



EMPLOYEE HANDBOOK

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INTRODUCTION

Welcome

Welcome to Live Up Behavioral Health, LLC. Our experience enables us to offer effective General Services, Therapeutic Behavioral Services and Psycho-social Rehabilitation, Community and Psychiatric Supportive Treatment (CPST) Service. We treat a number of mental health disorders, and provide a neutral ground to individuals, families, and couples.

Communication is critical to the success of any winning team. This handbook outlines the benefits, practices and policies that are important to you. You should use this handbook as a guide and ready reference. If you have questions as you read through this handbook, please do not hesitate to discuss them with your Live Up Behavioral Health, Inc. supervisor. Your supervisor is a very important source of information and will be more than happy to assist you. Should you have questions about payroll, benefits, workers' compensation, or other routine administrative questions, you should contact Leadership.

Purpose of this Employee Handbook

This Handbook is designed to acquaint you with Live Up Behavioral Health, LLC. and to give you a ready reference to answer most of your questions regarding your employment. In addition, in accordance with the specific policies of Live Up Behavioral Health, LLC. and the laws of the particular state where you are employed, there may also be an Addendum, located at the back of this Handbook, which serves as a supplement to this Handbook.

The content of this Handbook constitutes only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. This handbook should not be construed as creating any kind of contract for ongoing employment or specific terms of employment.

Let's Communicate

Employee Relations Philosophy

Live Up Behavioral Health, Inc. is dedicated to providing an excellent employee relations program. We will attempt to maintain good working conditions, competitive wages and benefits, open communications, and employee involvement.

If You Have A Problem

If there is something about your job that is bothering you, let's get it out in the open and discuss it. We cannot help you unless you tell us what it is we can do.

Our Problem-Solving Procedure offers employees the freedom to discuss anything they wish with their supervisors. If you have a problem, it can usually be resolved by following these steps:

1. Any concern should first be discussed with your immediate supervisor as soon as possible. Your immediate supervisor is the person responsible for what goes on in your immediate work area and may be in the best position to help you.
2. If you prefer not to speak with your immediate supervisor, or you feel that your immediate supervisor cannot, or has not, satisfactorily resolved the problem, you should contact Todd Fox of Live Up Behavioral Health, LLC.

3. If Steps 1 and 2 are not effective, or if at any time you need to speak to someone other than members of Live Up Behavioral Health, LLC. management to have an issue of any kind addressed, please contact 419-775-3835
4. If you have a complaint of harassment, discrimination or accommodation, please refer to the Equal Employment Opportunity policy or the Policy Against Unlawful Harassment and Discrimination in this Handbook.

The Company takes all concerns and problems that are brought to its attention seriously. We will work to address your concern or resolve your problem as soon as possible under the circumstances. You are encouraged to utilize this procedure without fear of reprisal.

Please tell us if you have a problem. We think you'll find Live Up Behavioral Health, LLC. and our human resources partner be receptive to your concerns.

WHAT YOU CAN EXPECT FROM US

Introductory Period

For every new employee, including rehires, the first ninety (90) days of employment is an introductory period. During this first ninety (90) days, your job performance, attendance, attitude and overall interest in your job will be observed. During this period, you may not be eligible for certain Company benefits. Employees who fail to demonstrate the commitment, performance and attitude expected by Live Up Behavioral Health, LLC. may be terminated at any time during the introductory period. However, completion of the introductory period does not change or alter the “at-will” employment relationship. You continue to have the right to terminate your employment at any time, with or without cause or notice, and the Company has the same right.

As a result of an excused absence during your introductory period or for other reasons identified by management, the Company may choose to extend your introductory period as necessary to give you a further opportunity to demonstrate your ability to do the job. If your introductory period is extended, you will be notified.

Equal Employment Opportunity and Reasonable Accommodations

Live Up Behavioral Health, LLC. is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, national origin, citizenship status, uniform service member status, age, genetic information, disability, or any other protected status in accordance with applicable federal, state, and local laws.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

Live Up Behavioral Health, LLC. is also committed to complying with the laws protecting qualified individuals with disabilities, as well as employees’ religious beliefs and observances. Live Up Behavioral Health, LLC. will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability and/or employees’ religious beliefs and observances to the extent required by law, provided the requested accommodation does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If you require an accommodation to perform the essential functions of your job and/or for your religious beliefs or observances, you must notify Todd Fox of Live Up Behavioral Health, LLC. at 419-775--3835

If you believe that you have been treated in a manner that is not in accordance with these policies, please notify Todd Fox of Live Up Behavioral Health, LLC. at 419-775-3835. Policy Against Unlawful Harassment and Discrimination

Live Up Behavioral Health, LLC. is committed to providing a work environment that is free of unlawful discrimination. Further to this commitment, we strictly prohibit all forms of unlawful discrimination, which includes discrimination on the basis of race, religion, color, sex (including pregnancy, sexual orientation, gender identity, childbirth, or related medical conditions), national origin, citizenship status, uniform service member status, age, genetic information, disability, or any other category protected by applicable federal, state, or local laws.

This policy against unlawful discrimination applies to all employees of the Company, including supervisors and managers. We prohibit managers, supervisors and employees from harassing co-workers as well as our customers, vendors, suppliers, independent contractors and others doing business with Live Up

Behavioral Health, LLC. In addition, we prohibit our customers, vendors, suppliers, independent contractors and others doing business with us from harassing our employees.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- unwanted sexual advances;
- offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity;
- visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- verbal sexual advances, propositions, requests or comments;
- sending sexually-related text-messages, videos or messages via social media;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
- physical conduct, such as touching, assault, impeding or blocking movement.

Examples of What Constitutes Prohibited Harassment: In addition to the above listed conduct, Live Up Behavioral Health, LLC. strictly prohibits harassment concerning race, color, religion, national origin, age or other protected characteristic. By way of illustration only, and not limitation, prohibited harassment concerning sex (including sexual orientation), race, color, religion, national origin, age or other protected characteristic includes:

- slurs, epithets, and any other offensive remarks;
- jokes, whether written, verbal, or electronic;
- threats, intimidation, and other menacing behavior;
- other verbal, graphic, or physical conduct; and
- other conduct predicated upon one or more of the protected categories identified in this policy.

If you have any questions about what constitutes harassing behavior, ask your supervisor or another member of management.

Harassment of our customers, clients, vendors, suppliers, independent contractors, or employees of our customers, clients, vendors, suppliers or independent contractors by our employees is also strictly prohibited. Such harassment includes the types of behavior specified in this policy, including sexual advances, verbal or physical conduct of a sexual nature, sexual comments and gender-based insults. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination.

What Should You Do If You Feel You Are Or Have Been Harassed

If you feel that you are being harassed in violation of this policy by another employee, supervisor, manager or third-party doing business with the Company, you should immediately contact Todd Fox of Live Up Behavioral Health, LLC. at 419-775-3835. In addition, if you observe harassment by another employee, supervisor, manager or non-employee, please report the incident immediately to the individuals above. Appropriate action will also be taken in response to violation of this policy by any non-employee.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so that we can take whatever steps are necessary to address the situation. Live Up Behavioral Health, LLC. takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.

All complaints of unlawful harassment which are reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. The Company prohibits employees from hindering internal investigations and the internal complaint procedure. All complaints of unlawful harassment which are reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Policy Against Retaliation

Live Up Behavioral Health, LLC. is committed to prohibiting retaliation against those who report, oppose, or participate in an investigation of alleged wrongdoing in the workplace. By way of example only, participating in an investigation of alleged wrongdoing in the workplace, includes, but is not limited to:

- Filing a complaint with a federal or state enforcement or administrative agency.
- Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the Company regarding alleged unlawful activity.
- Testifying as a party, witness, or accused regarding alleged unlawful activity.
- Associating with another employee who is engaged in any of these activities.
- Making or filing an internal complaint with the Company regarding alleged unlawful activity.
- Providing informal notice to the Company regarding alleged unlawful activity.

We strictly prohibit any adverse action/retaliation against an employee for participating in an investigation of any alleged wrongdoing in the workplace. If you feel that you are being retaliated against you should immediately contact Todd Fox of Live Up Behavioral Health, LLC at 419-775-3835

Any employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.

Employee Classification

Full-Time Employees

Full-time employees are employees who are normally scheduled to work at least 30 (thirty) hours per week, as determined by Live Up Behavioral Health, LLC. in its sole discretion.

Part-Time Employees

Part-time employees are employees who are normally scheduled to work fewer than 30 (thirty) hours per week, as determined by Live Up Behavioral Health, LLC. in its sole discretion.

Temporary Employees

Temporary employees are employees who are employed to work on special projects for short periods of time, or on a “fill-in” basis. These positions are not intended to be a part of continuing operations. The employment status of temporary employees will not be changed due to an extension of employment in excess of that originally planned. Unless otherwise required by applicable law, temporary employees are not eligible for company benefits.

Non-Exempt Employees

Non-exempt employees include all employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act or any applicable state laws.

Exempt Employees

Exempt employees include all employees who are classified by the Company as exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws.

If you have any questions concerning the benefits for which you qualify, please contact Todd Fox of Live Up Behavioral Health, LLC., or the applicable benefit plan documents. Similarly, if you have any questions concerning your classification, please consult Todd Fox of Live Up Behavioral Health, LLC. At 419-775-3835

Lactation Break

The Company will provide a reasonable amount of break time to accommodate a female employee’s need to express breast milk for the employee’s infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any lactation time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid. The Company will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee’s work area, for the employee to express milk in private.

Employees should notify their immediate supervisor or Todd Fox of Live Up Behavioral Health, LLC. to request time to express breast milk under this policy.

COMPANY BENEFITS

Live Up Behavioral Health, LLC. provides the following benefits to eligible employees. We reserve the right to terminate or modify these plans at any time, for any reason, with or without advance notice to employees.

Your Pay

We issue payroll biweekly on Fridays. If the scheduled payday falls on a Sunday or holiday, paychecks will generally be distributed on the preceding business day. Any questions about the number of hours for which you have been credited and paid, the amount of your pay or deductions should be brought to the attention of Todd Fox of Live Up Behavioral Health, LLC.

Timekeeping Procedures

Unless otherwise notified, each employee is required to accurately record his or her hours of work for Live Up Behavioral Health, LLC., progress notes. You are required to submit the time record promptly following the close of the pay period so that your time record can be reviewed by your supervisor before your paycheck is processed for the pay period. Accurately recording all of your time is required in order to be sure that you are paid for all hours worked as required by the wage and hour laws. "Off clock" work time is not permitted. "Hours worked" is defined by law as all time an employee is subject to the control of an employer, and includes all time that an employee is suffered or permitted to work, whether or not required to do so. Each employee will receive a half-hour unpaid lunch period. Employees are encouraged to take one 30 minute unpaid lunch period per work day. Every un-paid lunch break for non-exempt employees should be noted on the timesheet.

Your obligation to accurately record all hours worked does not relieve you of your obligation to obtain advance approval from your supervisor before working overtime or hours beyond your regular work schedule. Employees who work beyond their regularly scheduled work hours, including overtime or off-schedule hours, without prior authorization by their supervisor are subject to disciplinary action up to and including termination of employment.

You are expected to follow the established procedures in keeping an accurate record of your hours worked.

Any changes or corrections to your time card or time record must be initialed by you and Todd Fox of Live Up Behavioral Health, LLC. Under no circumstances may any employee punch or record another employee's time card.

Insurance & Retirement Benefits

- Group Health Insurance
- Dental Insurance
- Vision Insurance
- Supplemental Life Insurance

Consult the applicable plan document for all information regarding eligibility, coverage and benefits. It is the plan document that ultimately governs your entitlement to benefits.

Workers' Compensation Insurance

Workers' Compensation insurance provides benefits to employees who experience injury or illness connected with employment. To be eligible for Workers' Compensation benefits, the injury must be a direct result of the job. Benefit entitlements are governed by law, but it is essential that you report all work-related accidents, injuries, and illnesses immediately.

Live Up Behavioral Health, LLC. requires any work-related injury -- including those which do not involve serious injury and those involving customers -- to be reported to your employer immediately and within 24 hours. It is only through full knowledge of every accident that the Company can become a safer, healthier place to work for everyone.

This practice will ensure that your employer is immediately aware of the injury, allowing them to aid you in obtaining rapid treatment and assistance with your claim. For injuries that are not readily apparent, you must report the incident and injury within 24 hours after you realize you have suffered a work-related injury. Discipline up to and including termination will occur if injuries are not reported in this time frame.

Live Up Behavioral Health, LLC. maintains a strict policy against discharging, threatening to discharge, or in any manner discriminating against any employee because he or she has filed or made known his or her intention to file a claim for workers' compensation benefits or an application for adjudication to the workers' compensation board. If you feel you are being discriminated against in violation of this policy you should contact Todd Fox of Live Up Behavioral Health, LLC.

Light Duty Policy

The Company strives to promote a successful recovery from any work related or personal injury and has developed a light duty program for purposes of addressing an employee's return to work with restrictions.

An employee who is injured in the course of his or her employment and is temporarily unable to perform one or more of his or her job duties may be placed in a "transitional duty" position. A transitional duty position can be any position for which the employee is able to perform the job functions. Transitional work assignments may be offered to employees with medical restrictions in anticipation of a return to the employee's former position of employment. Experience shows that the longer an employee remains away from work, the more difficult it is to return to gainful employment. Returning to regular work usually occurs more quickly when transitional or modified duty is offered to an employee.

Transitional duty jobs will be assigned in accordance with the Company's business and production needs. Although the Company may assign employees to transitional duty jobs, it should be understood that it is under no obligation to do so, and that the Company may limit the number of transitional duty jobs available at any given time. Transitional duty jobs can include any duties within the physical and mental restrictions of the injured/impaired employee, including the combination of duties assigned by the Company.

Transitional duty jobs will not become permanent positions. Any employee assigned to transitional duty must provide medical certification concerning the extent of the employee's limitations and a prognosis for recovery. The Company will require, at reasonable intervals, periodic recertification of the condition by the employee's physician. Employees on transitional duty may also be required to undergo an examination by a Company designated physician where the need for additional information is consistent with business necessity.

Qualifying employees will be placed in a transitional duty position for up to 12 weeks. The period of transitional duty begins on the date an employee begins working with restrictions and ends when the work restrictions are removed or become permanent, or at the end of 12 weeks period, whichever comes first. Continuation of transitional duty beyond 12 weeks will be considered on a case-by-case basis.

Training And Educational Assistance

Employees may be given the opportunity to attend training or educational programs in the course of their employment. Live Up Behavioral Health, LLC. may reimburse employees for the cost and certain expenses associated with attending an approved training or educational course. To receive reimbursement, the employee must (1) receive advanced written authorization from Todd Fox of Live Up Behavioral Health, LLC. to attend the course and (2) successfully complete the course.

Employees should contact Todd Fox of Live Up Behavioral Health, LLC. before registering for any training or other educational course to learn whether the program will be covered under the Company's policy. Live Up Behavioral Health, LLC. is not responsible for the payment or reimbursement of any costs or expenses associated with an employee's attendance at a lecture, training program or other educational program, if the employee fails to receive advanced written authorization and the employee fails to successfully complete the course.

Civic Duties

Live Up Behavioral Health, LLC. encourages each of its employees to accept his or her civic responsibilities. We are a good corporate citizen, and we are pleased to assist you in the performance of your civic duties.

Jury Duty: If you receive a call to jury duty, please notify your supervisor immediately and give a copy of your jury duty summons to your supervisor so that he or she may plan the department's work with as little disruption as possible.

Unless otherwise required by applicable law, all other employees will receive unpaid time off for service on jury duty.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

Witness Duty: Please see your state specific addendum.

Voting: Please see your state specific addendum.

Medical Leave of Absence

Live Up Behavioral Health, LLC. is not subject to the federal Family and Medical Leave Act at this time. However, we have established the following medical leave policy for our employees:

Full-time employees who have been with Live Up Behavioral Health, LLC. for one (1) year or more are eligible for unpaid leaves of absence for up to three (3) months for medical reasons. Medical reasons may include illness, injury, medical and surgical procedures, and related medical conditions. Leaves for female employees with disabilities due to pregnancy and childbirth are available for up to four (4) months and are available regardless of whether they have been employed for one year. Employees must request a leave of absence if they will be unable to work for medical reasons for a period in excess of five (5) consecutive days. Such requests are subject to management approval and must be made as soon as possible.

During a leave of absence, the medical insurance plan may allow covered employees and their eligible dependents to maintain medical insurance benefits by electing and paying for continuation coverage. The employee and his or her eligible dependents must pay the monthly premiums for any continuation coverage as elected. It is the applicable plan document that ultimately governs your eligibility and entitlement to these benefits.

Upon the employee's return from a medical leave of absence, we will attempt to return the employee to his or her regular job if it is available. If it is not available, the employee will be placed in a similar job for which the employee is deemed by Live Up Behavioral Health, LLC. to be qualified if such a job is available. If no jobs are available at the time, the returning employee will be given preferential consideration for any position for which he or she applies and for which he or she is deemed by management to be qualified. A returning employee will be given such preferential consideration for a period of sixty (60) days following his or her written notification to Live Up Behavioral Health, LLC. that he or she is ready and able to return to work.

Failure to report to work as scheduled following a leave of absence can result in dismissal. Employees who are out on leaves of absence will not accrue such benefits as vacation or holiday pay during their leaves of absence.

You should speak directly with Todd Fox of Live Up Behavioral Health, LLC. prior to taking a leave to ensure your understanding of all of your obligations to Live Up Behavioral Health, LLC. while on leave, such as reporting and verification obligations. **Personal Leave of Absence**

Additional types of unpaid personal leaves of absence may be granted in the sole discretion of management, for up to a maximum of 30 days. An extension beyond 30 days will be considered on an individual basis.

Failure to report to work as scheduled following a leave of absence may result in discipline, including termination. Time spent on personal leave of absence will not be used for computing benefits such as vacation or holidays.

You should speak directly with Todd Fox of Live Up Behavioral Health, LLC. prior to taking a leave to ensure your understanding of all of your obligations to the Company while on leave, such as your periodic reporting and re-verification obligations.

Bereavement Leave

Our full-time employees are eligible to receive 3 (three) days unpaid bereavement leave in the event they need to miss regularly scheduled workdays due to the death or funeral of a member of the employee's immediate family. Your immediate family includes your spouse, registered domestic partner, children, stepchildren, registered domestic partner's children, parents, grandparents, grandchildren, brother or sister, your spouse's parents, or your registered domestic partner's parents.

An employee who is notified of a death in his or her immediate family while at work will be paid for the remainder of the scheduled hours that day. The eligibility for unpaid bereavement leave will not commence until the next regularly scheduled workday which is lost. All time off in connection with the death of an immediate family member, as defined above, should be scheduled with your supervisor.

Military Leave of Absence

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify Todd Fox of Live Up Behavioral Health, LLC. of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible.

WHAT WE EXPECT OF YOU

Company Policies

This section of your handbook discusses your responsibilities to Live Up Behavioral Health, LLC. as an employee. Please thoroughly familiarize yourself with these policies and apply them in your work.

The following policies focus on basic rules that may not be violated under any circumstances. Violation of any of these basic rules, the policies in this handbook, or any other policy of the Company may lead to discipline, up to and including immediate termination. Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate termination. If you have any questions about these basic rules, or what we expect of you as one of our employees, please discuss them with your supervisor.

In most instances, inappropriate conduct will be addressed in the way the company feels is most suited to preventing a recurrence of the problem or correcting it. Among the actions that might be taken are verbal counseling, written counseling, verbal warnings, written warnings, verbal reprimands, and written reprimands, transfers of jobs and/or location, suspensions, demotions, corrective action plans and termination. The degree of discipline or corrective action taken depends on the nature and severity of the offense, and additional factors also may be considered, including without limitation the employee's previous disciplinary record on similar and other offenses.

These rules do not alter the at-will nature of your employment. You have the right to terminate your employment at any time, with or without cause or notice, and the Company has a similar right.

Absenteeism and Tardiness

Each employee is expected to be at his or her workstation on time each day and to remain there throughout his or her scheduled hours. Absenteeism or tardiness, even for good reasons, is disruptive of our operations and interferes with our ability to satisfy our customers' needs. Absenteeism or tardiness can result in discipline, up to and including termination.

If you are going to be late or absent from work for any reason, you must personally notify your supervisor as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those circumstances, you are expected to call your supervisor as soon as possible. Leaving a message, voice mail or sending an email does not qualify as notifying your supervisor -- you must personally contact your supervisor. If you are required to leave work early, you must also personally contact your supervisor and obtain his/her permission.

When absence is due to illness, the Company may require appropriate medical documentation.

If an employee fails to report to work or call in after 2 (two) days, they will be considered to have voluntarily abandoned his/her position and will be terminated. If an employee walks off the job, they will be considered to have voluntarily abandoned his/her position and will be terminated.

Alcohol and Drug Policy

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs (including marijuana) or other unauthorized or mind-altering or intoxicating substances while on Live Up Behavioral Health, LLC. property (including parking areas and grounds), or while otherwise performing their work duties away from Live Up Behavioral Health, LLC. Included within this prohibition

are lawful controlled substances, which have been illegally or improperly obtained. This policy also prohibits possessing drug paraphernalia. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription. The policy and all testing shall be conducted and implemented by the Company to be consistent with applicable Federal and State laws and take into consideration the employees right to privacy.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work (including marijuana and prescribed medical marijuana) and from having excessive amounts of otherwise lawful controlled substance in their systems. This policy does not apply to the authorized dispensation, distribution or possession of legal drugs where such activity is a necessary part of an employee's assigned duties.

Although medical marijuana is legal in some states, Live Up Behavioral Health, LLC. maintains a zero-tolerance policy for use, possession or distribution in the workplace.

All employees are prohibited from distributing, dispensing, possessing or using alcohol while at work or on duty. Furthermore, off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's ability to perform the essential functions of his/her job.

Prescription Drugs

The proper use of medication prescribed by your physician is not prohibited (with the exception of medical marijuana which is prohibited by this policy). Live Up Behavioral Health, LLC. does, however, prohibit the misuse of prescribed medication. Employees' drug use may affect their job performance, such as by causing dizziness or drowsiness. Employees are required to disclose any medication that would make them a risk of harm to themselves or to others in performing their job responsibilities. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair job performance.

Notification of Impairment

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs the employee in the performance of his/her job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to his/her immediate supervisor.

Who is Subject to a Drug or Alcohol Test

Employees may be required to submit to drug/alcohol screening to the extent permitted by applicable state and federal law as follows, including Reasonable Suspicion.

Live Up Behavioral Health, LLC. shall also perform post-accident drug/alcohol testing only in situations in which the employee drug or alcohol use was likely to have contributed to the incident. In these situations, the drug testing shall be conducted to identify the impairment level. The test will not be mandated where the drug use is not a likely factor, such as a bee sting, or repetitive strain or use injury. All testing shall be conducted so as to comply with applicable Federal and State law.

In those situations where the post-accident drug testing is appropriate, where it is reasonable to believe that employee drug use is likely to have contributed to the incident, and for which the drug test can accurately identify impairment caused by drug use, any employee who tests positive or who refuses to submit to testing in connection with a work-related injury will be subject to termination, and such employee may not qualify for compensation under Ohio Workers' Compensation law.

Discipline

Violation of this policy may result in discipline up to and including termination of employment.

Enforcement Policy

In order to enforce this policy, Live Up Behavioral Health, LLC. may investigate potential violations and require personnel to undergo drug/alcohol screening, including urinalysis, blood tests or other appropriate tests and, where appropriate, searches of all areas of the Company's physical premises, including, but not limited to work areas, personal articles, employees' clothes, desks, workstations, lockers, and personal and company vehicles. Employees will be subject to discipline up to and including discharge for violation of this policy, for refusing to cooperate with searches or investigations, or refusal to submit to screening or for failing to execute consent forms when required by Live Up Behavioral Health, LLC.

Investigations/Searches

Where a manager or supervisor has reasonable suspicion that an employee has violated the substance abuse policy, the supervisor, or his designee, may inspect vehicles, lockers, work areas, desks, purses, briefcases, and other locations or belongings without prior notice, in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Locked areas or containers do not prevent Live Up Behavioral Health, LLC. from searching that area, thus employees should have no expectation of privacy for personal belongings brought on Live Up Behavioral Health, LLC. premises. Where the employee is not present or refuses to remove a personal lock, Live Up Behavioral Health, LLC. may do so for him or her, and compensate the employee for the lock. Any such searches will be coordinated with a representative of management. Live Up Behavioral Health, LLC. may use unannounced drug detection methods to conduct searches.

What Happens When an Employee Tests Positive for Prohibited Substances

All employees who test positive in a confirmed substance test, or refuse such test, conducted in accordance with this policy, will be subject to discipline, up to and including termination.

Test Procedures

All alcohol/drug tests shall be done in accordance with applicable Federal and State law. Applicants and employees subject to testing must sign, prior to testing, any required form consenting to the testing and consenting to the release of the test results to Live Up Behavioral Health, LLC. All collection and chain-of-custody procedures will follow the guidelines for the testing recommended by the U.S. Department of Health and Human Services and required by the U.S. Department of Transportation and/or the Ohio Bureau of Workers' Compensation. For Ohio, the DHHS cut-off levels are the same levels used for Federal Workplace Drug Testing Programs and the Ohio Bureau of Workers' Compensation's Drug-Free Safety Program. (The current cut-off levels are subject to change by DHHS or the Ohio BWC.).

Live Up Behavioral Health, LLC. will pay for all initial testing (including initial confirmation tests) conducted under this policy. Test results and related information will be treated confidentially and divulged to Live Up Behavioral Health, LLC. management only on a need-to-know basis.

Background Screening

To ensure that employees of the Company continue to be qualified and continue to have a strong potential to be productive and successful, to further ensure that the Company maintains a safe and productive work environment free of any form of violence, harassment, or misconduct, and to determine eligibility for promotion, re-assignment or retention, the Company reserves the right to conduct background screening on all of its employees. Background screening is a sound business practice that benefits everyone; it is not a reflection on any particular employee.

Client Abandonment

Licensed professionals have an ethical and legal obligation to act consistently with our client's best interests and ongoing treatment needs.

You must take necessary actions to help ensure that any ongoing treatment needs the client has are adequately met. Thus, this standard of care requires that clients not be abandoned but that any ongoing treatment needs be openly discussed as a part of the treatment process and that relevant referrals are made and adequate time is given so that the client may obtain needed treatment.

Employees of Live Up Behavioral Health, LLC. are not to abandon their clients without proper notice. If you plan on ending treatment, you are required to alert bring this to management's attention, and provide the client with at least two (2) weeks' notice.

Client/patient abandonment without reasonable excuse or notice will lead to discipline, up to and including termination.

Communication

Various communication means between Live Up Behavioral Health include, but are not limited to:

- Phone calls
- Company emails
- Text messages

As an employee of Live Up Behavioral Health you are responsible for adhering to this policy when sending and receiving internal and external communications. Below is a list of regulations for proper communication means:

Work Email:

- Email must be checked every 24 hours at maximum
- Emails requiring a response must be responded to in a maximum of 24 hours
- Signature Block must be set up as follows: Name Title Agency Name Contact Information Agency WebLink

Phone Communications:

- Client calls have a 24-hour response maximum
- Company calls have a 4-hour response maximum (during accountable work hours)
- Voicemail Recording should be professional.

Text Communication:

- Client Text Messages have a 24-hour response maximum.
- Company text messages have a 4-hour response maximum (during accountable work hours).
- Client and Company text messages should be appropriate and professional

Any violation of this policy may lead to discipline, up to, and including termination.

Company Keys/Entry Cards

Each Live Up Behavioral Health, LLC. employee to whom a key and/or entry card is given is responsible for proper use of that key and/or entry card and will be required to sign for it. A lost or misplaced key and/or entry card must be reported immediately to your supervisor. I understand that if my keys are lost or stolen,

I must report it to my supervisor immediately and that there will be a replacement fee per key. Failure to report lost or stolen keys may result in disciplinary action up to and including termination. Never duplicate or loan a key and/or entry card to anyone for any reason. See your supervisor if you need another key and/or entry card. All keys and/or entry cards must be turned in of Todd Fox of Live Up Behavioral Health, LLC. upon separation from the Company. Employees who take a leave of absence must turn in any keys and/or entry cards prior to beginning their leave.

Company Relationships Policy

Live Up Behavioral Health, LLC. has adopted this policy in recognition of its responsibility to provide guidelines on and to caution employees of the potential problems posed by romantic and sexual relationships with other employees. These problems include conflicts of interest, interference with the productivity of coworkers, and potential charges of sexual harassment. These problems can be particularly serious in situations in which one person has a position of authority over the other, such as in a supervisor-subordinate position.

Live Up Behavioral Health, LLC. does not prohibit consensual amorous relationships between employees, but it does impose the following restrictions:

1. Live Up Behavioral Health, LLC. prohibits supervisors and managers from engaging in amorous or sexual relationships with subordinates and requires the supervisor or manager to disclose the existence of such relationship immediately. If such a relationship exists, supervisors and managers are required to take steps to resolve any potential conflict of interest or impropriety created by the relationship.
2. All employees must avoid amorous or sexual relationships with other employees that create conflicts of interest, potential charges of sexual harassment, or discord or distractions that interfere with other employees' productivity.
3. All employees are expected to behave in a professional manner and avoid inappropriate displays of affection, etc., in the work environment.

Additionally, to avoid potential conflicts of interest and to promote productivity in the workplace, the Company does not typically hire or transfer relatives into positions in which they supervise or are supervised by another close family member. The Company also avoids placing family members in positions in which they work with or have access to sensitive information about family members. Questions and clarifications will be addressed by the Todd Fox of Live Up Behavioral Health, LLC.

Computers, Databases, E-Mail, Voice Mail and the Internet

The following policy governs the use of all Company controlled computer equipment and software, collectively referred to hereinafter as "Company Computer Systems." The Company Computer Systems includes all computing/processing assets either owned, leased, internally developed, or otherwise within the company's control, including servers, computers, laptops, tablets, handheld devices, storage devices, electronic devices, cell phones, smart phones, scanners, copiers, fax machines, databases, applications, cloud services, and network infrastructure used for Company business (including e-mail, voice mail, Internet access, data processing, data storage, and application development, installation, and maintenance). The policy also governs all Personal devices used for Company business including tablets, handheld devices, laptops, cell phones, smart phones, or home computers that are connected with or to the Company's computer system on a regular or intermittent basis, but which otherwise are not Company Computer Systems. This policy may not be changed except in a written document issued by Todd Fox of Live Up Behavioral Health, LLC.

All Company Computer Systems are the Company's property to be used to facilitate the business of the Company. All information that is temporarily or permanently stored, transmitted or received via Company Computer Systems remain the sole and exclusive property of the Company. As such, employees should have no expectation of privacy in connection with their access and use of such equipment and systems.

Employees should not use or access the Company Computer Systems in any manner that is unlawful, inappropriate wasteful of Company resources, or contrary to the Company's best interests. These electronic tools are provided to assist employees with the execution of their job duties and should not be abused.

Company Property

All software that has been installed on the Company Computer Systems is Company property and may not be used for any non-business, unlawful or improper purpose. In addition, all data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on the Company Computer Systems and all data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on non-Company computers used for Company business that relates in any manner to the Company's business is subject to monitoring by the Company, is the exclusive property of the Company and may not be copied or transmitted to any outside party or used for any purpose not directly related to the business of the Company.

Upon termination of employment, an employee shall not remove any software or data from Company Computer Systems and shall completely remove all data collected, downloaded and/or created on non-Company computers used for Company business that relate in any manner to the Company's business. Upon request of the Company, a terminating employee shall provide proof that such data has been removed from all personal computers used for Company business.

Proper Use

Employees are strictly prohibited from using the Company Computer Systems, or personal computers used for Company business, for any improper purpose such as the improper access or transfer of company trade secrets or confidential and proprietary information except for legitimate company business. Further, the Company's Anti-Discrimination Policy and Policy Against Harassment extend to the use of the Company Computer Systems and personal computers used for Company business. Any employee who uses the Company Computer Systems in violation of these policies will be subject to discipline, up to and including immediate termination.

It is not possible to identify every type of inappropriate or impermissible use of the Company Computer Systems. Employees are expected to use their best judgment and common sense at all times when accessing or using these systems. The following conduct, however, is strictly prohibited:

- Employees may not transmit, retrieve, download, or store inappropriate messages or images relating to race, religion, color, sex, national origin, citizenship status, age, disability, or any other status protected under federal, state and local laws.
- Employees may not use the Company Computer Systems in any way that violates the Company's policy against unlawful harassment, including sexual harassment. By way of example, employees may not transmit messages that would constitute sexual harassment; may not use sexually suggestive or explicit screen savers or backgrounds; may not access, receive, transmit or print pornographic, obscene or sexually offensive material or information; and may not transmit, retrieve, download, store or print messages or images that are offensive, derogatory, defamatory, off-color, sexual in content, or otherwise inappropriate in a business environment. Employees are also prohibited from making threatening or harassing statements to another employee, or to a vendor, customer, or other outside party.

- Employees are strictly prohibited from altering, transmitting, copying, downloading or removing any proprietary, confidential, trade secret or other information of the Company, or of the Company's customers without authorization. In addition, employees may not alter, transmit, copy or download proprietary software, databases and other electronic files without proper and legally binding authorization.
- Employees should not download, transmit, or retrieve messages from multi-network gateways, real-time data and conversation programs including, but not limited to, instant messaging services (e.g. AOL Instant Messenger and Yahoo Messenger), Internet chat rooms and bulletin boards during their work shift, unless such activity is necessary for business purposes.
- Employees may not use or allow another individual to use the Company Computer Systems for any purpose that is either damaging or competitive with the Company or detrimental to its interests. All such access and use is unauthorized.
- Employees are strictly prohibited from using the Company Computer Systems in any manner that violates the federal Anti-SPAM law.
- Employees must honor and comply with all laws applicable to trademarks, copyrights, patents and licenses to software and other electronically available information. Employees may not send, receive, download, upload or copy software or other copyrighted or otherwise legally protected information through the Company Computer Systems without prior authorization.
- Employees may not solicit personal business opportunities or conduct personal advertising through the Company Computer Systems.
- Employees may not engage in gambling of any kind, monitor sports scores, or play electronic games through the Company Computer Systems.
- Employees may not engage in day trading, or otherwise purchase or sell stocks, bonds or other securities or transmit, retrieve, download or store messages or images related to the purchase or sale of stocks, bonds or other securities through the Company Computer Systems.
- Employees are permitted to access company computers and databases solely and exclusively to further the company's legitimate business interests. Employees are restricted from accessing company computers, equipment, databases or systems and from disclosing information contained therein for any purpose which does not advance the employer's legitimate business interests.
- See Social Media, Social Networking and Weblogs Policy for information about proper use of these applications.

Unsolicited E-mail

Electronic mail has become an extremely important and efficient means of communication, particularly in the business world. However, the abuse of electronic mail systems, as well as the receipt and transmission of unsolicited commercial electronic mail places an incredible drain on the Company Computer Systems, and imposes significant monetary costs to filter and remove unsolicited e-mails from our system. To eliminate the receipt and transmission of unsolicited commercial electronic mail, the Company complies with the federal "CAN-SPAM" law. All employees are responsible for complying with the federal Anti-Spam regulations and therefore may not use the Company Computer Systems to:

- Transmit unsolicited commercial electronic mail promoting the Company's business, goods, products and services without prior authorization.
- Transmit unsolicited commercial electronic mail promoting the employee's personal business, goods, products and services.
- Transmit commercial electronic messages to the Company's customers who have elected to "opt-out" of receiving the Company's electronic advertisements.
- Initiate a transmission of a commercial e-mail message that contains or is accompanied by false or misleading information.

In addition, to help the Company eliminate the receipt of unsolicited commercial e-mail from outside parties advertising various websites, products or services and to further prevent the receipt of offensive or undesired outside e-mail, you should:

- Not use the Company Computer Systems to access any website not directly related to Company business; and
- Delete unfamiliar or suspicious e-mail from outside the Company without opening it.

Monitoring

Employees should expect that any information created, transmitted, downloaded, received, reviewed, viewed, typed, forwarded, or stored in the Company Computer Systems or personal computers used for Company business, or on the Company's voicemail system may be accessed by the Company at any time without prior notice. Employees should have no expectation of privacy or confidentiality in such data, messages, or information (whether or not password-protected), or that deleted messages are necessarily removed from the system.

Employees must provide all passwords and access codes for the Company Computer Systems or personal computers used for Company business to Todd Fox of Live Up Behavioral Health, LLC. Changing passwords or creating new passwords without notifying Todd Fox of Live Up Behavioral Health, LLC. is strictly prohibited.

The Company's monitoring policy may include, but is not limited to, physical inspection of home drives, memory devices, and handheld devices; review of content passing through the Company Computer Systems and other systems, review of personal e-mail (including personal web-based password-protected e-mail) and text messages accessed using the Company Computer Systems and/or Company data connections; key loggers and other input monitoring mechanisms; and use of screen monitoring software, hardware, and video drives.

System Integrity

Because outside storage devices may compromise the Company's systems, employees are not permitted to use personal storage devices or copies of software or data in any form on any Company computer without first: (1) obtaining specific authorization from Todd Fox of Live Up Behavioral Health, LLC., and (2) scanning the data for viruses. Any employee who introduces a virus into the Company's system via use of personal software or data shall be deemed guilty of gross negligence and/or willful misconduct and may be held responsible for the consequences, including cost of repair and lost productivity.

Similarly, information is not to be downloaded directly from the Internet onto the Company's computer system. All information downloaded from the Internet is to be placed on a disk and scanned for viruses before being introduced into the Company's system.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who damage the Company's computer system through its unauthorized use may additionally be liable for the costs resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information, or who access the computer systems and information it stores and processes without authorization may additionally be subject to criminal prosecution and/or substantial civil money damages.

Conflict of Interest

Our policy forbids employees from engaging in any other business which competes with the Company. Company policy also forbids a financial interest in an outside concern, which does business with or is a competitor of the Company (except where such ownership consists of securities of a publicly owned corporation regularly traded on the public stock market). Rendering of directive, managerial, or consulting services to any outside concern which does business with or is a competitor of the Company, except with the knowledge and written consent of Todd Fox of Live Up Behavioral Health, LLC., is also prohibited. If you think that there is a possibility that any business venture of yours may conflict with this policy, it is your responsibility to notify Todd Fox of Live Up Behavioral Health, LLC. and obtain his/her approval in writing.

Customer Service

Live Up Behavioral Health, excellent customer service is of utmost importance that shapes new customer relationships and harbors continuing ones. We recognize that individual needs are as unique and varied as the individuals themselves. Employees will treat all situations fairly and conduct themselves in a professional matter at all times. Employees must strive to exceed expectations and to ensure that every interaction with a customer is reflective of a high-quality standard. Every experience is an opportunity to ensure a positive outcome therefore a positive attitude is a must. Inappropriate or negative conversations with a customer are prohibited.

Damage to Property

Deliberate or careless damage to the Company's property, as well as damage to your co-workers' or customers' property will not be tolerated.

Fraud, Dishonesty and False Statements

No employee or applicant may ever falsify any application, medical history record, invoice, paperwork, time sheet, time card, investigative questionnaires or any other document. Any employee found to have falsified or made material misrepresentations or omissions on any such document will be subject to immediate termination of employment. If you observe any such violations, please report them to Todd Fox of Live Up Behavioral Health, LLC. immediately.

Gambling

Gambling is prohibited on Company property, or through the use of the Company's property.

Gifts and Gratuities

Employees are required to gain written authorization from Todd Fox of Live Up Behavioral Health, LLC. for any request, gift or gratuity from a customer or supplier that totals greater than \$25 (twenty-five dollars).

Honesty

Our credibility with our customers is critical to our success. Misrepresentation to a customer is against Company policy and against the law. Under the law, an employee may be held personally liable for making misrepresentations to customers. It is also against Company policy to mislead or misrepresent any credit application or customer credit status to any financial institution. Employees are also expected to be honest in their dealings with their supervisors and co-workers.

Housekeeping

Employees must maintain their own work areas and keep them in a presentable manner. At the close of each business day, ensure that all equipment is cleaned and put away. Employees will not litter or discard such items as cigarettes or wrappers on the premises. Remember, we want our customers to look at us as a professional, neat organization.

Work areas must be maintained in a clean, healthy and orderly fashion to prevent unsafe conditions and potential accidents. If you observe conditions or equipment which are potentially dangerous, report them immediately to your supervisor. It is each employee's responsibility to make sure the work area is clean and orderly at the completion of the scheduled work shift.

Illegal Activity

Employees are not permitted to engage in any kind of illegal activity on duty or on Live Up Behavioral Health, LLC.'s property, or while off the job which reflects detrimentally on the Company's reputation.

Insubordination

We all have duties to perform and everyone, including your supervisor, must follow directions from someone. It is against our policy for an employee to refuse to follow the directions of a supervisor or management official or to treat a supervisor or management official in an insubordinate manner in any respect. Employees must fully cooperate with Company investigations into potential misconduct. Refusal to fully disclose information in the course of a Company investigation constitutes insubordination and will not be tolerated.

Meetings

From time to time, individual or staff meetings may be held for the purpose of providing instruction, training, or counseling or to review Company operating policies. You are required to attend all Company meetings involving your department or which you have been asked to attend.

Misuse of Property

No employee should misuse, or use without authorization, equipment or other property of customers, vendors, other employees of the Company.

Off-Duty Use of Facilities

Employees are prohibited from being on the Company premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property or Company equipment for personal use.

Off-Duty Social and Recreational Activities

During the year, the Company may sponsor social or recreational activities for its employees. Your attendance at such social activities, however, is completely voluntary and is not work-related. Neither the Company nor its insurer will be liable for the payment of workers' compensation benefits for any injury that arises 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.

Outside Employment

There have been times when most of us have had the opportunity or the need to have two jobs at one time. It is important that other employment, as well as outside interests, do not interfere in any way with an employee's job with Live Up Behavioral Health, LLC. You should be careful that extra hours of work do not affect the safe operation of your job by leaving you tired and slow to react. Also, if your second job could create a potential conflict of interest, for example, working for a competitor, you are required to obtain written approval, in advance, from Todd Fox of Live Up Behavioral Health, LLC.

Overtime and Work Schedule

Live Up Behavioral Health, LLC. may periodically schedule overtime or weekend work in order to meet production needs. We will attempt to give as much advance notice as possible, and we expect that all employees who are scheduled to work overtime will be at work, unless excused by their supervisor. Otherwise, all overtime work must be pre-approved by your supervisor. Working overtime without your supervisor's approval may result in discipline, up to and including termination.

Your supervisor will inform you of the hours you are to work. Due to changing needs of our customers, your actual work schedule may vary from time to time. If it does, you will be notified by your supervisor. Management retains the right to reassign employees to a different shift where it is necessary for the efficient operation of the Company.

Parking

So that we will have sufficient and convenient parking for our customers, we require all of our employees to park their vehicles in the area designated for employee parking. If you have any questions as to where you should park your vehicle, please ask your supervisor.

Personal Appearance and Behavior

We expect all employees to use good judgment in choosing dress and appearance and to present a neat, well-groomed appearance and a courteous disposition. We feel that these qualities go further than any other factor in making a favorable impression on the public and your fellow workers.

Employees should dress and present themselves in a business-like manner that reflects professional standards. Flashy, skimpy, tight-fitting, revealing, offensive and other non-business-like clothing are unacceptable. Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time away from work will generally be without pay.

Employees are also expected to behave and conduct themselves in a professional manner at all times in the workplace. Unprofessional behavior in the workplace, such as inappropriate comments, jokes, gestures, printed materials, sexually related conversations, inappropriate touching of another employee (such as but not limited to kissing, hugging, massaging, sitting on laps), and any other behavior of a sexual nature is prohibited. Employees who fail to observe these standards will be subject to disciplinary action, up to and including termination.

Employees are expected to observe the Company's personal appearance and behavior policy at all times while at work.

Poor Performance

Employees are expected to make every effort to learn their job and to perform at a level satisfactory to the Company at all times.

Progressive Discipline

In the event of unsatisfactory conduct in the workplace, the Company's objective is to administer consistent discipline for everyone. The best disciplinary measure is one that does not have to be enforced. The display of good leadership and administration of fair supervision at all employment levels certainly reduces, but does not eliminate, the need for disciplinary measures.

Progressive Discipline means that these four steps will normally be followed to correct most problems:

1. Verbal warning
2. Written warning
3. Suspension without pay
4. Termination of employment

Unfortunately, some employee problems could be serious enough to justify bypassing the usual disciplinary steps. Those problems may result in immediate suspension, or, in more extreme situations, immediate termination.

The purpose of progressive discipline is to correct problems at an early stage to benefit both the employee and the Company.

Personal Mail

All mail which is delivered to Live Up Behavioral Health, LLC. is presumed to be related to our business. Mail sent to you at the Company will be opened by office personnel and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

Company postage meters and letterhead may not be used for personal correspondence.

Protection of the Company's Trade Secrets and Confidential Information

As part of their employment with the Company, employees may be exposed to and/or provided with trade secrets ("Trade Secrets") and other confidential and proprietary information ("Confidential Information") of the Company relating to the operation of the Company's business and its customers (collectively referred to as "Trade Secrets/Confidential Information").

"Trade Secrets" mean information, including a formula, pattern, compilation, program, device, method, technique or process, that: (1) derives independent economic value, actual or potential, from not being generally known to the public or to other persons or entities who can obtain economic value from its disclosure or use; and (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The Company's Trade Secrets are: (1) not generally known to the public or to the Company's competitors; (2) were developed or compiled at significant expense by the Company over an extended period of time; and (3) are the subject of the Company's reasonable efforts to maintain their secrecy.

"Confidential Information" means information belonging to the Company, whether reduced to writing or in a form from which such information can be obtained, translated or derived into reasonably usable form, that has been provided to employees during their employment with the Company and/or employees have gained

access to while employed by the Company and/or were developed by employees in the course of their employment with the Company, that is proprietary and confidential in nature.

As part of the consideration employees provide to the Company in exchange for their employment and continued employment with the Company is their agreement and acknowledgement that all Trade Secrets/Confidential Information developed, created or maintained by them shall remain at all times the sole property of the Company, and that if the Company's Trade Secrets/Confidential Information were disclosed to a competing business or otherwise used in an unauthorized manner, such disclosure or use would cause immediate and irreparable harm to the Company and would give a competing business an unfair business advantage against the Company.

Employees will not, except as required in the conduct of the Company's business or as authorized in writing by the Company, disclose or use during their term of employment or subsequent thereto any Trade Secrets/Confidential Information. Furthermore, all records, files, plans, documents and the like relating to the business of the Company which employees prepare, use or come in contact with shall be and shall remain the sole property of the Company and shall not be copied without written permission of the Company and shall be returned to the Company on termination or cessation of employment, or at the Company's request at any time.

Publicity

In the course of advertising, public relations or other similar conduct for business purposes, the Company may utilize media resources. The Company may use your photograph, picture, and/or voice transcription for promotion or advertising at any time without compensation.

Safety

It is our policy to promote safety on the job. The health and well-being of our employees is foremost among our concerns. For this reason, you are urged to follow common sense safety practices and correct or report any unsafe condition to your supervisor. Each employee shall be instructed regarding the Company's injury prevention program. Each employee is expected to assist Live Up Behavioral Health, LLC. in maintaining safe working conditions. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility. Remember: SAFETY FIRST.

Live Up Behavioral Health, LLC. requires any work-related injury -- including those which do not involve serious injury and those involving customers -- must be reported to your employer immediately not to exceed 24 hours of the alleged injury. It is only through full knowledge of every accident that the Company can become a safer, healthier place to work for everyone.

Searches and Inspections

In order to protect the safety and property of all of our employees, the Company reserves the right to inspect employees' lockers, desks, cabinets, briefcases, toolboxes, purses, personal computers, personal motor vehicles and any other personal belongings brought onto Company property. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action up to and including termination of employment.

All files and records stored on Company computers are the property of the Company and may be inspected at any time. Company computers are for business purposes only and should not be used for non-work related matters. Use of Company computers for unauthorized purposes is prohibited. Electronic mail and voice mail messages are to be used for business purposes only and are considered Company property. The Company may access its computers at anytime with or without prior notice and the employee should not assume that any data stored in Company computers is confidential.

Sleeping

Everyone needs to be fully alert while on the job in order to protect the safety of all employees and to properly serve our customers. Therefore, we cannot tolerate sleeping or inattention on the job.

Smoking

Smoking is prohibited in all Company buildings. Smoking must be confined to designated outdoor areas. Of course, smoking is prohibited in all areas where paint and flammable materials are present. As smoking in the presence of some customers and co-workers may be offensive to them, we expect that employees who choose to smoke will exercise good judgment as to when and where they smoke.

Social Media, Social Networking and Weblogs Policy

This policy governs employee use of social media, including any online tools used to share content and profiles, such as personal web pages, message boards, networks, communities, and social networking websites including, but not limited to, LinkedIn, Facebook, MySpace, Pinterest, Flickr, Twitter, Tumblr, and web blogs. The lack of explicit reference to a specific site or type of social media does not limit the application of this policy.

The Company respects the rights of all employees to use social media. However, because communications by Company employees on social media could, in certain situations, negatively impact business operations, customer relations, or create legal liabilities, it is necessary for the Company to provide these guidelines. For example, there are special requirements applicable to publishing promotional content online. Promotional content is content designed to endorse, promote, sell, advertise or otherwise support a company's products or services. These guidelines are intended to address these and other similar matters.

In addition to ensuring that employee use of social media does not create any legal liabilities, these guidelines are intended to ensure employees understand the types of conduct that are prohibited. This policy will not be interpreted or applied so as to interfere with the rights of employees to discuss or share information related to their wages, hours, or other terms and conditions of employment. Employees have the right to engage in or refrain from such activities.

Employees engaging in use of social media are subject to all of the Company's policies and procedures, including, but not limited to, the Company's policies: (1) protecting certain confidential information related to the Company's operation; (2) safeguarding Company property; (3) prohibiting unlawful discrimination, harassment and retaliation; and (4) governing the use of Company computers, telephone systems, and other electronic and communication systems owned or provided by the Company.

Employees are prohibited from the following:

- Using or disclosing the Company's trade secret information or proprietary information related to products, production processes, designs, or using or disclosing documents or similar information that has been designated or marked as business sensitive, confidential/private, intellectual property or business use only. Examples of confidential information include customer information, trade secrets, non-public financial performance information and strategic business plans, and does not include information related to wages, hours and working conditions.
- Using or disclosing a client's, vendor's, partner's or supplier's trade secret information or confidential information (as defined above) related to products, production processes, designs, or using or disclosing documents or information that have been designated or marked as business sensitive, confidential/private, intellectual property or business use only.

- Using social media to post or to display comments about co-workers, supervisors, customers, vendors, suppliers or members of management that are vulgar, obscene, physically threatening or intimidating, harassing, or otherwise constitute a violation of the Company's workplace policies against discrimination, retaliation, harassment, or hostility on account of any protected category, class, status, act or characteristic.
- Infringing on Company logos, brand names, taglines, slogans or other trademarks. Respect the laws regarding copyrights, trademarks, rights of publicity and other third party rights.
- Posting or displaying content that is an intentional public attack on the quality of the Company's products and/or services in a manner that a reasonable person would perceive as calculated to harm the Company's business and is unrelated to any employee concern involving wages, hours, or other terms and conditions of employment.
- Unless authorized and approved by the Company, disclosing or publishing any promotional content, as defined above, about the Company or its products. If content regarding a Company product or service could be relied on by the public or customers, employees should indicate that their views are their own and do not reflect the views of the Company.
- Engaging in activities that involve the use of social media that violate other established Company policies or procedures.
- Using social media while on work time, which is the time employees are engaged in work, unless it is being done for Company business and with the authorization of the Company.
- Posting a photograph of a supervisor, manager, vendor, supplier, or customer without that individual's express permission.

Violations of this policy may result in disciplinary action up to and including termination. If you have any questions about this policy, contact Todd Fox of Live Up Behavioral Health, LLC.

Employees should know that the Company has the right to and will monitor the use of its computer, telephone, and other equipment and systems, as well as any publicly accessible social media. Employees should expect that any information created, transmitted, downloaded, exchanged or discussed on publicly accessible online social media may be accessed by the Company at any time without prior notice. This is particularly true in cases involving the use of Company equipment or systems.

Social media account ownership: To the extent an employee is authorized as part of his/her job duties to use social media account(s) to advance the employer's interests, the employer, not the employee, owns the account(s) and employees are required to return all logins and passwords for such accounts at the end of employment.

Solicitation - Distribution Policy

Our main job at Live Up Behavioral Health, LLC. is to give our customers the best service possible. In order to allow employees to provide our customers and their jobs with their undivided attention, the solicitation by an employee of another employee for the support of any organization is prohibited during the working time of either employee. In addition, the distribution of advertising materials, handbills or other literature is prohibited in all working areas and sales areas at all times. E-Mail, facsimile machines, and voice mail may not be used to advertise or solicit employees. Similarly, non-employees may not come on the Company's property at any time to solicit for any cause or distribute material or literature of any kind for any purpose.

Telehealth Policy

Must:

- Be in a room with a closed door – remember these conversations are private and shouldn't be heard by your family or members in your household.
- Use HIPPA compliant system – ICANotes
- Consider using earphones or ear buds to help keep conversations private.

Teletherapy tips:

- Treat the session like an in-person appointment—turn off your phone, eliminate distractions, and give it your whole focus.
- Sit further back from the screen to see a wider area and better catch the slight facial expressions and eye gestures of your patient/client.
- Pay close attention to voice nuances, tempo, pitch, and inflection. These can be equally as important as the visual observations.

How to set up for a telehealth visit:

- Ensure your lighting is correctly placed. If possible, conduct the visit with natural light in front of you.
- Eliminate background noise as much as possible. Make sure you're muted when you aren't speaking.
- Check your surroundings. Avoid leaving anything behind you that you wouldn't want your patients/clients to see, especially personal items.
- Wear appropriate clothing that you'd wear to an in-person visit. If you normally would, wear and ensure your name badge is visible if possible.
- Avoid "primping" (looking at yourself on the screen, fixing your hair, etc.). Ensure your head placement is in the center of the screen. Maintain proper eye gaze. Look at the area on your computer between the camera and the center of the screen.
- Let the patient/client know when you're charting so they know why you're looking down.

How to effectively communicate during a telehealth visit:

- Use a normal pace of speech. Talk slowly enough that the patient/client can understand you. You may have to take longer pauses than you would during an in-person visit.
- Use empathetic word choices mindfully and nod your head so the patient/client knows they're being heard and understood.
- Ensure your space isn't cluttered. Ensure your facial expressions and words are congruent.
- When you're listening quietly, be aware of your resting face.

Theft

Theft of any kind is strictly prohibited. To protect you, your co-workers and Live Up Behavioral Health, LLC., we reserve the right to inspect all purses, briefcases, packages, lockers and vehicles on the Company's property. If you must remove Company property from the premises, you must obtain written permission in advance from your supervisor.

Unauthorized Interviews

Employees should not speak to the media on the Company's behalf without contacting Todd Fox of Live Up Behavioral Health, LLC. All media inquiries should be directed to them.

Work From Home Policy

Purpose: To maintain business continuity and to limit the disruption to the service we provide to our customers. If a determination is made for Employees who can work from home to do so, the Manager and HR will collaborate with each Employee on the best course to take to meet specific personal and business needs. There may be times such as natural disasters, health pandemics, inclement weather, etc. when moving to remote work will limit the number of Employees in our offices and help to mitigate health risks. If an employee fails to follow these guidelines, the employee may be disciplined up to and including termination.

Procedure: Work from home may be considered for a specified time period and may be discontinued at will and at any time at the request of the company. Consideration for working from home is on a case-by-case basis. Not all positions are eligible. Requests for consideration must be submitted to HR and to your manager. The Employee and Manager will work with HR and/or IT to assess needs, complete the company property acknowledgment form, and ensure appropriate remote access is provided.

Expectations:

1. Employees must fully and completely fulfill their position's responsibilities.
2. Employees must connect with their manager often via phone and/or email.
3. All hourly Employees must send a recap of what was worked on at the end of each day. It must be specific. Employees who are paid hourly are required to accurately record all hours worked in Timesheets.
4. Employees must respond timely to emails and phone calls.
5. Employees must maintain a specific and safe work area.
6. Employees must maintain regular business hours to the extent possible.
7. Employees must let their manager know immediately if they do not have work to do. Understand that the expectation is that you may have to work a reduced schedule if you do not have work you can do from home.
8. Employees will use the company-provided equipment for business purposes only.
9. Employees will be expected to come in and get what they need to be able to work from home. This would include invoices, mail, documents, and/or materials they need from the office in order to do their job.
10. Employees are expected to ensure the protection of company proprietary information accessible from their home office.
11. Employees who have technical issues and cannot resolve the issues are expected to come into the office to work or take PTO for that day. This must be communicated to your manager and HR

Workplace Violence Policy

Live Up Behavioral Health, LLC. has a zero tolerance for violent acts or threats of violence against our employees, applicants, customers or vendors.

We do not allow fighting, threatening words or conduct. Weapons of any kind are strictly prohibited and not permitted on Company premises.

No employee should commit or threaten to commit any violent act against a co-worker, applicant, customer or vendor. This includes discussions of the use of dangerous weapons, even in a joking manner.

Any employee who is subjected to or threatened with violence by a co-worker, customer or vendor, or is aware of another individual who has been subjected to or threatened with violence, is to report this information to Todd Fox of Live Up Behavioral Health, LLC. as soon as possible.

All threats should be taken seriously. Please bring all threats to our attention so that we can deal with them appropriately.

All threats will be thoroughly investigated, and all complaints which are reported to management will be treated with as much confidentiality as possible.

CHANGES IN STATUS

Changes In Personnel Records

To keep your personnel records up to date, to ensure that the Company has the ability to contact you, and to ensure that the appropriate benefits are available to you, employees are expected to notify the Company promptly of any change of name, address, phone number, number of dependents, or other applicable information.

Outside Inquiries Concerning Employees

All inquiries concerning employees from outside sources should be directed to Todd Fox of Live Up Behavioral Health, LLC. No information should be given regarding any employee by any other employee or manager to an outside source.

Notice of Resignation

In the event you choose to resign from your position, we ask that you give us at least two weeks' written notice for non-managerial employees, and 30 days for managerial employees. You are responsible for returning Company property in your possession or for which you are responsible.

Exit Interview

Any employee leaving Live Up Behavioral Health, LLC. may be required to attend an exit interview conducted by the employee's supervisor or Todd Fox of Live Up Behavioral Health, LLC. The purpose of the interview is to determine the reasons for termination and to resolve any questions of compensation, Company property or other matters related to the termination.

To Sum It All Up

This handbook highlights your opportunities and responsibilities at Live Up Behavioral Health, LLC. It is a guide to your bright future here. By always keeping the contents of the handbook in mind, you should be successful and happy in your work at Live Up Behavioral Health, LLC. Once again, welcome to Live Up Behavioral Health, LLC., and we look forward to working with you.

OHIO ADDENDUM

Introduction

This addendum is applicable only to employees working in the state of Ohio and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with Live Up Behavioral Health, LLC. Employee Handbook. Together, the Employee Handbook and the Ohio Addendum will provide you with important information about your employment with Live Up Behavioral Health, LLC. and serve as a guide to the company's current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Ohio Addendum, please do not hesitate to discuss your questions with Human Resources.

Ohio Policies

Equal Employment Opportunity

In addition to the protected statuses listed in the Live Up Behavioral Health, LLC. Employee Handbook, and in accordance with the Ohio law, the company is committed to providing equal employment opportunities to all employees and applicants without regard to race; color; religion; sex; sexual orientation; gender identity; pregnancy, or any illness arising out of and occurring during the course of pregnancy, childbirth, or related medical conditions; national origin; disability; age, military status; ancestry; or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Live Up Behavioral Health, LLC. Employee Handbook, and in accordance with Ohio law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on race; color; religion; sex; sexual orientation; gender identity; pregnancy, or any illness arising out of and occurring during the course of pregnancy, childbirth, or related medical conditions; national origin; disability; age, military status; ancestry; or any other protected status in accordance with applicable federal, state, and local laws.

Voting Leave

Live Up Behavioral Health, LLC. provides employees with a reasonable amount of unpaid time off to vote on an election day. Live Up Behavioral Health, LLC. reserves the right to select the hours the employee will be excused to vote. Additionally Live Up Behavioral Health, LLC. provides reasonable and necessary unpaid time off for employees who serve as election officials on registration or election day to fulfill their official duties. Employees should provide reasonable advance notice to Human Resources of the need for leave under this policy.

Witness Leave

Live Up Behavioral Health, LLC. provides reasonable and necessary unpaid leave to employees who are called to attend or participate in a court proceeding in accordance with Ohio law. Employees should provide as much advance notice as possible, including appropriate documentation, to Human Resources of the need for leave under this policy.

Leave for Crime Victims

Live Up Behavioral Health, LLC. provides reasonable and necessary unpaid leave to employees who are victims of a criminal offense, or who are representatives of a victim, to appear as a witness, consult with the district attorney, or otherwise exercise their rights as a victim, in accordance with Ohio law. Employees should provide as much advance notice as possible, including appropriate documentation, to Human Resources.

Maternity Leave

Live Up Behavioral Health, LLC. provides unpaid leave to female employees for any pregnancy related-disabilities, childbirth or related medical conditions. Additionally, female employees will be permitted to use any accrued unused time for leave under this policy.

Employees requesting leave under this policy should notify Live Up Behavioral Health, LLC. as soon as possible. Each request must be accompanied by an appropriate certification from the employee's treating physician.

Leave taken under this policy may run concurrently with other applicable leave policies. For more information regarding this policy, please contact Human Resources.

Military Leave

In addition to the leave and benefits provided under federal law, and in accordance with Ohio law, employees who are members of the Ohio state National Guard, reserves, or a state organized militia will be provided with time off for active service, drills, or training and will be reinstated in accordance with applicable state and federal law. You are expected to notify Live Up Behavioral Health, LLC. of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible. Except as otherwise required under applicable state or federal law, time off under this policy will be unpaid.

Volunteer Firefighter/ MS Leave

Live Up Behavioral Health, LLC. provides unpaid time off for employees who serve as volunteer firefighters or providers of emergency medical services to respond to an emergency. To be eligible for leave under this policy, employees must provide written notification to Live Up Behavioral Health, LLC. no later than thirty (30) days after being certified as a volunteer firefighter or volunteer emergency services provider. Employees must make reasonable efforts to notify their supervisors as soon as possible when they know they will be late to work or absent from work due to being dispatched to an emergency. Additionally, following an absence under this policy, employees must provide appropriate written documentation that confirms the date(s) and time(s) of their absence from the Chief of the volunteer fire department or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization.

Personnel Files

Upon written request, employees will be permitted to inspect their own personnel file up to two times each year. Inspections will be held on company premises in the presence of a company official. Contact Human Resources to arrange a time to view these records.

Employees may request to inspect or receive a copy of their compensation records. For purposes of this policy, "compensation records" includes the employee's name, address, occupation, pay rate, hours worked for each day (non-exempt employees only), and amounts paid. We will provide these records to requesting employees without charge. Likewise, we will provide employee records to a person acting on behalf of a requesting employee, upon receipt of an appropriate signed, written statement authorizing us to release specific information to a designated person.

In addition, employees may request a copy of their medical records, if any, maintained by the company. Employees will be asked to reimburse the company for reasonable copy charges for these records.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND AT-WILL AGREEMENT

By signing below, I acknowledge that I have received my copy of the Live Up Behavioral Health, LLC. Handbook and that I will familiarize myself with its contents.

1. I understand that this Handbook represents the current policies, regulations, and benefits, and that except for employment at-will status, any and all policies or practices can be changed at any time, although only changes in writing issued by an authorized representative are binding on Live Up Behavioral Health, LLC.. Live Up Behavioral Health, LLC. retains the right to add, change, or delete wages, benefits, policies, and all other working conditions at any time. However, the policy of “at-will employment” (Paragraph 2) may only be changed, altered, revised or modified through a written agreement signed by myself, an authorized representative of Live Up Behavioral Health, LLC

2. I further understand that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment. I understand that my employment, position and compensation with Live Up Behavioral Health, LLC. are at will, and may be changed or terminated at the will of Live Up Behavioral Health, LLC. I understand that I have the right to terminate my employment with Live Up Behavioral Health, LLC. at any time, with or without cause or advance notice, and Live Up Behavioral Health, LLC. has the same right. I also understand that my at-will employment status may not be changed except in writing signed by me and the Todd Fox of Live Up Behavioral Health, LLC.

This document supersedes all prior agreements, understandings, and representations (whether written or oral) concerning my relationship with Live Up Behavioral Health, LLC..

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS. DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

EMPLOYEE SIGNATURE

NAME (PRINT)

DATE

[RETAIN IN EMPLOYEE PERSONNEL FILE]