deductions authorized *by the employee* include but not limited to:

- Retirement
- Group Medical/Dental
- Supplemental Insurance

You must fill out and sign a federal withholding allowance form during your first week of employment in accordance with federal regulations. You may fill out a new W-4 anytime your circumstances change.

You will receive an annual wage and tax statement (IRS Form W-2) for the preceding year on or before January 31. If you feel that your deductions are incorrect for any pay period please check with your supervisor.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your manager immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly. Unless it is an emergency situation, the correction will show up on your next paycheck.

If you believe that there has been an improper deduction made from your paycheck, talk to your supervisor and request that the issue be discussed with a member of the Human Resources Department of PRemployer. If any error has been made, it will be corrected promptly.

Garnishment

Sumlar Therapy and PRemployer are required by law to recognize certain court orders, liens, and wage assignments. When a garnishment is received, PRemployer's payroll department will process the garnishment and begin to deduct the funds from your paycheck when the appropriate agency serves notice to do so.

EMPLOYEE TIME OFF

Paid Time Off (PTO)

Effective Date: January 1, 2010

Full-time eligible employees will earn Paid Time Off (PTO) their first day of work, according to the schedule below. PTO is to be used for ANY absence, including: vacation, personal and/or child illness, personal days, holidays, bereavement, birthday, family emergencies or extended illness. PTO must be used for continuing education classes unless it is required by Sumlar Therapy that you attend a particular class. PTO must be scheduled in advance, typically with a minimum of two (2) weeks notice, and should only be scheduled for a maximum of five (5) days at a time, unless approved in advance by management. Certain unforeseen emergencies would obviously modify the advance notice requirement. In cases of unscheduled absences due to illness, or other unforeseen circumstances, employees must personally notify their immediate supervisor by the start of their scheduled work day to explain the reason for the absence. Available PTO must be used for such absences. At the end of each calendar year, unused PTO may be carried over into the following calendar years' PTO allotment. **However, at no time can PTO exceed 30 days (240 hours).** If you are going to exceed the 30 days (240 hour) allotment or you want to cash out your PTO, you must submit a request for approval. The request may not exceed more than 80 hours a pay period and salary-exempt employees cannot cash out the current years' PTO allotment. Request will be reviewed and approved based on availability of funds.

Salary-Exempt Employees - PTO in the first calendar year of employment for salaried exempt will be determined by the date of hire. Salaried employees will receive 0.29 hours for each full week remaining in the calendar year. Thereafter, PTO will be determined by years of service, according to the schedule below:

<u>Years of Service</u>	<u>PTO Eligibility</u>
less than 3 years	15 days
3 years but less than 5 years	20 days
5 years but less than 10 years	25 days
10 years or more	30 days

Hourly Employees-PTO will be earned as determined by hours worked, according to the schedule below:

<u>Years of Service</u>	<u>PTO Eligibility</u>
less than 3 years	.06 hour for every hour worked
3 years but less than 5 years	.08 hour for every hour worked
5 years but less than 10 years	.11 hour for every hour worked
10 years or more	.13 hour for every hour worked

Military Leave

Full-time employees who are called to active United States Armed Forces service will be granted a military leave of absence. The Company complies with federal and state laws relating to military leave.

Eligibility for military encampment (summer camp) leave is extended to all full-time employees upon employment. If you must go to summer camp, give your supervisor a copy of the official Notification Order to Report before starting the leave, and a copy of your pay record upon return. An employee ordered on extended active duty, with no return date specified, will not be considered to have a break in service if he or she returns to work within 30 days of release from military duty.

Jury Duty

The company will grant you time off for mandatory jury duty when you are summoned to serve. A copy of the summons must be supplied to your supervisor when requesting this time off. Hourly employees must bring written documentation of the time served to be excused for this time. Applicable state law will govern the handling of jury duty pay.

ABSENTEEISM AND TARDINESS

Absenteeism and Tardiness

Unscheduled absences must be reported by 8:00 a.m. You must explain the reason for the absence and when you expect to return to work. A doctor's certification or other proof of illness may be required. **Repeated use of PTO to cover unscheduled absences will be grounds for disciplinary action.** You are expected to be available for work each day by the designated start time. Being late for work or calling in sick places an unfair burden on the company, its supervisors and other employees. If you arrive at work after the scheduled start time, you are considered tardy. Your prompt return from lunch and break periods is an important part of your attendance record. **It is your responsibility to insure that proper notification is given. Asking another employee, friend, or relative to provide this notification is not considered proper, except under emergency situations.** Repeated absenteeism and tardiness will result in disciplinary action, up to and including termination. (Refer to *Unexcused Absences* below.)

Excused Absence

An absence may be recorded as excused if the employee has available PTO and has obtained approval from their supervisor to use such time.

Unexcused Absence

An absence may be recorded as unexcused if the employee has no available PTO to cover an absence, **OR**, management did not approve the use of available PTO to cover a scheduled absence in advance. Failure to call in by 8 a.m. to report an unscheduled absence may also result in the absence being recorded as unexcused. Disciplinary action for unexcused absences **may** be taken as follows:

First Absence	Verbal Warning
Second Absence	Written Warning
Third Absence	2 nd Written Warning
Fourth Absence	Discharge

Any instance of failure to report to work and failure to call (no call/no show) will be considered to be a total disregard for your job, and a sign of disrespect toward the company and your co-workers. Such actions will result in serious disciplinary action, up to and including immediate termination. You are expected to report *each* and *every* occurrence of absence to your supervisor.

There is no guarantee that the disciplinary steps above will be followed. Sumlar Therapy reserves the absolute right to begin at any disciplinary step, by-passing certain steps, or initiate immediate termination. There is no guarantee or inference that a progressive disciplinary process will be used in all or any circumstances.

Tardiness

Failure to be at your designated area to commence your task or being late from lunch and/or break causes an unnecessary burden to your fellow co-workers. Excessive tardiness will result in disciplinary action up to and including termination.

Failure to Report

Failure to call in for three (3) consecutive days to report your absence will result in dismissal. You will have been considered to have voluntarily terminated employment with the company.

RULES AND CONDUCT STANDARDS

Safety

The company strives to provide a safe work place for every employee. You are required to exercise caution at all times while working, in order to minimize work-related accidents.

You must report any accident/injury to your immediate supervisor as soon as possible. Even a slight injury without proper care may lead to serious complications. The Supervisor will then notify the appropriate person at Sumlar Therapy. (Refer to Injury Reporting in this section.)

It is the policy of the company to:

1. Maintain a safe and healthful place of employment for all employees and to abide by all regulations as they pertain to the company's industry.
2. Require all employees to abide by the safety guidelines within the company and/or their respective departments.
3. Require all employees to abide by the procedures and provisions for the reporting and treatment of injuries.
4. In order to minimize accidents/injuries and for personal safety, all employees are expected to abide by the following rules:
 - Report any unusual or unsafe conditions to your supervisor immediately.
 - It is not advisable to talk on a cell phone while driving.
 - Follow your planned general itinerary. If it must be changed then notify the office immediately so that your location is known.
 - Do not enter unfamiliar neighborhoods or areas after dusk, or in areas that are unsafe. Try to schedule morning visits in the areas where you feel less safe.
 - Consult with your supervisor regarding the advisability of making a home visit when unsafe conditions exist.
 - Do not enter fenced yards or areas with one or more dogs, or other large or potentially menacing animal, without the owner's permission and presence. Ask that pets that are known to be menacing be properly secured before you make a home visit. If a pet seems menacing after you enter the home, ask that it be placed in another room.
 - Do not stay in a home where you feel threatened, or are explicitly threatened. Leave immediately. Once you are in a safe location, call your supervisor and discuss the situation.
 - Use your best judgment. When you are uncomfortable, leave, contact your supervisor and discuss the situation.
 - Never walk into a home uninvited. Always knock and be assured verbally that someone is home before entering the residence, even when the patient has left the door open for you.
 - Do not carry large sums of money, expensive jewelry, or other valuables.
 - Maintain your vehicles in good running condition and with sufficient gasoline. Always keep doors locked.

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- When leaving, carry your keys in your hand. The pointed end of the key can be used as a weapon, if needed. Keep a spare key for your vehicle in your equipment bag.
- Due to the nature and location of the work, employees shall not have any type of weapon in their possession while at any worksite (clinic, schools, patients' homes, etc.); this includes but is not limited to pepper spray, mace, firearms, knives, and explosives.
- Be alert to your surroundings. Pay attention to the body language of the people you meet. Walk in a professional, business-like manner and make eye contact. This can sometimes ward off trouble.
- Do not take your children or family members into any patient's home, school, daycare, or any other place where you may be seeing a patient, or leave them in your vehicle.
- Do not invite patients to your home for therapy sessions.
- Do not give out your home address or phone number to patients or their family members.
- Dress in the appropriate uniform and wear your identification.
- Keep all tools/equipment in safe working condition. Never use defective equipment. Report unsafe tools and equipment to your immediate supervisor.
- Properly care for and be responsible for all personal protective equipment.
- Do not leave obstacles in aisles, walkways, stairways, roads, or other points of entrance or exit. Practice good housekeeping at all times.
- When riding in company vehicles or moving equipment, securely fasten the seat belt.
- No smoking allowed at clinic or worksite.
- The possession, use, or being under the influence of intoxicating beverages or illegal drugs while on the job is prohibited.
- All posted safety rules must be obeyed and must not be removed except by management's authorization.
- Horseplay causes accidents and will not be tolerated.
- **Never disengage, bypass, alter or otherwise modify any safety device, guard and/or mechanism designed to protect against injury.**

Injury Reporting

It is your responsibility to assure a safe working environment for yourself and your coworkers. If the company determines an accident was due to negligence or carelessness by you, an employee warning will be issued and a copy placed in your personnel file. Repeated acts of negligence or failure to comply with safety rules will lead to termination.

All injuries, no matter how slight, must be reported immediately to your supervisor.

Sumlar Therapy provides coverage for all employees in the event of an injury on the job. Failure to report all work-related accidents/illnesses may be grounds for disciplinary action.

When you have received a RETURN TO WORK order by your treating physician after a work related injury, you must **immediately** report back to work or contact your supervisor by telephone to discuss your work status. If you do not contact the company immediately, you will be subject to disciplinary action, up to and including termination.

Universal Precautions

Universal Precautions refer to the treatment of all human blood and bodily fluids as if they are known to be infectious. Blood and bodily fluid precautions must be used routinely and consistently with all patients to protect health care workers from acquiring an infectious disease.

- Wash your hands with soap, running water and friction, or waterless hand cleanser and friction, before and immediately following patient contact, after handling soiled materials or supplies, and after sneezing, blowing your nose, or coughing.
- Wear gloves when having contact with blood or bodily fluids or when handling contaminated or soiled items.
- Clean equipment and supplies with Clorox wipes, waterless hand cleanser, Lysol, soap and water, 1:10 bleach solution, isopropyl alcohol, boiling water, or hydrogen peroxide.

Therapist License and Renewal Information

Obtaining and maintaining a therapy license to practice in the state of Alabama is the responsibility of the therapist. Therapists must present proof of current licensure prior to first day of employment. It is the employee's responsibility to know and satisfy all license renewal requirements, state and national, including obtaining any and all necessary continuing education units. Upon license renewal, the therapist must present a copy of their new license to the office administrator prior to the expiration date of the previous license. Failure to maintain a current license to practice will render a therapist ineligible for employment.

Appearance and Dress

Sumlar Therapy's desire is to maintain an environment that reflects professionalism and integrity at all times. Therefore, employees are expected to dress in uniform to satisfy that desire, and must strive to arrive at work clean, well groomed and in accordance with recognized standards of

personal hygiene. Standards of personal hygiene must be followed and all employees are expected to be bathed or showered when they arrive at work.

The following uniform requirements must be adhered to at all times:

General Appearance Standards

- Employees are not to display any body piercing, other than two sets of pierced earrings (no dangling earrings allowed)
- Hair should be clean, maintained in conventional and acceptable styles
- Long hair should be appropriately fastened as to not interfere with patient treatment
- Facial hair should be neatly groomed
- Nails should be kept neat, clean, and short in length, not extending further than slightly past the fingertips
- Perfume and cologne should not be excessive or overpowering
- Tattoos must be discreet and preferably covered at all times.

Shirts

Shirts with Sumlar Therapy logo are to be worn whenever performing work on duty with Sumlar Therapy (exceptions are aquatic therapy, maternity, or express permission of management). Shirts with logo are purchased at the sole expense of the employee.

Shirts should display the Sumlar Therapy Services, Inc. logo on the left upper quadrant and may be sleeveless (full coverage from collar to shoulder, no tanks or spaghetti straps), short-sleeve, medical scrub, long sleeve, or a sweatshirt/pullover. Shirts must be clean and free of wrinkles. Embroidered logo and name should be pressed with a warm iron.

Shirt color should be limited to those that are pleasing in nature when embroidered with the logo. All shirts should be solid, no prints or patterns, only exception being a piping in a complimentary color.

Logo thread color: On lighter colored shirts, where black thread is clearly visible, the script and the people of the logo should be embroidered in black. On dark colored shirts such as navy, purple, or black, where black thread is not clearly visible, the script and the people of the logo should be embroidered in white thread. It is your responsibility to inform the embroidering company of the thread color.

Shirts must adequately cover undergarments. No revealing low cut shirts are allowed. Undergarments should not be visible through the shirt. Shirts must be of a length that the hem of the shirt meets or covers the waistband of your pants when you are seated on the floor with legs crossed and hands in lap. When arms are lifted, no midriff skin should be visible.

The above guidelines also apply to jackets, vests, and pullovers that are worn as a work top.

Pants

Solid-colored khakis, slacks, jeans, capris, and scrub pants (only exception being a piping in a complimentary color) are acceptable in any work setting. At the clinic and for home visits, shorts are acceptable during warmer months. Skirts are not acceptable for therapy staff, but are allowed

for office staff. The hem of the shorts or skirt must be at or below the level of your index finger when standing erect with arms held at side. The waistband of the pants must cover undergarments. No undergarments may be visible during any movement of your normal daily work routine. Pants must be clean and free from tears, holes, frayed edges, and/or patches.

Shoes

Tennis shoes, low heeled dress shoes, and slides are acceptable. Flip-flops are not acceptable in the schools and other environments, but may be worn in the clinic and at home visits. Shoes should be clean and have clean laces.

Timepiece

A watch or other timepiece should be worn on the wrist or as a necklace when working in environments without visible clocks. Cell phones are not acceptable since they are not accessible during therapy sessions.

Identification

Your name and credentials and logo should be visible at all times. This can either be embroidered on the right upper quadrant of your shirt, or you can wear a name tag provided by management. You should not be in a work environment without your name and credentials visibly displayed.

Hippotherapy

Full-coverage lacing shoes should be worn; slides, flip-flops, loose shoes, or dress shoes are strictly prohibited. Clothing should be well-fitted and free of extraneous material which could be distracting or upsetting to the horse.

Aquatics

For women, one-piece swimsuits or tankinis with stable shoulder straps should be worn. Less than two inches of midriff skin may show, or a shirt must be worn over the swimsuit. Loose clothing can interfere with the handling of a patient during aquatic therapy and is discouraged. Men may wear swim trunks with or without a shirt.

Your dress, grooming, or personal conduct should not provoke undue attention, as this would be considered by Sumlar Therapy to be detrimental and disruptive to the normal work atmosphere.

Sumlar Therapy reserves the right to determine the appropriateness of employee attire/appearance and, if deemed inappropriate, employees will be asked to return home, on their own time, to change to acceptable dress. The above criteria are not all inclusive, and the company may impose further restrictions on an as needed basis, with or without prior notice. Repeated violations of this policy will result in disciplinary action, up to and including termination.

Customer Service

As you learned from our Mission Statement, you are a part of an organization that is dedicated to providing the highest quality service to our valued patients. Our success is a result of consistently performing beyond our patients' expectations. Your personal conduct and work performance should be in keeping with the company's high standards and ideals. Each employee, regardless of

job assignment, must treat all patients with respect and courtesy at all times. Any problems or complaints that you feel cannot be satisfactorily handled by you should be referred to your supervisor immediately.

Confidentiality Agreement

As an employee of Sumlar Therapy you have access to personal and confidential information. It is against Company policy to disclose to anyone confidential information regarding patients and/or the information regarding the operations of Sumlar Therapy. All employees, at or near the time of hire, will be required, as a condition of hire or continued employment, to sign a Confidentiality Agreement to this effect. Disclosure of confidential information could lead to disciplinary action up to and including termination.

Company Property

You are expected to exercise care in your use of company property and to use such property only for authorized purposes. Negligence in the care and use of company property may be considered cause for disciplinary action, up to and including termination. **Unauthorized removal of company property from the premises, its conversion to personal use and/or unauthorized reading or copying of documents will be considered cause for prosecution by law and termination of employment.** This includes, but is not limited to:

- Materials, equipment, tools
- Property owned by the Company or other employees
- Confidential Company literature, documents, records, patient lists, pricing information, and/or financial data
- Computer disks, tapes and other storage media

The company has the right to verify each employee's work files and how he/she spends work time. To prevent theft, keep supplies and equipment stored in approved areas so that maximum security measures may be observed. Any employee who is aware of another employee stealing or abusing company property has an obligation to report the problem to management or risk being charged along with the offender. **The company reserves the right to search persons, personal belongings, lockers, automobiles, work areas or any other personal items to determine if any theft or unauthorized removal of company property has occurred or is suspected.**

Any company property issued to you must be returned at the time you are terminated from employment or when your supervisor requests its return. Failure to do so may result in the cost/value of such unreturned items to be deducted from your paycheck.

Work Area Guidelines

Sumlar Therapy provides safe and suitable working conditions for all employees. You are to cooperate in every way to maintain this environment. Work stations and desks should be left in an orderly condition at the end of the day. Lights and equipment, i.e., coffee pots, copy machines, should be turned off. Therapy rooms should be neat and organized. All therapy equipment should be placed in appropriate storage areas, and the therapy area should be ready for the next session. All areas of Sumlar Therapy should be free of any litter.

Gambling

The company takes the position that gambling among its employees can lead to bad morale, hard feelings, and financial hardships. Therefore, gambling is prohibited on company premises and will be cause for disciplinary action. Gambling includes card playing, dice, lotteries, betting on horses, or any other kind of wagering. Any employee who is guilty of selling or attempting to sell cards or run betting pools will be subject to discipline.

Handbills and Collections

Solicitation and/or distribution of literature of any kind by employees or visitors are strictly prohibited during working hours and at the work site. No notices, announcements, documents or other material can be posted on company bulletin boards, walls, doors or any other areas of the company without the specific authorization of the Executive Director.

Personal Vehicles

All employees who are required to use their personal vehicles for company business must provide their supervisor with documentation of personal automobile insurance and valid driver's license. Under some job classifications, this may be required for employment.

Any change in the employee's insurance and/or license status must be immediately reported to the supervisor. Failure to do so may be cause for termination of employment for those required to have insurance and a drivers' license.

Citations issued to the employee while using a personal vehicle for company business are the responsibility of the employee and not the company. Continued employment might depend on the driving employee's insurability. If, due to any traffic violations, irrespective of fault, the employee becomes uninsurable, the company may be forced to terminate them if their job duties require driving. If you are involved in a motor vehicle accident, you must notify management immediately.

Mileage will be reimbursed at the current company rate which may or may not be the IRS rate. Check with your accountant to determine your allowable deductible mileage in your specific situation, as the IRS does not consider your daily commute a deductible expense. Please see procedure manual for travel time policy.

Employee Parking

Employees are to park their personal vehicles in the designated employee parking area. You should lock your vehicle every day and not block other vehicles. The company is not responsible for the loss of personal items or damages to personal vehicles.

Performance Appraisal

Your supervisor will discuss performance with you on an informal basis as needed. A formal performance appraisal will be conducted on an annual basis.

You should feel free to bring up any problems you are having on your job or suggestions on improving our operation at any time. (Refer to *Complaint Resolution* on page 10.)

Personal Telephone Calls

Outgoing and incoming personal calls should be kept to a minimum and made only in case of necessity or an emergency. Please inform relatives and friends of this telephone policy. If non-emergency personal calls must be made on company telephones, please make them at your desk or workstation during your break or lunch period. No long distance personal calls may be made on company phones.

Cell Phones

Cells phones are acceptable and encouraged in work environments other than the clinic. In the clinic, however, therapists should not take them into the treatment rooms. When therapists are traveling, or in environments other than the clinic, they should carry a cell phone and answer or return calls in between patients. Employees should not take calls while with a patient. Also, in compliance with confidentiality, please do not have your phone on speaker or accept "push to talk" phone calls when discussing patients or business relating to Sumlar Therapy. Do not discuss patients in a manner revealing identifying information when in an area where you may be overheard by persons not employed by Sumlar Therapy. Please limit your personal calls while working.

Visitors and Vendors

It is the policy of the company that, in order to avoid disruptions and possible security problems:

- Visitors to the company who are there on business must identify themselves and state their business.
- Visits by personal friends and family members of employees without express permission of the Executive Director are discouraged.
- **No visitor is allowed to wander about the premises unescorted.**
- No visitor is allowed to break company rules affecting safety and any employee seeing this happen should inform the supervisor.

Workplace Violence

The Company has a **ZERO** tolerance level for workplace violence. Any employee who engages in any act of violence or physical assault, or uses any threats of violence or harm against others will be disciplined accordingly, up to and including discharge. **No firearms or other weapons are to**

be brought onto Company property or at the worksite while performing services for Sumlar Therapy.

Use of Communication Systems

It is the policy of Sumlar Therapy to provide or contract for the communications services and equipment necessary to promote the efficient conduct of its business.

Communications services and equipment include mail, electronic mail (e-mail), courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet connections, Intranets, computer files, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, voice mail, and bulletin boards. Supervisors are responsible for instructing employees on their proper use of the communications services and equipment used by the organization for both internal and external business communications. Employees are to check and respond to their e-mail on a daily basis.

Most communications services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication. **Employees should consult their supervisor if there is a question about the proper mode of communication.**

All Company communications services and equipment, including the messages transmitted or stored by them, are the sole property of the Company. **Accordingly, the Company may access and monitor employee communications and files as it considers appropriate.**

Employees' on-line use generally should be limited to work-related activities. Incidental personal use by employees of the Company communications services and equipment is allowed, if approved by management, as long as the use does not interfere with the employee's work or Company's operations, and does not violate any Company policies or standards of decency. Personal communications that incur user charges should be placed on a collect basis or charged directly to the employee's personal credit card or account but not to the Company.

Employees should not duplicate or download from the Internet or from an e-mail any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material. When appropriate Internet material or e-mail files are downloaded, they should be scanned using the Company's anti-virus software. **Company communications property or equipment may not be removed from the premises without written authorization from the employee's supervisor.**

Employees who do not have direct access to a Company telephone should make provision to have emergency or other necessary incoming calls routed to their supervisor or to the Executive Director, if the supervisor is not accessible. Although the Company will attempt to deliver personal messages to employees, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.

Employees should ensure that no personal correspondence appears to be an official communication of the Company since employees may be perceived as representatives of the Company and therefore damage or create liability for the Company. All outgoing messages whether mail, facsimile, e-mail, internet transmission, or any other means, should be accurate, appropriate, and work-related. Employees may not use the Company's address for receiving

personal mail or use Company stationery or postage for personal letters. In addition, only the Company may issue personalized Company stationery and business cards.

Improper use of Company communications services and equipment will result in discipline, up to and including termination. Employees with access to company computers are not allowed to “surf” the Internet, or use the Internet for non-business related reasons, unless specifically approved by management. At no time can the internet be used for improper purposes. **Improper use includes any misuse as described in this policy, any misuse that would result in violations of other Company policies, as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically retrieved or transmitted communications.**

Smoking

Sumlar Therapy has a **No Smoking** policy due to the nature and location of our work. Employees are not permitted to smoke on company property or at any worksite while performing work for Sumlar Therapy. Violation of this policy will result in disciplinary action up to and including termination.

Disciplinary Action

It is our philosophy to encourage self-discipline and to gain commitment from our employees to work toward common goals acceptable to the group. Certain rules are necessary to maintain an orderly work environment. The company’s normal practice is to help you identify strengths and weaknesses, and to improve your performance and behavior. **The company reserves the right to take whatever disciplinary measures it feels appropriate, including discharge.**

The company may administer discipline as a teaching or learning experience to correct misconduct or poor performance. The particular disciplinary action taken will be determined by the circumstances surrounding the problem. The levels of discipline that may be used are as follows:

- **Verbal Warning**
- **Written Warning**
- **Demotion**
- **Reduction of Pay**
- **Suspension**
- **Dismissal**

Failure to observe established rules and practices could lead to any of the above disciplinary actions. **The company reserves the absolute right to begin at any disciplinary step, by-pass certain steps, or initiate immediate termination. There is no guarantee or inference that a progressive disciplinary process will be used in all or any circumstances.**

The following is a *non-inclusive* list of misconduct that may lead to immediate adverse personnel action (e.g. discipline, suspension, and/or discharge):

- Theft
- Negligence or intentional destruction or unauthorized use of company property.

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- Language or actions inappropriate to the workplace or that create a racially or sexually harassing environment.
- Intentional falsification of company records, including time and attendance records.
- Performing paid or unpaid work for another employment entity while on duty with Sumlar Therapy.
- Threatening, assaulting, fighting or abusing any employee, patient or visitor.
- Failure to follow company policies or procedures. Clocking another employees' time card or logging into systems under another employees' name or code.
- Unauthorized use or possession of firearms, mace, pepper spray, knives, explosives or deadly weapon on company premises or other worksites during working hours.
- Intoxication or use of alcohol during working time or on company premises.
- Use, sale, possession, or functioning under the influence of unlawful drugs, or other controlled substances on company premises during working time.
- Refusal to submit to post accident, reasonable suspicion and/or random drug/alcohol tests.
- Excessive absences or tardiness, and/or failure to properly report an absence (see Absenteeism and Tardiness policy, pages 19/20).
- Failure to adhere to the scheduled or approved work hours.
- Sleeping during work time, neglecting duties, or disrupting the performance of other employees.
- Gambling
- Insubordination, including refusal to follow work direction.
- Violations of company safety-regulations or the gross or intentional endangerment of the safety of self, coworkers, or patients.
- Violations of company security regulations, including acts of espionage or other subversive activities.
- Failure to deal ethically and honestly with other employees, patients, or company visitors.
- Making social contacts (dates) with guests or patients while on company premises.
- Smoking.
- Disruptive behavior or conduct deemed inappropriate, unprofessional and/or detrimental to the work environment.

- Unprofessional conduct, actions and/or utterances that negatively impact working relationships, patient relationships, or the business in general.
- Creating or contributing to unsafe or unsanitary conditions by act or omission, or engaging in “horseplay,” or leaving children unattended.
- Disregard of one’s appearance, uniform, dress, or personal hygiene.
- Entering into a monetary contract or exchange for goods or services in excess of \$25 with a patient or the patient’s family member, unless prior approval is obtained from management.
- Using patients and/or vendors of Sumlar Therapy for personal gain, to enhance personal financial position or to request favors, gifts, personal loans or compensation of any kind.

Drug and Alcohol Testing Policy

Section I - General Drug & Alcohol Testing Policy

PURPOSE

Drug or alcohol abuse on the job is a serious offense and remaining drug free is a condition of employment with Sumlar Therapy. Any employee who is tested and found to be under the influence of illegal drugs or alcohol will be terminated immediately.

The goal of this policy is to establish a drug-testing program for the employees of Sumlar Therapy. Disciplinary action taken shall be determined based on the findings as outlined in this policy.

STATEMENT OF NEED

As employees who abuse drugs and alcohol have a problem which could lead to a safety risk to coworkers and to the public and which decreases productivity, Sumlar Therapy has developed these policies and procedures to test job applicants for drug use and current employees for drug and alcohol abuse.

POSITION STATEMENT

It is the position of Sumlar Therapy that the following constitute a violation of a drug-free working environment, and any violation of this policy will be dealt with accordingly:

1. A detectable quantity of illegal drug(s) in the urine as specified by Department of Transportation regulations, 49 CFR, Part 40. (Levels of testing, evaluation and reporting of results will follow the DOT standard specified in 49CFR, Part 40.)

2. A detectable quantity of scheduled drugs without evidence of duly authorized prescription or in excess of prescribed levels as determined by medical or toxicological authority.
3. A detectable quantity of alcohol as specified by Department of Transportation regulations in 49 CFR, Part 40.
4. Possession of illegal drugs and/or alcohol or associated paraphernalia in the workplace.

RESPONSIBILITIES

It is the desire of Sumlar Therapy to provide a drug-free working environment for its employees. It is the employee's responsibility to follow all policies and procedures and avoid the use of illegal drugs and the abuse of alcohol.

AUTHORITY FOR TESTING

Only the designated supervisors and/or administrative personnel may order a drug and/or alcohol test. All such personnel will have undergone training for identification of "reasonable suspicion" situations.

CIRCUMSTANCES ALLOWING FOR TESTING

Pre-placement - Upon conditional offer of employment for all positions, the individual may be tested for drugs as part of his/her pre-placement evaluation.

Notification - Applicants will be notified of the policy and procedure prior to drug testing.

Rejection - Refusal to take the test, or test results reporting a presence of illegal drugs, or the illegal use of controlled substances, shall be a basis for rejecting an applicant from the selection process.

Reasonable Suspicion - Employees may be subjected to drug testing if the supervisor, collaborated by a second credible observer, preferably another supervisor or manager, has a reasonable suspicion that the employee is using illegal drugs, or using prescription drugs without a prescription or in excess of the prescribed doses, or using or under the influence of alcohol during working hours. When deemed to be reasonable, based on surrounding circumstances, the Company may request that the employee submit to a search of his/her person and/or property (including vehicles brought onto Company premises).

Written documentation - Written documentation stating the grounds for reasonable suspicion shall be provided by the supervisor prior to the collection of the specimen.

Definition - Reasonable suspicion shall mean suspicion based upon specific objective findings and reasonable inferences drawn. One or more of the following may exist as determined by the supervisor.

- (1) Having more evidence for than against. (e.g.: slurred speech, smell of alcohol on breath, inability to walk a straight line, an accident involving property without reasonable explanation, physical altercation, verbal altercation, behavior which is so unusual that it warrants summoning a supervisor or anyone else with authority, or possession of alcohol or drugs).
- (2) An apparent state of facts and/or circumstances which could lead a reasonable person to believe an individual was using drugs/narcotics or alcohol.

Post-accident - Post accident drug and alcohol testing will be done for all accidents requiring off-site medical treatment as well as accidents resulting in property damage.

Random – Random drug screens may be conducted on a regular or periodic basis. If an employee is selected for testing, he/she must immediately report to the designated testing facility.

TESTING PROCEDURE GOALS

Detailed testing procedures shall be developed by Sumlar Therapy to accomplish the following:

1. Notification - Inform all individuals of the policies and procedures prior to testing.
2. Identification - Positively identify individuals prior to testing.
3. Confidentiality - Provide for employee privacy, security of specimens and confidentiality of Drug/Alcohol results.

TESTING AGENT

Urine testing will be done by a SAMHSA certified lab according to the Department of Transportation standards for screening and confirmation. A certified Breath Alcohol Technician will do breath alcohol testing.

EMPLOYEE CONSEQUENCES

1. **Test Refusal** – Refusal to take the test shall be seen as a positive test result. An employee who refuses to submit immediately upon request to a search of his or her person or property or to a blood test, urinalysis, “breathalyzer” test or other diagnostic test, or who otherwise is in violation of this policy, is subject to immediate termination. An employee who refuses to submit to or cooperate with a blood or urine test after an accident forfeits his or her rights to recover certain Workers’ Compensation benefits under applicable state law and is subject to immediate termination.
2. **Test Positive** - Employees who test positive for drugs and/or alcohol will be terminated. Any employee whose test sample is contaminated, tampered with or adulterated will be treated the same as a positive test. Any unreasonable delays in

reporting to a designated testing (specimen collection) facility will be viewed as a positive result.

INTERPRETATIONS

Neither this policy nor any related policies, practices or guidelines are employment contracts or parts of any employment contract. Due to the nature of the Company's operations and the possible need to accommodate individual situations, the provisions of this policy or of any related policies, practices or guidelines may not apply to every employee in every situation.

The Company reserves the right to rescind, modify or deviate from this or any other policy, practice or guideline as it considers necessary in its sole discretion, either in individual or Company-wide situations, with or without notice.

Section II- General Drug and Alcohol Testing Procedures

GENERAL PROCEDURES

Reasonable Suspicion Testing – Sumlar Therapy may schedule a drug/alcohol test when behavioral observations indicate to the supervisor that any employee may be involved in illegal use of a controlled substance, use of alcohol, or abuse of legal drugs. Before testing the employee, the employee's supervisor shall either (1) contact another supervisor or other credible observer to observe the employee's behavior and to concur with the decision to test the employee; (2) review the employee's behavior with another supervisor or other credible observer to obtain concurrence with the decision to test the employee. The Company may request that the employee under suspicion submit to a search by a Company representative of his/her person and/or property (including offices, lockers, desks, cabinets, closet and vehicles brought onto Company premises). The employee shall be promptly escorted to the collection site for testing by the employee's supervisor or designee.

Post-accident Testing - Post-accident drug and alcohol testing will be done for accidents requiring off-site medical treatment, or for accidents resulting in property damage.

Random Testing – All employees may be subject to random testing with or without prior notification. Employees selected by random method will be required to immediately report to the designated testing facility. Failure to do so, or any unreasonable delays in reporting for testing, will be considered a failed drug screen and will subject the employee to immediate termination.

TESTING PROCEDURES

The employee must provide proof of identification via photo identification such as Driver's License.

The individual must sign a drug testing consent form to indicate his/her knowledge of the procedure and to confirm that opportunity was granted to clarify any points of procedure.

All testing procedures, including collections, will be performed by technicians at certified laboratories.

The individual's urine specimen will be tested for temperature and evaluated for color before processing for transport to the testing laboratory. If the specimen is suspicious, i.e., color or temperature, the collector will confer with a physician for approval to request the individual to provide a second urine specimen immediately, under witnessed conditions, by a person of the same gender. The individual will be allowed to drink fluids under supervision until a second specimen is provided. If the employee is unable to provide a second specimen within a three-hour period, the individual can be sent for a medical evaluation. If the individual is unable or unwilling to provide a second specimen, the individual will not be eligible for employment due to failure to complete required physical processing.

The Medical Review Officer shall notify the employee directly of the results of any positive drug test in order to give the employee an opportunity to discuss the findings, and provide evidence of a medical explanation.

Controlled substances urine tests must follow split sample procedures. Under this provision, the employee whose urine sample has tested positive for a controlled substance has the option of having the other portion of the split sample tested at another Department of Health and Human Services certified laboratory. The employee must notify the Medical Review Officer after notification of a positive sample that the employee wishes to test the split sample. This must be done within three (3) days. The employee shall be responsible for the cost of the analysis of the split sample.

POST ACCIDENT TESTING

All Employees:

Shall notify their supervisor immediately after any accident that requires off-site treatment or results in property damage. The employee is required to submit to a post accident drug/alcohol test as soon as possible after an accident, as described below.

- Any employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor to an accident shall provide a urine specimen to be tested for the use of controlled substances and/or alcohol as soon as possible after the accident, but in no case to exceed thirty-two (32) hours after an accident for drug testing and eight (8) hours after an accident for breath alcohol testing.
- The supervisor or designee will schedule the employee for testing and assure that he/she is tested the same day as the reportable accident, if possible.

*** **DO NOT SIGN ACKNOWLEDGMENT PAGE UNTIL YOU HAVE READ THE EMPLOYEE HANDBOOK*****

EMPLOYEE'S ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I have received a copy of the EMPLOYEE HANDBOOK of Sumlar Therapy on the date indicated below. I understand that I am charged with knowledge of the contents of this Handbook. I understand the following concerning this Handbook and the policies of Sumlar Therapy: This Handbook and other statements of Sumlar Therapy policy are prepared for informational purposes only. They are **not a contract** between Sumlar Therapy /PREmployer and their employees, and should not be construed as such. The policies of Sumlar Therapy may be changed or amended at any time, with or without notice. Employment by Sumlar Therapy and PREmployer is not for a definite term and just as I may terminate my employment with the company at any time, I acknowledge and agree that the company may terminate my employment at any time, for any lawful reason or no reason, with or without cause or prior notice. No supervisor or representative of Sumlar Therapy, other than the Executive Director, has any authority to enter into any agreement for employment for any specified period of time, or to make an agreement inconsistent with this acknowledgment; to be **valid**, any such agreement must be **in writing, designated as an employment agreement**, specifically stating that such agreement alters the at-will employment relationship and **signed** by Sumlar Therapy's Executive Director.

As part of my employment with Sumlar Therapy and PREmployer, I understand and agree that if PREmployer does not receive payment from Sumlar Therapy (my worksite employer) for services I perform as an assigned employee, PREmployer will pay me the minimum wage (or at least the minimum legally required salary or overtime compensation in a workweek in which I have worked overtime) for any such pay period and I agree to this method of compensation. Furthermore, any bonuses, commissions, vacation and/or sick pay that are owed to me by my worksite employer shall be the responsibility of my worksite employer alone. I agree not to pursue PREmployer in the resolution of any claim that I may have for lost compensation owed by Sumlar Therapy.

I understand that Sumlar Therapy does not tolerate racial, sexual, or other harassment of its employees. As a condition of my employment, I pledge to Sumlar Therapy that I will not tolerate unwelcome conduct and/or harassment either. I will, without delay, report to Sumlar Therapy's and/or PREmployer's management all instances of harassment that I observe or that happen to me.

Typed or Printed Name of Employee

Typed or Printed Name of Sumlar Therapy Representative

Signature of Employee

Signature of Sumlar Therapy Representative

Date

Date

*****DO NOT SIGN UNTIL YOU HAVE READ THE ENTIRE DRUG AND ALCOHOL POLICY*****

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Sumlar Therapy Drug and Alcohol Policy, and I have read and understand the information contained within. I also acknowledge that the provisions of the Policy are part of the terms and conditions of my employment, and that I agree to abide by them. I also acknowledge that under certain conditions I may be required to submit to testing of blood, urine, breath, hair and/or saliva to determine drug or alcohol use or abuse as a condition of my continued employment with Sumlar Therapy.

I consent to the release to Sumlar Therapy and PRemployer all information regarding my work-related injury and subsequent treatment. I consent to release drug/alcohol screen results to authorized Sumlar Therapy and PRemployer representatives for appropriate review. I release and agree to hold harmless Sumlar Therapy, PRemployer and their employees and agents from any liability and from any liability stemming from negligence to me based on the results of the drug screening.

I hereby give my consent to the company and the testing laboratory to release the test results to any Medical Review Officer designated by Sumlar Therapy. I understand that if I refuse to submit to or cooperate with a blood or urine test and/or alcohol breathalyzer test after an accident, I forfeit any rights to recover Worker’s Compensation benefits that I might have under State Drug Free Workplace Requirements. I also understand that if I refuse to submit to or cooperate with a blood, urine and/or breathalyzer test after an accident, and/or found to be in violation of the Company Drug & Alcohol Policy, I will be subject to immediate termination.

Under state law, workers who are injured at the workplace or in the course of employment may be tested for drugs and alcohol and, if impaired, may not be paid benefits under the State Worker’s Compensation Law if the injury is a result of an accident caused by drug and/or alcohol impairment:

“A positive Drug Test conducted and evaluated pursuant to standards adopted for drug testing by the U.S. Department of Transportation in 49 C.F.R. Part 40 shall be a conclusive presumption of impairment resulting from the use of illegal drugs. No compensation shall be allowed if the employee refuses to submit to or cooperate with a blood or urine test as set forth above after the accident after being warned in writing by the employer that such refusal would forfeit the employee’s right to recover benefits under this chapter.”

Sumlar Therapy now warns you that refusal to take a urine or blood drug test and/or alcohol breathalyzer test after an accident will forfeit your rights to recover benefits under the State Worker’s Compensation Act and will be grounds for immediate termination.

Employee Signature _____

Name (Please Print) _____

Date _____

EMPLOYEE TIME OFF

Paid Time Off (PTO)

Full-time eligible employees will earn Paid Time Off (PTO) their first day of work, according to the schedule below. PTO is to be used for ANY absence, including: vacation, personal and/or child illness, personal days, holidays, bereavement, birthday, family emergencies or extended illness. PTO must be used for continuing education classes unless it is required by Sumlar Therapy that you attend a particular class. PTO must be scheduled in advance, typically with a minimum of two (2) weeks' notice, and should only be scheduled for a maximum of five (5) days at a time, unless approved in advance by management. Certain unforeseen emergencies would obviously modify the advance notice requirement. In cases of unscheduled absences due to illness, or other unforeseen circumstances, employees must personally notify their immediate supervisor by the start of their scheduled work day to explain the reason for the absence. Available PTO must be used for such absences. At the end of each calendar year, unused PTO may be carried over into the following calendar years' PTO allotment. **However, at no time can PTO exceed 30 days (240 hours).** If you are going to exceed the 30 days (240 hour) allotment or you want to cash out your PTO, you must submit a request for approval. The request may not exceed more than 80 hours a pay period and salary-exempt employees cannot cash out the current years' PTO allotment. Request will be reviewed and approved based on availability of funds.

PTO in the first calendar year of employment for salary-exempt employees will be determined by the date of hire. The annual amount of PTO will be divided by 52, and employees will receive the prorated amount for each full week remaining in the calendar year. Thereafter, PTO will be determined by years of service, according to the schedule below:

Years of Service	Salary Based On:		
	>1800 hrs/year	>1600 but <1800 hrs/year	>1400 but 1600 hrs/yr
0-3 Years	72 hours PTO	64 hours PTO	56 hours PTO
3-7 Years	108 hours PTO	96 hours PTO	84 hours PTO
>7 Years	144 hours PTO	128 hours PTO	112 hours PTO

Years of Service	Hourly Employees
0-3 Years	1 hour of PTO for every 25 hours worked
3-7 Years	1 hour of PTO for every 17 hours worked
>7 Years	1 hour of PTO for every 13 hours worked