

**EMPLOYEE AND
COMPANY POLICY HANDBOOK**

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INTRODUCTION

WELCOME

We are very happy to welcome you to Desire Care, LLC. Thank you for joining us. We want you to feel that our association will be mutually beneficial and pleasant.

Our mission is to provide quality services through the Home and community-based program for participants in performing their daily activities and participating in the community. With the support of trained and qualified caring professionals, individuals will be assisted, supported and trained to reach their maximum potential and desired goals.

Our vision is to provide quality care and services, to assist and support individuals in building a network of family and friends and to have a valued role in society while maintaining their health and safety.

“Desire to provide a better quality of care”

CHANGE IN POLICY

The policies in this handbook are subject to change at the sole discretion of the Company. Employees will be notified of these changes by appropriate means. Changes will be effective on dates to be determined by the Company, and you may not rely on policies that have been superseded. No supervisor or manager has the authority to alter, modify or change any portion of this handbook. Company Name owner(s) have the sole responsibility and authority to alter, modify or change portions of this handbook.

COMPLIANCE POLICIES

EMPLOYMENT INFORMATION

At Will Employment

Employment with Desire Care, LLC. is “at will,” which means that your employment can be terminated for any reason, with or without cause, and with or without notice, at any time, by you, or Desire Care, LLC. There is no contract of employment, either express or implied, other than "at will." No circumstances arising out of your employment will alter the "at will" employment relationship unless expressed in writing and signed by a senior officer of Desire Care, LLC.

This Handbook

This Handbook and any supplemental attachments and addenda provided, if applicable, provide answers to most of the questions you have about and Company Name benefit programs and procedures. If anything is unclear, please discuss the matter with your immediate supervisor.

You are responsible for reading and understanding this Employee Handbook.

Your performance evaluations will reflect your adherence to Desire Care, LLC. policies as well as your general job performance.

This Handbook, and its provisions, does not constitute either implicitly or explicitly an employment contract or a contractual commitment of continued employment. None of the provisions of this Handbook, including the Disciplinary Policy, constitute a promise of how Desire Care, LLC. must treat employees prior to termination. Rather, the policies are guidelines. The goal is to treat you fairly and work with you, having you become a productive member of our team.

From time to time, the information included in this Employee Handbook may change. Efforts will be made to keep you informed through suitable lines of communications, including postings at Desire Care, LLC. or notices sent directly to you. Desire Care, LLC. may change the programs and procedures described in this Handbook without notice or your consent. Employee will be provided a copy of the amended handbook pages, as applicable, should changes be made.

ANTI-DISCRIMINATION POLICIES

Equal Employment Opportunity

It is Desire Care, LLC. policy to provide equal opportunity in employment, development, and advancement for all qualified persons without regard to color, disability, gender, national origin, race, religion, age or other legally protected status.

This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment, in accordance with applicable federal, state, and local laws.

Management is primarily responsible for seeing that equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that, by their personal actions, the policies are effective and apply uniformly to everyone. Any employees, including supervisors, determined by Desire Care, LLC. to be involved in discriminatory practices are subject to disciplinary action and may be terminated.

If you perceive any discriminatory actions or practices, please report them in accordance with the Open-Door Policy or Reporting Section in this Handbook.

Anti-Harassment Policy

We strive to maintain a work environment that is free of discrimination, intimidation, hostility, or other offenses that might interfere with work performance. In keeping with this desire, we will not tolerate any unlawful harassment of employees by anyone, including any supervisor, co-worker, vendor, client, or customer.

What Is Harassment?

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as color, disability, gender, national origin, race, religion, age or other legally protected status. We will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates

an intimidating, hostile, or offensive working environment. Harassment can take many forms, including, but not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence.

Sexual Harassment

Harassment is not limited to conduct that is sexual in nature. However, sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on gender constitute sexual harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, including material electronically communicated or transmitted, and physical contact such as patting, pinching, or brushing against another's body. Sexually harassing conduct may also include any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of his or her position or creates an intimidating, hostile, or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

Responsibility

All employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. The individual who makes unwelcome advances, threatens, or in any way harasses another employee may be personally financially liable for such actions and their consequences. We are not required to provide legal or financial assistance, or assistance of any kind to an individual accused of harassment, if a legal complaint is filed.

Reporting

If you feel that you have experienced or witnessed unlawful discrimination or harassment, you are to notify your supervisor immediately and report it to Desire Care, LLC. management.

Although we encourage you to use the channels that are available through Desire Care, LLC. (See Open Door Policy Form included in this handbook) you have the right to contact your state fair employment agency or your local Equal Employment Opportunity Commission (EEOC) office.

All reports will be promptly investigated with due regard for the privacy of everyone involved and, if warranted, appropriate corrective action will be taken.

We forbid retaliation against anyone for reporting suspected unlawful discrimination or harassment, assisting in making a discrimination or harassment complaint, or cooperating in a discrimination or harassment investigation. To the fullest extent practicable, we will keep complaints and the terms of their resolution confidential.

Any employee found to have unlawfully discriminated against or harassed a fellow employee or subordinate will be subject to severe disciplinary action and may be terminated.

Americans with Disabilities Act

Desire Care, LLC. will comply with the relevant and applicable employment provisions of the Americans with Disabilities Act (ADA). We will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

If you think you will need a reasonable accommodation to perform essential job functions, you should inform Desire Care, LLC. that you need an accommodation. Employers are required to provide reasonable accommodation only for the physical or mental limitations of a qualified individual with a disability of which they are aware. It is your responsibility to inform Company Name that an accommodation is needed. Report any perceived ADA problems or concerns in accordance with the Open-Door Policy in this Handbook.

Open Door Policy

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with Desire Care, LLC. First, talk to your immediate Supervisor. Your supervisor is most familiar with you and your job and is, therefore, in the best position to assist you.

If you find you have a work-related problem or concern, you are encouraged to talk it over with your supervisor, another member of company management. Even if it seems minor to you, we want you to air the problem in hopes that it can be resolved before becoming a major issue.

OPEN DOOR POLICY FORM

Dear Employee:

There are times we may be confronted by issues or concerns in the workplace that require supervisory intervention. While we hope you will always feel comfortable talking directly with your supervisor to resolve such issues, we recognize that may not always be possible. In the event you are unable to speak with your supervisor, this form is intended to give you another method by which to air your concerns.

Issue:

Signature Date

Your Name (please print)

Please give this to your supervisor or another member of Desire Care, LLC. management.

PERSONNEL ADMINISTRATION

The Administrator

The task of handling personnel administration functions at Desire Care, LLC. has been assigned to the Administrator. Questions regarding wages, paychecks, compensation, worksite policies, performance, and discipline should be directed to such Manager.

Supervisors

Your supervisor oversees your work. Your supervisor has authority to assign work, to recommend pay changes, transfers, or promotions, and to maintain order and discipline.

Your supervisor does not have the authority to harass you, create a hostile work environment, physically threaten you, or demand sexual or other favors. As you have read, Desire Care, LLC. has a strict policy forbidding illegal discrimination or harassment. Report immediately any problems you might have with your supervisor or any other employee or supervisor in accordance with the Open-Door Policy.

Many questions can be answered by reading this Handbook or by checking worksite bulletin boards. Feel free to ask for clarification as necessary. Any problem that hinders the efficient completion of your job responsibilities should be taken up with your supervisor.

You're Personnel File

Keeping your personnel file up-to-date can be important to you regarding pay, deductions, benefits, and other matters. It is your responsibility to update information from your file as it expires. If you have a change in any of the following items, please be sure to notify your supervisor as soon as possible:

1. Change of beneficiary for insurance and retirement plans
2. Driving record or status of driver's license/ID
3. Emergency telephone number
4. Exemptions on your W-4 tax form
5. Home address
6. Home telephone number
7. Legal name
8. Marital status
9. Number of dependents
10. Automobile Insurance
11. Alien Card
12. Work Permit

Access to Your Personnel File

Desire Care, LLC. understands that there may be times when you want to review the contents of your personnel file. Our policy for access is as follows unless required differently by state law:

- Current Employee- Upon request and with a 24-hour advanced notice; you may review the contents of your worksite personnel file with a member of management present. Access to your Desire Care, LLC. file also requires 24-hour advanced notice with an authorized Desire Care, LLC. representative

present. You may photocopy any documents in your file that contain your signature.

- Former Employee- Former employees may have access to their personnel file by requesting a viewing through Human Resources. Former employee may review any and all documents in their personnel and may have copies of ONLY those documents that have signed there to.

References

Reference requests must be in writing and on the company letterhead of the company requesting the reference and must include a release of liability form signed by you. Desire Care, LLC. is responsible for responding to requests for information regarding your over all job performance. Desire Care, LLC. is responsible for confirming your dates of employment and pay rates.

Do not, under any circumstances, respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, and you receive a request for such information, you should forward the request to your supervisor.

WAGE AND SALARY POLICIES

Mandatory Deductions from Your Paycheck

Desire Care, LLC. is required by law to make certain deductions from your paycheck. Among these are your federal, state, and any local income taxes and your contribution to Social Security and Medicare. These deductions will be itemized on your check stub.

The amount of these deductions will typically depend on your earnings and on the information, you furnish on your W-4 Form regarding the number of dependents or exemptions you claim. Any change in name, address, marital status, or number of exemptions must be reported to Desire Care, LLC. immediately to assure proper credit for tax purposes. The W-2 Form you receive for each year indicates the dollar amounts that were deducted for these purposes.

If you claim more than 10 exemptions, Desire Care, LLC. is required by law to report your name and the number of exemptions you have claimed to the Internal Revenue Service.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Desire Care, LLC. is ordered to make such deductions.

Error in Pay

If you believe an error has been made in your paycheck, tell your supervisor immediately. He or she will research the problem and effect all necessary corrections or clarifications. Generally, the needed corrections to your pay will be completed on the next payroll period.

Overtime Pay

Overtime will not be paid to any employee unless it is approved by the Administrator and Executive Director in advance and any hours not approved will be paid as straight time.

Payroll Workweek and Hours

As governed by federal wage and hour laws, the payroll workweek is a seven-day period that begins on a Sunday 12:00 a.m. and ends seven days later on Saturday 12:00 midnight. This time defines the workweek. The pay period is on a bi-weekly basis.

Paycheck Distribution

Paychecks will typically be mailed to your home. If you have chosen to have your pay directly deposited into your account, a paycheck statement, rather than an actual check, will be given to you. Please open your paycheck statement and review it for accuracy and for occasional notices that may be included with your paycheck. Employees are responsible for the security of their live paycheck. If an employee loses their paycheck and another check is requested from Desire Care, LLC. the employee will be charged for the processing of the replacement check.

Employees who are delinquent with their documentation will be required to pick up their checks from the office. Direct deposit will be cancelled until you are up to date with your documentation.

Timecard/EVVs/EVV Records

By law, Desire Care, LLC. is obligated to keep accurate records of the time worked by employees in “non-exempt” positions. This is done by timecard/EVVs which are due in the office on Mondays along with the service logs and progress notes. This is the way Desire Care, LLC. knows how many hours you have worked and what work was completed. Your timecard/EVV/EVV indicates when you arrived and when you depart the client’s home or designated area. You are to record time off for unpaid meal breaks and for absences.

You are responsible for your timecard/EVV/EVV. Remember to record your time. You and the consumer are to sign the timecard/EVV before it is turned into the office. Any timecard/EVVs that are incomplete will be returned to you. If you make an error on your card, you must make the proper error correction by putting one line through the error, write error and initial the correction.

No one may record hours worked on another employee’s timecard/EVV. Tampering with another employee's timecard/EVV is cause for disciplinary action, including termination of employment, of both employees. Do not alter another employee's timecard/EVV or sheet or influence anyone else to alter your timecard/EVV or sheet for you. Do not record hours that have not been worked. Changes in work schedule must be authorized by your supervisor.

WORKERS’ COMPENSATION

What Is Workers' Compensation?

Workers' compensation coverage is typically a no-fault insurance plan, which is supervised by the State and is paid by the employer. It is designed to provide you with benefits for injuries that you may suffer in connection with your employment. If you are injured while at work, and such injury is compensable under the applicable law, you will receive benefits in accordance with state law requirements.

Federal Rules Concerning Worker’s Compensation

The Department of Labor's Office of Workers' Compensation Programs (OWCP) administers four major disability compensation programs which provide wage replacement benefits, medical treatment, vocational rehabilitation, and other benefits to federal workers or their dependents that are injured at work or acquire an occupational disease.

The Energy Employees Occupational Illness Compensation Program, the Federal Employees' Compensation Program, the Longshore and Harbor Workers' Compensation Program, and the Black Lung Benefits Program serve the specific employee groups who are covered under the relevant statutes and regulations by mitigating the financial burden resulting from workplace injury. Individuals injured on the job while employed by private companies or state and local government agencies should contact their state workers' compensation board.

Will I Be Required to Take a Post-Accident/Injury Drug Test?

Based on Desire Care, LLC. policy and individual state requirements you may be required to submit to a post-accident/injury drug and alcohol test where permitted by law. Failure to submit for drug screening in a timely manner will be considered a refusal to test, and will result in disciplinary action, up to and including termination. If you test positive, you may be denied your workers' compensation indemnity benefits for the injury. If upon investigation, it is determined you have violated our policy against substance abuse, you may be disciplined up to and including termination.

What If There's a Problem?

Fortunately, most claims are handled routinely. Workers' compensation benefits are scheduled in accordance with state law. If you think that you have not received all of the benefits that you believe are due, please contact Desire Care, LLC. Administrative Department.

Confidentiality

Information gathered in the course of the administration of benefits will be respected as confidential and will be disclosed only as necessary in the course of the administration of benefits. All Consumers information is to be kept confidential and not to be discussed with unauthorized personnel.

Return to Work

Employees returning to work after being absent due to an injury must report to your supervisor prior to beginning work and must bring a release to return to work by their health care provider for returning to duty.

Unemployment Compensation

If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs, due to no fault of their own. To be eligible, you must have earned a certain amount and be willing and able to work but unable to find a job. Be sure to indicate Desire Care, LLC. as your employer when applying for benefits.

Recreational Activities and Programs

Neither Desire Care, LLC. nor the insurer will be liable for paying workers' compensation benefits for any injury arising out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

SAFETY POLICIES

You are not allowed to enter Desire Care, LLC. property after normal working hours for any reason without the express approval of your immediate supervisor or the supervisor on duty.

General Safety

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all company activities. Safety violations will be taken seriously, and employees who violate safety rules will be disciplined up to and including termination of employment. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Report safety hazards or dangerous conditions to your supervisor immediately. Below are some general safety rules that you are expected to follow. Your supervisor or department head may post other safety procedures in your department or work area.

- Ask for assistance when lifting heavy objects or moving heavy furniture. Don't assume that you are expected to do such things alone.
- Avoid "horseplay" or practical jokes.
- Avoid overloading electrical outlets with too many appliances or machines.
- Do not drink alcohol during working hours or report to work under the influence of alcohol.
- Do not use illegal drugs at work or report to work under the influence of illegal drugs.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Keep your work area clean and orderly, and the aisles clear.
- Never empty an ashtray into a wastebasket or open receptacle.
- Operate motorized equipment only if authorized by your immediate supervisor.
- Report to your supervisor if you or a co-worker becomes ill or is injured.
- Sit firmly and squarely in chairs that roll or tilt.
- Smoke only in designated smoking areas.
- Stack materials only to safe heights.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Use flammable items, such as cleaning fluids, with caution.
- Use the right tool for the job and use it correctly.
- Use stairs one at a time.
- Walk - don't run.
- Watch out for the safety of fellow employees.
- Wear appropriate personal protective equipment, e.g., shoes, gloves.
- Wear or use appropriate safety equipment as required in your work.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and may result in disciplinary action.

Substance Abuse

We strive to provide its employees with a safe workplace. The use or abuse of illegal drugs, prescription drugs or alcohol may put the employee or others at risk of harm or injury. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely. Desire Care, LLC. has established the following guidelines with regard to use, possession, or sale of alcohol or illegal drugs:

- Manufacture, possession, use, distribution, sale, purchase, or transfer of or being under the influence of, illegal drugs is strictly prohibited while on our premises or while performing company business. The consumption of alcohol on premises or while performing company business is also prohibited, and it is against policy for employees to report to work or to work under the influence of alcohol.
- To the extent allowed by applicable state law, Desire Care, LLC. may maintain screening practices designed to prevent hiring individuals who use illegal drugs and to identify those employees under the influence of illegal drugs or alcohol during work time.

Workplace Violence

Desire Care, LLC. will not tolerate acts of workplace violence committed by or against employees.

Employees are strictly prohibited from making threats or engaging in violent acts.

- Prohibited conduct includes, but is not limited to:
- Injuring another person physically.
- Engaging in behavior that creates a reasonable fear of injury in another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Possessing, brandishing, or using a weapon while on company premises or engaged in company business.
- Damaging property intentionally;
- Threatening to injure an individual or damage property; or
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Desire Care, LLC. will immediately suspend the offending employee(s) pending investigation of any reported violence, harassment, or threats committed on company premises.

Employees who commit violent acts, make threats, or who otherwise violate this policy are subject to corrective action up to and including termination.

Desire Care, LLC. may seek the prosecution of those who engage in violence on its premises.

STANDARDS OF CONDUCT

What is Expected and Necessary in the Workplace

By accepting employment, you have a responsibility to adhere to certain standards of conduct.

The purpose of these standards is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each employee is aware that he or she can fully depend upon fellow workers to follow expected standards of conduct, then the organization becomes a better place to work for everyone. If you have a question regarding any work or safety standard, please see your supervisor for an explanation.

The occurrence of any of the following activities, as well as violations of any of Desire Care, LLC. rules or policies listed in this Handbook or elsewhere, may subject you to disciplinary action, including termination of employment. These lists are not all-inclusive. They merely provide guidelines.

- Any act of dishonesty, including, but not limited to, falsification or misrepresentation on your application for employment or other work records, lying about sick or personal leave, giving false reasons for a leave of absence, or alteration of company records or other company documents;
- Any act of illegal harassment, whether sexual, racial, or other;
- Being intoxicated or under the influence of alcohol or illegal drugs while at work;
- Engaging in criminal conduct or acts of violence;
- Failure to keep proper time records or alteration of your own timecard/EVV, records, or attendance documents;
- Fighting or provoking a fight on company property/consumers homes;
- Insubordination or refusing to obey instructions issued by your supervisor pertaining to your work;
- Making threats of violence toward anyone on company premises or when representing the company off of the company's premises;
- Willful or negligent action at work that endangers the life or safety of another person;
- Willful or negligent damage of company/consumer property;
- Possession of dangerous firearms, weapons, or explosives on company/consumer property or while on duty;
- Altering another employee's timecard/EVV records or attendance documents;
- Theft of company property or the property of fellow employees, consumers;
- Unauthorized possession or removal of any company/consumer property from the premises without prior permission from management;
- Unauthorized use of company/consumer equipment or property for personal reasons;
- Use, possession, or sale of alcohol or illegal drugs while on company/consumer premises;
- Willful violation of any company rules or deliberate action that is extreme in nature and is obviously detrimental to Desire Care, LLC. efforts to operate continuously and profitably;
- Willful violation of security or safety rules or failure to observe safety rules or safety practices;
- Excessive absences or lateness;
- Excessive use of Desire Care, LLC. /consumers telephone for personal calls;

- Failure to immediately report damage to, or an accident involving, company/consumer equipment;
- Failure to maintain a neat and clean appearance or any departure from accepted conventional modes of dress or personal grooming;
- Interfering with the work of another employee on the job;
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor;
- Leaving your work during work hours without the permission of your supervisor;
- Loafing during working hours;
- Malicious gossip, spreading rumors, or engaging in behavior, which could create discord and lack of harmony;
- Neglect of duty;
- Use of obscene or abusive language;
- Smoking in restricted areas/consumers homes/in car with consumer or at non-designated times;
- Speeding or careless driving of any Desire Care, LLC. /consumer vehicles or while driving with consumer;
- Unauthorized soliciting for another business during working hours and/or in working areas;
- Unsatisfactory or careless work;
- Cell phone use while working with Consumers (cell phones are to be used as needed)
- Violation of the policy against solicitation and distribution.

Theft

Internal theft is a serious concern for Desire Care, LLC. Although taking small items of company/consumer property many seem inconsequential, the cumulative effect can be very large. Losses from theft directly affect the ability to increase salaries, can jeopardize the profitability of Desire Care, LLC. and cause financial hardship for consumers:

Property theft of any type will not be tolerated. We consider property theft to be the unauthorized use of company/consumer services or facilities or the taking of any company/consumer property for personal use. The following list of examples is not all-inclusive, but provides illustrations of several activities which are unacceptable:

1. Use of company copy machines and fax machines for personal use. The office copiers and fax machines are not provided as a free service to employees. If you wish to use a company copier or fax machine, contact your supervisor for permission.
2. Use of computers. Desire Care, LLC. computers (the personal computers in the office, or laptops made available for work away from the office) are to be used exclusively for business purposes unless you receive permission from your supervisor.
3. Long distance telephone use. You are not permitted to make unauthorized personal long-distance telephone calls. If Desire Care, LLC. allows personal long-distance telephone calls, you must follow any established procedure regarding permission and/or reimbursement.
4. Taking of company property. No item purchased or supplied by us should ever be removed from company premises without express authorization from your immediate supervisor. This applies to all company property including raw materials used in

manufacturing plants, mechanics' tools, computers, and even pens and paper. All employees may be subject to random searches as they leave company facilities. A checkout procedure may be used, and if you fail to return any item removed on schedule, you will be expected to reimburse Desire Care, LLC. for the value of the items. Consistent with applicable state law, the value of the items may be deducted from your paycheck. You also may be subject to disciplinary action for theft.

Penalties for Unauthorized Possession or Removal of Company Property

The penalty for any incident of unauthorized possession or removal of company/consumer property may be immediate dismissal. If you are dismissed because of unauthorized possession or removal of company/consumer property, the reason for your dismissal may be provided to any future employer that contacts Desire Care, LLC. In addition, you may be subject to prosecution.

Solicitations and Distributions

Desire Care, LLC. believes that employees should not be disturbed or disrupted in the performance of their job duties. For this reason, solicitation of any kind by one employee of another employee is prohibited while either person is on working time. Soliciting other Consumers from another Agency is also prohibited. Solicitation by non-employees on Desire Care, LLC. premises is prohibited at all times.

Confidentiality and Anti-Piracy

Your acknowledgment of receipt of this handbook includes compliance with an agreement between Desire Care, LLC. and the employee to abide by the following Confidentiality and Anti-Piracy requirement.

Confidential Information is defined as any item that is valuable, special, and unique property of Desire Care, LLC. Any unauthorized disclosure of the aforementioned by the employee will result in irreparable harm to Desire Care, LLC.

Confidential Information consists of propriety information and information that is not generally available to the public and gives one who uses it an advantage over competition. Confidential Information may include methods, products, trade secrets, formulae, resources, databases, internal office structure, personnel, financial data, price lists, technical data and information, marketing, marketing research and practices, business plans, prospects, client/customer lists of Desire Care, LLC. and personal or financial information concerning customers and consumers. Confidential information can be in any form and on any medium, whether written or otherwise tangible. Proprietary information can be information that Employee, acting alone or together with any other persons, may discover, create, develop, or improve while employed by Desire Care, LLC.

- 1) Employee shall not, during the term of his or her employment or thereafter, disclose to others or use any confidential information belonging to Desire Care, LLC., or a customer or consumer of Desire Care, LLC. except as authorized in writing.
- 2) Employee acknowledges that a violation of this confidentiality agreement could result in action taken by Desire Care, LLC. against the employee in order to compensate for

damages in accordance with state law. This will include recovery of reasonable attorney's fees and costs.

- 3) This agreement will be binding on the employee individually and in his/her capacity as a partner, joint venture, employee, agent, consultant, officer, director, shareholder or other equity owner, or debtor or creditor of a corporation, associations, or other entity.
- 4) If a court determines that any provision or portion of a provision, of this Agreement is not enforceable for any reason, then the courts may strike from this Agreement the unenforceable phrase or language. All remaining portions of the Agreement will continue in full force and effect, and the Agreement will be interpreted as enforceable to the broadest extent possible, in order to adequately maintain confidentiality of Desire Care, LLC.

This agreement in no way alters the "at-will" employment status of the employee to the employer.

WAGE & SALARY INFORMATION

Deductions You Authorize From Your Paycheck

It is possible for you to authorize us to make additional deductions from your paycheck. The amount of these deductions will also be reflected on your pay stub. Examples could include employee paid benefits premiums, or credit unions.

Direct Deposit

You may elect to have us directly deposit your paycheck into your checking or savings account.

Expense Reimbursement

You must have written authorization prior to incurring an expense on behalf of Desire Care, LLC. To be reimbursed for all authorized expenses, you must submit an expense report, with receipts, that has been approved by your supervisor. See your supervisor for details for the expense report format, if applicable.

PERSONAL CONDUCT

Dress Code/Personal Appearance

Desire Care, LLC. 's professional atmosphere is maintained, in part, by the image that we present to our customers and to each other. We expect all employees to portray a neat, well-groomed appearance and to maintain a courteous disposition. We feel that these qualities are essential to our reputation. It is important, when choosing business appropriate attire, to consider what your activities for the day will be. If you are interacting with customers, matching their style of dress is appropriate. If you will be seeing a variety of clients with different dress codes, it is necessary to dress to the level of the client with the most professional appearance policy. If you have any questions about what is appropriate, please consult with your manager.

Neither hairstyles, nor attire should be extreme, cause a distraction, give offense, or create any hazard, which could lead to injury on the job.

Dress Code

Employees May Not Wear:

- revealing or inappropriate attire

Management may, at any time, require more professional attire on days when customers are visiting or when other special events are planned.

All employees must exercise good judgment and adhere to a level of attire and grooming that is in keeping with a professional office environment.

Employees whose manner of dress is deemed inappropriate by management will be asked to change. If the employee does not have a change of clothes with them, they will be required to go home and change. Non-exempt employees will not be compensated for the time to and from work and changing into more appropriate attire.

Gifts

Advance approval from your supervisor is required before an employee may accept or solicit, for his or her personal benefit, a gift of any kind from a consumer, customer, supplier, or vendor representative. If you receive an unsolicited gift from a customer, vendor, or supplier, notify your supervisor immediately.

Personal Phone Calls and Mail

Generally, employees are not permitted to use personal cell phones or pagers during working time. You must also keep personal phone calls to a minimum. They must not interfere with your work. You are permitted to make limited local area calls on company phones or designated telephones for essential personal business but are encouraged to do so during meal breaks or rest periods only. Emergency calls regarding illness or injury to family members or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you. No unauthorized personal outgoing long-distance calls are allowed.

Do not use our company address for your personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter. Violation of this policy will result in corrective action up to and including termination.

Licensing Requirements

You will be informed if there are any licensing requirements for your job. If you fail qualification or fail to maintain your license, there may be sufficient cause for removal from the position or termination of employment.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important to the efficient operation of any business. Good attendance and punctuality are essential components of solid employee performance and are measured by objective standards. Since our customers expect a prompt response, it is imperative the call centers are fully staffed during advertised business hours.

Regular attendance and punctuality are expected of all employees. If you are unable to report to work or will be more than fifteen (15) minutes late, please notify your supervisor or department head. If you are unable to reach your supervisor, you must leave a message and call back to personally speak with him/her. Desire Care, LLC. requires that the employee contact their

supervisor directly. A phone call or e-mail message from a family member or friend is not acceptable.

Employees must notify your Supervisor, Consumer/family member as early as possible when you are unable to work an assigned shift.

Employees must report to work on time as Consumers/family members are depending on us and is essential to Consumers health and safety.

Employee must follow assigned work schedule approved by Supervisor. Any changes in schedule must be reported to your Supervisor immediately and documented on your progress reports.

Employees must follow weekly schedules and not work over authorized weekly hours unless it is approved by your Supervisor.

Disciplinary action up to and including termination may be imposed against an employee who is absent for one or more days without proper notice or justification found satisfactory by Desire Care, LLC. An employee who is absent for three or more consecutive days without reporting or calling will be considered to have abandoned his/her job and will be considered to have voluntarily resigned unless a reasonable excuse is offered and accepted by the employer.

An attendance deviation is any time you are scheduled to work and are unable to report. This does not include approved time off for vacation, holiday, bereavement leave, jury duty, leave of absence, or company-initiated time off. Tardiness is also an attendance deviation. You are tardy any time when you arrive late at your workstation and/or are not dressed and ready for work.

No show/no call is when you fail to report for work or notify the supervisor or a designee for three consecutive scheduled workdays. If this occurs, you will be considered to have voluntarily quit.

Any employee who is on an excused absence for three or more days due to an illness or injury is required to submit a doctor's release in order to return to work.

If you are an assigned back-up staff, you must work with Team members to ensure staffing when time off is requested.

If you accept a shift as back-up you cannot call off for the shift unless there is extenuating circumstances.

Time off must be requested on the Request for Leave form and approved by your Supervisor in advance.

All leave requests must be done 7 days in advance unless it's an emergency and it must be approved by your Supervisor.

Record of Absence or Lateness

Your supervisor will make a note of any absence or lateness, and the reason, in your personnel file. Your attendance record may be considered when evaluating compensation, promotions, transfers, leaves of absence, and approved time off.

If you are absent or late you must specify the emergency and documentation may be requested.

When you do not meet these requirements, you will be subject to corrective action, which may include termination.

Traffic Violations

If you are authorized to operate a company vehicle in the course of your employment, or if you operate your own vehicle in performing your job, you may be considered completely responsible for any accidents, fines, or traffic violations incurred. If you are involved in an accident, please take care of any medical emergencies immediately. Please fill out the accident report and get names of witnesses and any other relevant information. Report the accident to the police first, then to Desire Care, LLC.'s Administrative Department and to your supervisor.

Transportation

All employees providing transportation must complete the driving course within 60 days of employment and then every 3 years. Driving record search will be completed upon hire and then every year. If traffic violation is discovered on driving record search employee will be required to re-take the driving course.

If you receive a driving violation ticket you must report it to your Supervisor immediately and re-take the driving course.

If you transport consumers and your license is revoked, you must report it to your Supervisor immediately and you are not permitted to transport Consumers until license is reinstated.

Employees and Consumers must wear seat belts at all times.

Employee must follow all safety rules when transporting Consumers; no texting, no talking on cell phone use, no speeding, no smoking, no other authorized person in the car, car must be in good working condition and have current inspection tag and license plate.

Employees who are reimbursed for mileage must maintain a travel log and turn it in to your Supervisor at the end of the month.

Visitors

Employees are not allowed to have visitors, children, significant others in Consumers homes.

Housekeeping

We want to keep the workplace a pleasant and safe place to work. It is important that employees understand and fulfill their responsibility to the firm and to other employees when it comes to housekeeping.

Food and drinks should be consumed in designated areas during break periods. In most locations, a break area is provided as a service to our employees. It is everyone's responsibility to keep this area clean and trash free. Please help in this regard by cleaning up after yourself at the end of a rest or meal period.

In general, it is for the safety and benefit of everyone that we keep Desire Care, LLC. clean and orderly. Everyone must do his or her part. The result will be a workplace in which we all can take pride. Please report anything that needs repairing or replacing to your supervisor immediately.

Employees must keep Consumers home clean and presentable at all times.

Consumers

Employees must provide supports in the Consumer's home or locations designated in the Consumer's Comprehensive Plan of Care (CPOC) and/or Individual Support Plan (ISP). Employees must keep a professional and respectful relationship with the Consumer, family and Team Members.

Employees are not allowed to take Consumers to their homes.

Follow all consumers medical protocols at all times.

Employees must make certain the Consumers medications refills are ordered and received in a timely manner when applicable to your Consumer.

Employees must inform their Supervisors and/or Agency RN immediately of any medical concerns, critical incidents, fall and ER visits.

Employees must call 911 in case of an emergency.

Employees must document timesheets and progress notes at the end of every shift.

Employees must ensure that all financial transactions involving money are documented with receipts attached and signed by both staff (and Consumer if applicable).

Employees must turn in time sheets and progress notes on the following Monday of each week.

Employees must keep an open communication with team members, consumer, and family members and bring problems to the attention of your direct Supervisor.

Employees can only use the consumer's phone and or personal cell phone only in case of an emergency.

Calls made to the office number after office hours will be directed to an on-call person at that time.

Employees must attend and participate in person centered planning sessions/meetings.

Employees must avoid bringing any valuable items into the Consumers home.

Employees must not ask or accept money from a Consumer unless it is for the purchase of Consumer goods and approved by your Supervisor.

Employees must use respect and professional tone when calling or coming into the office at all times.

Employees must request identification before letting an employee from another Agency enter the Consumer's home.

Employees must make an appointment to come to office and speak with a Supervisor.

Orientation/Training

Employees must complete 16 hours of in-house orientation prior to working with a Consumers.

Employees are responsible for fee of \$60 for criminal background checks. Fees will be deducted from employee's training/orientation hours. Remaining Training/ Orientation pay will be paid after employee works first assigned shift.

Orientation is considered voluntary unless you accept a position with a Consumer and report to work.

Employees must complete first aid training within 45 days of employment.

Employees must complete 16 hours of annual training.

Home book

All Consumers have assigned home books which must be maintained in the consumers home at all times.

Employees must make sure that the home book with private medical information is put in a private designated area when not in use.

Employees must maintain current documentation in the home book.

Employees must read and understand all information in the home book.

Employees must complete a 16-hour medication training course with the Agency RN prior to administering medication and/or completing a non-complex task to a Consumer.

Electronic Workplace Policy

Within Desire Care, LLC. offices, employees are provided access to a variety of electronic devices designed to improve efficiency and productivity. Such devices include Desire Care, LLC. voice mail, electronic mail, personal computer and Internet access systems (collectively, "Electronic Media").

Electronic Media are to be used for Company business purposes only and may not, under any circumstances, be accessed or utilized for personal reasons. The use of Electronic Media for the transmission of offensive comments, discriminatory language, vulgarities and/or obscenities is strictly prohibited. In addition, using Desire Care, LLC. Electronic Media for purposes of obtaining or transmitting materials of a sexual nature is strictly prohibited.

If employees use Company electronic media for their personal use Desire Care, LLC. reserves the right to access employee communications. Accordingly, all employees waive any right to privacy in communications via Electronic Media.

The use of Desire Care, LLC. electronic mail system is a representation of the Company and employees must treat it as if they were sending written correspondence on Company letterhead.

Employees violating this policy will be subject to disciplinary action, up to and including termination of employment and, where appropriate, criminal prosecution.

Return of Desire Care, LLC. Property

Any company property issued to you, such as cell phones, laptops, computers, etc. must be returned at the time of your dismissal or resignation, or whenever it is requested by your supervisor or a member of management. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck if allowed by state law.

Inspection of Packages

In order to protect against theft, we reserve the right to inspect all packages or closed containers brought into or taken from the work area.

Personal Property

We are not liable for the security, care, safety, loss or damage of any employee's personal property, vehicle or its contents.

CORRECTIVE ACTION AND PROGRESSIVE DISCIPLINE

Usually, an honest, open discussion between a supervisor and employee, which is intended to clarify expectations, will be enough to help the employee correct a performance or conduct problem. However, there will be times when more formal corrective action is needed.

In some cases, Desire Care, LLC. may, but is not required to, follow a progressive discipline approach. Progressive discipline is an approach in which deficiencies in performance and/or conduct lead to increasingly severe corrective action including termination, if required.

Progressive discipline usually includes the following:

- oral warning
- written warning
- final written warning
- suspension
- termination

It is important to note that some circumstances may not warrant the use of progressive discipline. Likewise, any or all steps listed above may be omitted when appropriate. We retain the decision to utilize or modify progressive discipline. Having a progressive discipline policy or practice does not alter employment at-will covered in Section 1, Item 2 of this handbook.

Reasons for terminations and documentation, if applicable, are not provided to the employee in writing, unless required by state law.

EMPLOYEE COMMUNICATIONS

Methods of Communication

Successful working conditions and relationships depend upon successful two-way communication. Not only do you need to stay aware of changes in procedures, policies, and

general information, you also need to communicate your ideas, suggestions, personal goals, or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all methods of communication, including this Handbook, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, and bulletin boards.

Bulletins and bulletin boards, including electronic bulletin boards, are official ways of keeping everyone informed about new policies, changes in procedures, and special events. Information of general interest is posted regularly on the bulletin board(s). Please form the habit of reading the bulletin board(s) regularly so that you will be familiar with the information posted on it. Only authorized personnel are permitted to post, remove, or alter any notice on the bulletin board(s). If you want to have notices posted on bulletin board(s), see your supervisor for instructions.

You may receive other information booklets, such as your insurance booklets, from time to time. These booklets are yours to keep and take home so that your family may know more about your job and your benefits. In addition, you may receive letters from Desire Care, LLC. There is no regular schedule for distribution of this information.

We Need Your Ideas

Often, the person doing a job is in the best position to think of ways of doing it more easily, efficiently, and effectively. Share your ideas and thoughts on how to improve efficiency on your job with your supervisor.

Resignation

While we hope that you will continue to enjoy and benefit from your employment with us, we realize that it may become necessary for you to leave your job. If you anticipate having to resign your position, we ask, but do not require, that you notify your supervisor at least two weeks in advance of the date you must leave. At its discretion, Desire Care, LLC. may decide to make your last day of employment effective on an earlier date.

Exit Interview

In instances where you leave our employment we may wish to discuss your reasons for leaving and/or any other impressions you may have concerning your employment. During the exit interview you can express yourself freely. It is hoped this interview will help facilitate an amicable separation, as well as provide insights into possible improvements we can make.

ADDENDUM TO THE EMPLOYEE HANDBOOK

This addendum to the employee handbook applies to all employees.

EMPLOYEE STATUS

Employees are hired for an initial period of 120 calendar days (this can be extended at the discretion of the company, if deemed necessary). During this time, it is decided whether the employee's work skills and personal conduct meet the company's requirements. The company

reserves the right to dismiss a prospective employee with or without cause during this period, as well as during the entire tenure of employment.

A full-time employee is an employee who is scheduled to work 40 or more hours per week.

A part-time employee is an employee who is scheduled to work less than 40 hours per week.

PAY PERIOD

Pay periods typically begins on Sunday and ends on Saturday of the following week. The pay cycle is bi-weekly.

Paychecks are mailed to employee's home or through direct deposit. It is your responsibility to inform us of any changes in your home address and/or bank account. Pay checks may be required to be picked up at the office when there is pending documentation.

PAID LEAVE BENEFITS

None available at this time.

MEDICAL EVIDENCE

At management's request an employee is required to furnish a note from a treating medical professional following two or more consecutive days of absence.

TEMPORARY DISABILITY LEAVE OF ABSENCE

Employees will be eligible for temporary disability leave according to the rules and regulations of the FMLA.

Family Medical Leave Act.

Under the Family Care and Medical Leave Act (FMLA) if you have more than 12 months of service with your worksite employer and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave (FMLA leave).

This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse.

If possible, you must provide at least 30 days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for a leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy or your own serious health condition or certification from the health care provider of your child, parent, or spouse who has a serious health condition before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain benefits. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your employment and benefits, please contact your immediate supervisor or human resources contact.

PERSONAL LEAVES OF ABSENCE

Requests for Leave of Absence. Requests for Leave of Absence (or extensions) must be submitted on the appropriate "Leave of Absence Request" form (available from the worksite employer) and must be approved by the worksite employee's supervisor or department head. If the need for the leave is foreseeable, employees are expected to provide at least 30 days advance notice.

Criteria for Approval and Duration of a Personal Leave. Personal leaves of absence are discretionary based on the sole and exclusive judgment of the worksite employer. The employee's supervisor will evaluate the needs of the company and make a determination if an employee's request for personal leave can be accommodated. Leaves will be reviewed month to month for continued viability and without extenuating circumstances should a personal leave of absence exceed one year.

Continuation of Pay while on a Personal Leave of Absence. If the leave request is for a non-medical reason, accrued vacation hours, if available, must be used from the commencement of the leave.

Continuation of Benefits. Medical and Dental Insurance Employer Contributions - will continue its normal contribution toward the employee's insurance premium for the length of the approved Leave of Absence up to a maximum of 12 weeks.

Employee Contributions - While receiving pay from the company (accrued vacation time) deductions for health benefit coverage that were being made prior to the leave will continue for up to twelve weeks. When a leave becomes unpaid due to depletion of paid leave balances, employees enrolled in the Benefits Program will stop receiving a Benefit Credit and will be charged the employee portion of the benefits to be paid on the first of the month to the worksite employer. Employees failing to pay the premium by the last day of the month will be removed from benefits and provided COBRA enrollment information.

COBRA - An employee whose leave of absence exceeds 12 weeks and who desires to continue medical and dental coverage beyond the 12 weeks may exercise his/her rights under the provisions of the Consolidated Omnibus Reconciliation Act (COBRA). Information on this may be obtained from Company Name.

Reinstatement at Conclusion of Leave. Employees have no greater right to reinstatement or to other benefits of employment than if they had continued to work during their leave. On that basis, the Company will reinstate an employee to his/her former or equivalent job if he/she returns from an approved personal leave, unless the employee would not otherwise have been employed if leave had not been taken.

Failure to Return at Conclusion of Leave. Failure to return to work at the end of the leave will be deemed a voluntary resignation, unless approval for an extension is granted by the Company and forwarded to Company Name at least one week prior to the end of the leave.

Military Reserves or National Guard Leave of Absence

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) was signed into law on October 13, 1994. USERRA clarifies and strengthens the Veterans' Reemployment Rights (VRR) Statute. The Act itself can be found in the United States Code at Chapter 43, Part III, Title 38.

USERRA is intended to minimize the disadvantages to an individual that occur when that person needs to be absent from his or her civilian employment to serve in this country's uniformed services. USERRA makes major improvements in protecting service member rights and benefits by clarifying the law and improving enforcement mechanisms. It also provides employees with Department of Labor assistance in processing claims. Specifically, USERRA expands the cumulative length of time that an individual may be absent from work for uniformed services duty and retain reemployment rights.

Employees who serve in U. S. military organizations or state national guards may take the necessary time off to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws. Non-exempt employees have the option of taking the leave without pay or applying any Available Paid Time Off to the leave. Military leave for exempt employees will be paid (although their salary may be offset by any military pay received) unless the leave is for a full week or more; if the leave is unpaid, exempt employees will have the option of applying any Available Paid Time Off.

Jury Duty

It is your civic duty to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off, as required by law. Unless otherwise stated in the addendum or required by state law, employees in non-exempt positions may use Available Paid Time Off; otherwise the leave for jury duty will be without pay. Exempt employees will be paid their regular salary during jury duty (although any jury duty fees received may offset their salary). Employees are expected to return to work for any part of the workday they are released by the court.

Bereavement

Full time employee will receive up to two (2) consecutive days leave with pay in the event of death in the immediate family. Immediate family is defined as employee's spouse, parents, children, brother, sister, grandparents, or domestic partner. Any additional leave must be approved by management and will be without pay.

Voting Time

In the event that an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him or her to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours. Under these circumstances an employee will be allowed a maximum of two hours on the Election Day without loss of pay. Where possible, the employee shall give his or her supervisor at least two days notice that time off to vote is needed.

SMOKING

Smoking is permitted ONLY in designated areas. The employer has determined that the creation of a smoke-free work environment is in the best interests of its employees. Based on this determination, smoking is absolutely prohibited in the work place and Consumer's homes or while in the vehicle with a Consumer. Employees who violate this policy will be subject to disciplinary action, up to and including termination. Smoke breaks should be confined to employee's two 10-minute breaks and lunch period. Employees violating this policy will be subject to corrective action up to and including their termination.

PERFORMANCE REVIEWS

Performance reviews are generally conducted on a periodic basis and in the event of promotion; change in duties and responsibilities, or at any other time at your Worksite Employer's discretion.

CLARIFICATION

If there is any confusion regarding policies or practices contained in the Desire Care, LLC. Employee Handbook, the information contained in the Addendum will be used as the determining guideline.

Addendum to the Employee Handbook:

Acknowledgement of Receipt of Employee Handbook & Addendum

I acknowledge that I have received a copy of the Employee Handbook & Addendum. I understand that it is my responsibility to review it and that all policies included in it are now applicable.

I further acknowledge that Employment is "at will," which means that my employment can be terminated for any reason, with or without cause, and with or without notice, at any time, by me or Desire Care, LLC. There is no contract of employment, either express or implied, other than "at will." No circumstances arising out of my employment will alter the "at will" employment relationship unless expressed in writing and signed by an officer of Desire Care, LLC.

To the fullest extent of the law, I also agree and understand that any claim or dispute relating to or arising out of my employment with Desire Care, LLC. or the cessation of that employment will be submitted to final and binding arbitration for determination in accordance with the American Arbitration Association's national rules for the resolution of employment disputes as the exclusive remedy for such claim or dispute. Possible disputes covered by the above include, but are not limited to, wage, contract, discrimination, harassment, or other employment related claims under laws known as Title VII or the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and any other statutes or laws relating to an employee's relationship with his/her employer. However, claims for Worker's Compensation benefits and unemployment insurance (or where mandatory arbitration is prohibited by law) are not covered by the arbitration agreement, and such claims may be presented to the appropriate court or government agency. I understand that I am giving up any and all rights I may have to a court or jury trial by agreeing to this arbitration provision.

If you have any questions concerning this Acknowledgement of Receipt of Employee Handbook & Addendum, please discuss with your Desire Care, LLC. supervisor before signing.

Name _____

(Please print)

Signature: _____

Date: _____

Worksite Employer: _____

*Send signed copy of Acknowledgement Agreement to be filed in Employee's Personnel File