

# Live a Legacy Vent Care Home, LLC

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# 1. Introduction

## 1.1 Handbook Disclaimer

*The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Company. Employment with Live a Legacy Vent Care Home, LLC is "AT-WILL." This means employees of Live a Legacy Vent Care Home, LLC may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Live a Legacy Vent Care Home, LLC for any set period of time.*

*The Company has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.*

## 1.2 Welcome Message

Dear Valued Employee,

Welcome to Live a Legacy Vent Care Home, LLC! We are pleased with your decision to join our team.

Live a Legacy Vent Care Home, LLC is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Company.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the Administrator.

Welcome aboard. We look forward to working with you!

Sincerely,

The Administrator

### **1.3 Changes in Policy**

Change at Live a Legacy Vent Care Home, LLC is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Live a Legacy Vent Care Home, LLC, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Administrator.

### **1.4 Company Goals, Values and Beliefs**

Our goal at Live a Legacy Vent Care Home, LLC is simple: extraordinary product quality and customer service. We accomplish this by observing a common set of values and by partnering with organizations that have the finest reputation for quality. There are no shortcuts; we believe that our goals are accomplished only with a real commitment from every employee.

Our values and beliefs require that we:

- Treat each employee fairly, providing opportunities to enhance the means by which we improve our service.
- Treat employees and colleagues with respect; Live a Legacy Vent Care Home, LLC does not tolerate discrimination of any kind.
- Encourage all managers and supervisors to involve employees in creative problem solving. When problems arise, an important part of dealing with them is understanding how to avoid them in the future.
- Provide consistent leadership and competent on-the-job training.
- Maintain an open-door policy that encourages interaction and discussion; encourage ideas to improve the workplace and increase productivity.
- Provide effective and efficient corrective action to resolve customer service

issues, ensure complete customer satisfaction, and avoid recurrence of those issues.

- Deliver competitive, outstanding service to our customers and partner with vendors who share that goal.
- Make "Do It Right the First Time" our team attitude to ensure continued growth and prosperity.

## **2. General Employment**

### **2.1 At-Will Employment**

Employment with Live a Legacy Vent Care Home, LLC is "at-will." This means employees are free to resign at any time, with or without cause, and Live a Legacy Vent Care Home, LLC may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Live a Legacy Vent Care Home, LLC for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by Live a Legacy Vent Care Home, LLC, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between Live a Legacy Vent Care Home, LLC and any of its employees.

### **2.2 Immigration Law Compliance**

Live a Legacy Vent Care Home, LLC is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Live a Legacy Vent Care Home, LLC within the past three years, or if their previous I-9 is no longer retained or valid.

Live a Legacy Vent Care Home, LLC may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, Live a Legacy Vent Care Home, LLC provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

## **2.3 Equal Employment Opportunity**

Live a Legacy Vent Care Home, LLC is an Equal Opportunity Employer. Employment opportunities at Live a Legacy Vent Care Home, LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

Live a Legacy Vent Care Home, LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Live a Legacy Vent Care Home, LLC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

## **2.4 Employee Grievances**

It is the policy of Live a Legacy Vent Care Home, LLC to maintain a harmonious workplace environment. Live a Legacy Vent Care Home, LLC encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved



at this level, an employee may submit, in writing, a signed grievance to the Administrator.

After receiving a written grievance, Live a Legacy Vent Care Home, LLC may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with Live a Legacy Vent Care Home, LLC's Sexual and other Unlawful Harassment Policy.

Live a Legacy Vent Care Home, LLC assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

## **2.5 Internal Communication**

Effective and ongoing communication within Live a Legacy Vent Care Home, LLC is essential. As such, the Company maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, Live a Legacy Vent Care Home, LLC uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

## **2.6 Outside Employment**

Employees may hold outside jobs as long as the employee meets the performance standards of their position with Live a Legacy Vent Care Home, LLC.

Unless an alternative work schedule has been approved by Live a Legacy Vent Care Home, LLC, employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

Live a Legacy Vent Care Home, LLC's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

## **2.7 Anti-Retaliation and Whistleblower Policy**

This policy is designed to protect employees and address Live a Legacy Vent Care Home, LLC's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, Live a Legacy Vent Care Home, LLC will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; **or**
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice

will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Marcel Nicorici directly. Employees should also review their state and local requirements for any additional reporting guidelines.

Live a Legacy Vent Care Home, LLC will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Administrator or any state or local agency responsible for investigating alleged violations.

## **2.8 Conflict of Interest**

A conflict of interest occurs when an employee's personal interests interfere, or appear to interfere, with their ability to make sound business decisions on behalf of the Company. Live a Legacy Vent Care Home, LLC employees have a responsibility to avoid any real or potential conflicts of interest as outlined in the guidelines below.

Conflict of interest includes, but is not limited to, the following scenarios:

- An actual or potential conflict of interest may occur when an employee is in a position to influence a decision or have business dealings on behalf of Live a Legacy Vent Care Home, LLC that might result in a personal gain for the employee or for one of the employee's relatives or friends.
- A conflict of interest may also occur when an employee has financial interest in a business or venture that may be in conflict with Live a Legacy Vent Care Home, LLC's interests.

While Live a Legacy Vent Care Home, LLC does not automatically assume that there is a conflict of interest when an employee has a relationship with another company, by informing us that there is the possibility of an actual or potential conflict of interest, we can establish safeguards to protect everyone involved. All inquiries will be kept confidential to the maximum extent possible.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions or concerns regarding this policy should be directed toward your supervisor or the Administrator.

## **2.9 Licensing and Certification**

Live a Legacy Vent Care Home, LLC is required by law to attain certification of any employee whose duties require federal, state, or agency licensing. Therefore, all individuals that fall under this category must be able to present verifiable proof prior to their starting date that such requirements have been met.

Employees must also agree that their licenses and/or certifications will be maintained and kept current for the duration of their employment with the Company. Failure to present or retain certification may result in disciplinary action, up to and including termination of employment.

Questions regarding this policy should be directed to the Administrator.

## **2.10 Equal Employment Opportunity (Washington Employees)**

Live a Legacy Vent Care Home, LLC is an Equal Opportunity Employer. Employment opportunities at Live a Legacy Vent Care Home, LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Creed
- Color
- Religion
- Sex
- Pregnancy or maternity
- National origin

- Age
- HIV, AIDS, and Hepatitis C status
- Marital status
- Sexual orientation
- Gender identity
- Honorably discharged veteran or military status
- Genetic information
- The presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Live a Legacy Vent Care Home, LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. Live a Legacy Vent Care Home, LLC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

### **2.11 Staff Meetings**

Live a Legacy Vent Care Home, LLC strongly believes in open communication among management and all employees. As such, Live a Legacy Vent Care Home, LLC will conduct periodic staff meetings. These meetings will provide an opportunity to inform employees of recent Live a Legacy Vent Care Home, LLC activities and initiatives, discuss project development and improvement, and recognize employees for outstanding effort and achievement. A memo will be distributed to all employees required to attend, specifying the time, date, location, and specific purpose for the meeting. Live a Legacy Vent Care Home, LLC reserves the right to postpone or cancel such staff meetings at its discretion.

### **2.12 Open Door Policy**

Live a Legacy Vent Care Home, LLC welcomes the opportunity to discuss business-related concerns and suggestions. To this end, it is our policy to maintain an open door to our employees. Employees should feel free to discuss any questions, problems, complaints or suggestions with their supervisors or any member of management.

## 3. Employment Status & Recordkeeping

### 3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, Live a Legacy Vent Care Home, LLC classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with Live a Legacy Vent Care Home, LLC or if your job responsibilities change, you will be informed by the Administrator of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

#### **Full-Time:**

Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for Live a Legacy Vent Care Home, LLC's benefits, subject to the terms, conditions, and limitations of each benefit program.

#### **Part-Time:**

Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some Live a Legacy Vent Care Home, LLC benefit programs, subject to the terms, conditions, and limitations of each benefit program.

#### **Temporary:**

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they

are notified, by Live a Legacy Vent Care Home, LLC Management, of a change.

### **3.2 Personnel Data Changes**

It is the responsibility of each employee to promptly notify their supervisor or the Administrator of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the Administrator as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

### **3.3 Expense Reimbursement**

Live a Legacy Vent Care Home, LLC reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the Administrator.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the Administrator for approval. The report must be accompanied by receipts or other documentation



substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

### 3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - Involuntary employment termination initiated by Live a Legacy Vent Care Home, LLC. In most cases, Live a Legacy Vent Care Home, LLC will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by Live a Legacy Vent Care Home, LLC for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

Employees who intend to terminate employment with Live a Legacy Vent Care Home, LLC, shall provide Live a Legacy Vent Care Home, LLC with at least two weeks of written notice. Such notice is intended to allow the Company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with Live a Legacy Vent Care Home, LLC is based on mutual consent, both the employee and Live a Legacy Vent Care Home, LLC have the right to terminate employment at-will, with or without cause, at any time.

Any employee who terminates employment with Live a Legacy Vent Care Home, LLC shall return all files, records, keys, and any other materials that are the property of Live a Legacy Vent Care Home, LLC.

Employee benefits will be affected by employment termination in the following manner:

- Some benefits may be continued at the employee's expense, if the employee elects to do so, such as healthcare coverage.
- The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to the Administrator.

### **3.5 Reference Checks**

It is Company policy to provide limited references with respect to employees who have left the Company. Live a Legacy Vent Care Home, LLC will respond to reference check inquiries from other employers, however no employment data will be released without the written authorization of the individual who is subject of the inquiry. Responses to such inquiries will confirm only dates of employment and position held.

Employees who receive a request for a reference for a current or former employee should refer the request to the Administrator. Violations of this policy may lead to discipline up to and including termination.

## **4. Working Conditions & Hours**

### **4.1 Company Hours**

Live a Legacy Vent Care Home, LLC is open for business 24 hours a day for 7 days a week. The standard workweek is 168 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

### **4.2 Emergency Closing**

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by Live a Legacy Vent Care Home, LLC management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

### **4.3 Parking**

Live a Legacy Vent Care Home, LLC provides two parking spaces for the patients and patients family on the premises. Employees may only park on the street at the curbside. Vehicles parked in spaces designated for private use will be towed at the owner's expense.

### **4.4 Workplace Safety**

Live a Legacy Vent Care Home, LLC is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Live a Legacy Vent

Care Home, LLC and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations as well as (HIPAA) Health Insurance Portability and Accountability Act of 1996. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

**Complaint and Reporting Procedure:**

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Marcel Nicorici

216 NE 151st Ave.

501-620-9474

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

**Retaliation Prohibited:**

Live a Legacy Vent Care Home, LLC expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the Administrator.

**4.5 Security**

The purpose of Live a Legacy Vent Care Home, LLC's security policy is to protect Company assets and to maintain a safe working environment for all employees.

**Facility Access:**

All regular Live a Legacy Vent Care Home, LLC employees will be issued a key to gain access to Live a Legacy Vent Care Home, LLC facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from Live a Legacy Vent Care Home, LLC, and at any other time upon Live a Legacy Vent Care Home, LLC's request, all keys must be returned to your supervisor.

### **Closing Procedures:**

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the Administrator.

### **4.6 Meal & Break Periods**

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

Live a Legacy Vent Care Home, LLC will schedule meal and break periods in order to accommodate Company operating requirements.

### **4.7 Meal & Break Periods (Washington Employees)**

Employees are entitled to a 30-minute meal period when scheduled to work more than 5 consecutive hours. The meal period will be provided between the second and fifth hour of work. Employees working 3 or more hours longer than their normal workday are entitled to an additional 30-minute meal period. For purposes of this policy, "normal workday" is the shift the employee is regularly scheduled to work. A second 30-minute meal period will be given within 5 hours from the end of the first meal period and for each five hours worked thereafter.

For non-exempt employees, the meal period is unpaid. Non-exempt employees must record the beginning and ending of the meal period using Live a Legacy Vent Care Home, LLC's timekeeping system.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid meal periods. If for any reason a non-exempt employee does not take the applicable meal period that they are provided, the employee must notify his or her supervisor immediately.

Non-exempt employees are also entitled to a 10-minute break period when scheduled to work 3 or more consecutive hours. Break periods will be provided for every 4 hours of work and will be scheduled as close as possible to the midpoint of the employee's work period. Break periods of 20 minutes or less will be paid.

#### **4.8 Break Time for Nursing Mothers**

Live a Legacy Vent Care Home, LLC accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Company will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the Administrator.

## **4.9 Theft Prevention**

In order to protect the assets of Live a Legacy Vent Care Home, LLC as well as employees' personal property, all employees will be required to follow the theft prevention guidelines included herein. Theft prevention cannot be handled in a constructive manner unless all employees make it their responsibility to protect Live a Legacy Vent Care Home, LLC assets.

Live a Legacy Vent Care Home, LLC will take all appropriate measures to protect employee and company assets, including but not limited to:

- Utilizing electronic surveillance in accordance with all applicable laws
- Conducting regular audits of Company assets
- Limiting access to supply and storage areas
- Searching employee work areas at management's discretion
- Requiring written management approval for removing Live a Legacy Vent Care Home, LLC property from Company premises
- Strictly enforcing all policies relating to the opening and closing of the Company's facilities
- Thoroughly investigating all suspected thefts

### **Workplace Investigations:**

Live a Legacy Vent Care Home, LLC reserves the right to use any lawful method of investigation which in its sole discretion it deems reasonable and necessary to determine whether an employee has engaged in conduct warranting disciplinary action.

Whenever Live a Legacy Vent Care Home, LLC has reason to believe an employee has stolen from the Company or from another employee, an investigation will take place. When this occurs, you will be notified that you are under investigation. Management reserves the right to suspend employees pending the results of an investigation and will use its discretion in making such a decision.

Any employee who is asked by management to submit to such a search or investigation is to cooperate. Failure to do so may lead to discipline, up to and including termination of employment. In addition, providing falsified information during the course of an investigation may lead to discipline, up to and including termination of employment. The results of an investigation will be made available

only to those employees with the need to have access to such information.

If it has been found that an employee has stolen from the Company, a co-worker, client or customer, the employee will be subject to immediate termination and may face criminal charges.

All employees who know or observe improper or wrongful conduct are to contact their direct supervisor or any management-level employee. All managers have a responsibility to act on such information. Live a Legacy Vent Care Home, LLC will not tolerate any form of retaliation against any employee for making a report, or participating in an investigation, of any suspected improper or wrongful conduct.

All employees who fail to report improper or wrongful conduct, and managers who fail to act, are subject to discipline, up to and including termination of employment.

#### **4.10 Recycling**

Live a Legacy Vent Care Home, LLC promotes an environmentally-friendly workplace. As such, we ask employees to contribute to our eco-friendly attitude by doing their part for the environment.

Recycling containers are located in the designated area for paper products and glass and aluminum items. Larger containers are located outside Live a Legacy Vent Care Home, LLC facility in the rear of the main building for the recycling of large-scale items.

Live a Legacy Vent Care Home, LLC asks that all employees take advantage of our complimentary recycling program.

#### **4.11 Workplace Searches**

Employee and customer safety and security are of utmost importance to Live a Legacy Vent Care Home, LLC. As such, workplace searches may be conducted when investigating the loss of the Company's or employee's property, when it is suspected that a security breach has occurred, when there is reasonable suspicion of illegal drug use, or in any other circumstance Live a Legacy Vent Care Home,



LLC deems a search to be necessary in order to protect the safety and security of the workplace and the general public.

Live a Legacy Vent Care Home, LLC reserves the right to conduct workplace searches at its discretion. If there is evidence suggesting an employee has engaged in criminal activity, Live a Legacy Vent Care Home, LLC may contact law enforcement personnel to assist with the search.

All employees are expected to cooperate with workplace searches. During a search, employees may be asked to empty their pockets, purses, briefcases, lockers, desks, workspaces, or vehicles in plain view of Company management. Live a Legacy Vent Care Home, LLC will conduct workplace searches in a manner that is as minimally intrusive as possible.

All desks, storage areas, lockers, and vehicles owned, financed, or leased by Live a Legacy Vent Care Home, LLC or used by Live a Legacy Vent Care Home, LLC to transport employees, goods, and/or products are subject to search at any time without employee knowledge, presence, or permission. With the exception of your personal vehicle, employees are prohibited from locking or securing desks or lockers with a locking device not approved by Live a Legacy Vent Care Home, LLC.

Employees who refuse to cooperate with a workplace search, as well as employees who after the search are believed to be in possession of stolen property, unauthorized weapons or illegal drugs, will be subject to disciplinary action, up to and including termination.

Questions regarding this policy should be directed to your immediate supervisor or the Administrator.

## **5.Employee Benefits**

### **5.1 Military Leave**

Live a Legacy Vent Care Home, LLC grants employees time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Administrator.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Live a Legacy Vent Care Home, LLC complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Administrator.

### **5.2 Family Military Leave (Washington Employees)**

Employees may be eligible to take up to 15 days of leave when their spouse, who is a member of the United States Armed Forces, National Guard or Reserves, is notified of a call to active duty before deployment, or when the military spouse is on leave from deployment.

To be eligible, an employee must work an average of twenty or more hours per week for Live a Legacy Vent Care Home, LLC.

Within five days of receiving official notice of a call to active duty, or of a leave from deployment, the employee must provide Live a Legacy Vent Care Home, LLC with notice of the employee's intention to take leave. When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt Live a Legacy Vent Care Home, LLC's operations.

Employees must be prepared to provide Live a Legacy Vent Care Home, LLC with certification from the proper military authority to verify the employee's eligibility for family military leave.

Family military leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

### **Questions Regarding Family Military Leave**

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Administrator.

### **5.3 Jury Duty**

Live a Legacy Vent Care Home, LLC encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either Live a Legacy Vent Care Home, LLC or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

## **5.4 Workers' Compensation**

Employees who are injured on the job at Live a Legacy Vent Care Home, LLC are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify their supervisor immediately so that Live a Legacy Vent Care Home, LLC can notify the workers' compensation insurance carrier as soon as possible.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by Live a Legacy Vent Care Home, LLC. No premium is charged for this coverage and no individual enrollment is required. Live a Legacy Vent Care Home, LLC will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Administrator to obtain the required claim forms and instructions.

## **5.5 Domestic Violence Leave (Washington Employees)**

An employee may be entitled to a reasonable amount of leave if the employee, or his or her family member, is a victim of domestic violence, sexual assault, or stalking. Such leave may be taken on a continuous, intermittent, or reduced schedule basis.

Domestic violence leave may be used to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, but not limited to, preparing for, or participating in, legal proceedings related to or derived from domestic violence, sexual assault, or stalking;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to

- health care treatment for a victim who is the employee's family member;
- Obtain, or assist a family member in obtaining mental health counseling or services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking; or
  - Participate in safety planning, temporarily or permanently relocate, or take other actions to promote the safety of the employee or his or her family members.

Except in cases of imminent danger to the health or safety of the employee or his or her family member, an employee requesting domestic violence leave must inform his or her supervisor of the need for leave as soon as practical. When advance notice cannot be given because of an emergency or unforeseen circumstance, the employee or his or her designee must give notice no later than the end of the first day that the employee takes such leave.

Employees must be prepared to provide Live a Legacy Vent Care Home, LLC with certification to verify the employee's eligibility for the leave requested, such as a police report, court order, or documentation from a victim's advocate, an attorney, a member of the clergy, or a medical or other professional.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Domestic violence leave is unpaid; however, employees may use accrued paid time off for this purpose.

## **5.6 Paid Sick Leave (Washington Employees)**

**Effective January 1, 2018**, employees are entitled to accrue paid sick leave.

### **Basic Leave Entitlement:**

After their 90th day of employment, eligible employees may use accrued paid sick leave for:

- Their own or a family member's mental illness, physical illness, medical diagnosis, or preventive care;
- A closure at their workplace or their child's school due to a public health

emergency; and

- Absences that are covered by the state's Domestic Violence Leave Act.

Employees accrue paid sick leave at a rate of one hour for every 40 hours worked. Employees may carry over up to 40 hours of accrued, unused paid sick leave to the following year.

**Notice:**

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy.

Employees are required to notify the employer via company provided emergency phone number as soon as they are aware of being sick and unable to come in for their scheduled shift time and as late as one hour before their starting scheduled time.

After employees use paid sick time for more than three consecutive days, they will be required to provide reasonable documentation that the time was used for a covered purpose.

**Pay:**

During paid sick leave, employees will be compensated at the minimum wage or their normal hourly wage, whichever is greater.

**Job Restoration:**

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

**Relationship with Other Leave Policies:**

For questions regarding the interplay between your entitlement to leave under other laws, regulations or Company policies and your entitlement to leave under this policy, please contact the Administrator.

**5.7 Pregnancy Related Leave (Washington Employees)**

Employees who are temporarily disabled because of pregnancy, childbirth, or a

related medical condition may take a reasonable period of leave as necessary based on their pregnancy disability.

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. Live a Legacy Vent Care Home, LLC will provide such leave under the same terms and conditions as our policies related to sickness or disability.

Leave is unpaid; however, employees may use accrued paid time off for this purpose.

To the extent allowed by law, leave under this policy runs concurrently with leave provided under the federal Family and Medical Leave Act. For questions regarding leave, please contact your supervisor or the Administrator.

## **5.8 Family and Medical Leave**

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides information regarding FMLA eligibility and administration. Questions regarding FMLA should be directed to the Administrator.

### **Eligibility Requirements:**

Employees eligible for leave under the FMLA are those who: (1) have worked at least 12 months for Live a Legacy Vent Care Home, LLC; (2) have worked for at least 1,250 hours during the 12 month period immediately preceding the start date of the requested leave; and (3) are employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

### **Basic FMLA Leave Entitlement:**

The FMLA grants up to 12 weeks of unpaid leave to eligible employees for the following reasons: (1) to care for the employee's child following birth or placement for adoption or foster care; (2) to care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition; (3) for the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or child birth) that makes the employee unable to perform one or more of the essential functions of the employee's job; or (4) because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter,

or parent is a covered military member who is a member of a regular component of the Armed Forces on active duty or who has been notified of an impending call or order to active duty status for deployment to any foreign country in the regular or reserve components of the Armed Forces, including the National Guard or Reserves.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

#### **Additional Military Family Leave Entitlement:**

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A covered servicemember means a member of the Armed Forces, including a member of the National Guard or Reserves, and/or a veteran of the Armed Forces, including a veteran of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. Such veteran is considered a covered servicemember if he/she was a member of the Armed Forces, including the National Guard and Reserves, at any time during the five-year period preceding the date on which the veteran undergoes medical treatment, recuperation or



therapy. A covered servicemember of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces or if he/she has an injury or illness that was incurred before the covered servicemember's active duty and was aggravated by service in the line of duty while on activity duty, provided that the injury or illness may render the servicemember medically unfit to perform duties of the member's office, grade, rank or rating. A serious injury or illness of a veteran is further defined to encompass an injury or illness incurred in the line of duty while on active duty, or which existed prior to active duty but was aggravated by service in the line of duty while on active duty, and that manifested itself either before or after the covered servicemember became a veteran.

#### **Intermittent Leave and Reduced Leave Schedules:**

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember.

#### **Protection of Group Health Insurance Benefits:**

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

#### **Restoration of Employment and Benefits:**

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Company will notify employees if they qualify as "key employees", if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

#### **Notice of Eligibility for, and Designation of, FMLA Leave:**

Employees requesting FMLA leave are entitled to receive written notice from Live a Legacy Vent Care Home, LLC telling them whether they are eligible for FMLA leave

and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: (1) their rights and responsibilities in connection with such leave; (2) the Company's designation of leave as FMLA-qualifying or non-qualifying, if not FMLA-qualifying, the reasons why; and (3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

Live a Legacy Vent Care Home, LLC may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Company's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, Live a Legacy Vent Care Home, LLC and the employee can mutually agree that leave be retroactively designated as FMLA leave.

**Notice of the Need for Leave:**

Employees who take FMLA leave must timely notify Live a Legacy Vent Care Home, LLC of their need for FMLA leave. The following describes the content and timing of such employee notices.

**Content of Employee Notice:**

To trigger FMLA leave protections, employees must inform the Administrator of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

**Timing of Employee Notice:**

Employees must provide 30 days advance notice of the need to take FMLA leave

when the need is foreseeable. When 30 days notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

### **Medical Certifications:**

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. It is the employee's responsibility to provide Live a Legacy Vent Care Home, LLC with timely, complete and sufficient medical certifications. Employees must provide the requested certifications within 15 calendar days following the Company's request, unless it is not practicable to do so. Live a Legacy Vent Care Home, LLC may deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days notice of medical leave, they should submit the medical certification before leave begins.

### **Certifications Supporting Need for Military Family Leave:**

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the Company may require employees to provide: (1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and (2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered servicemember with a serious injury or

illness, Live a Legacy Vent Care Home, LLC may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember.

**Substitution of Paid Leave for Unpaid FMLA Leave:**

Employees must use any accrued paid time while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves; the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

**Coordination of FMLA Leave with Other Leave Policies:**

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please contact the Administrator.

**5.9 Holidays**

Live a Legacy Vent Care Home, LLC observes the following paid holidays:

No holidays

Due to the nature of our business, Live a Legacy Vent Care Home, LLC will require employees to work during holidays.

## 6. Employee Conduct

### 6.1 Standards of Conduct

Live a Legacy Vent Care Home, LLC's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Company's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way

restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding Live a Legacy Vent Care Home, LLC's standards of conduct, please direct them to your supervisor or the Administrator.

## **6.2 Disciplinary Action**

Disciplinary action at Live a Legacy Vent Care Home, LLC is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Live a Legacy Vent Care Home, LLC reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Live a Legacy Vent Care Home, LLC recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging Live a Legacy Vent Care Home, LLC business practices or any other confidential information
- Any misrepresentation of Live a Legacy Vent Care Home, LLC to a customer, a prospective customer, the general public, or an employee

### **6.3 Confidentiality**

Live a Legacy Vent Care Home, LLC takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Company's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with Live a Legacy Vent Care Home, LLC and as a direct result of your job responsibilities with Live a Legacy Vent Care Home, LLC. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of Live a Legacy Vent Care Home, LLC, may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Administrator.

### **6.4 Personal Appearance**

The purpose of Live a Legacy Vent Care Home, LLC's personal appearance policy is to ensure a safe and sanitary workplace for all employees. Live a Legacy Vent Care Home, LLC strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing Live a Legacy Vent Care Home, LLC, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire

An employee's casual dress must be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

Live a Legacy Vent Care Home, LLC understands that in certain situations, the Company may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Company will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on Live a Legacy Vent Care Home, LLC.

Questions regarding appropriate workplace attire should be directed to your supervisor or the Administrator.

## **6.5 Workplace Violence**

Live a Legacy Vent Care Home, LLC strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person



- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be kept confidential to the maximum extent possible. Live a Legacy Vent Care Home, LLC will not tolerate any form of retaliation against any employee for making a report under this policy.

Live a Legacy Vent Care Home, LLC will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

## **6.6 Drug & Alcohol Use**

Live a Legacy Vent Care Home, LLC is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs, as defined by federal law, on any property owned by or leased on behalf of Live a Legacy Vent Care Home, LLC, or in any vehicle owned or leased on behalf of Live a Legacy Vent Care Home, LLC.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

Live a Legacy Vent Care Home, LLC will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Administrator immediately. In

cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, Live a Legacy Vent Care Home, LLC employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, Live a Legacy Vent Care Home, LLC reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with Live a Legacy Vent Care Home, LLC, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between Live a Legacy Vent Care Home, LLC and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

## **6.7 Sexual & Other Unlawful Harassment**

Live a Legacy Vent Care Home, LLC is committed to a work environment in which all individuals are treated with respect. Live a Legacy Vent Care Home, LLC expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of

interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company

Harassment on the basis of any other protected characteristic is also strictly prohibited.

#### **Complaint Procedure:**

Live a Legacy Vent Care Home, LLC strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Marcel Nicorici

216 NE 151st Ave.

501-620-9474

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

**Retaliation Prohibited:**

Live a Legacy Vent Care Home, LLC expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

**6.8 Telephone Usage**

Live a Legacy Vent Care Home, LLC telephones are intended for the sole use of conducting company business. Personal use of the Company's telephones and individually owned cell phones during business hours is prohibited except in emergencies. In addition, long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

**6.9 Personal Property**

Employees should use their discretion when bringing personal property into the workplace. Live a Legacy Vent Care Home, LLC assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Live a Legacy Vent Care Home, LLC

premises.

## **6.10 Use of Company Property**

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company, and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

Live a Legacy Vent Care Home, LLC has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

### **Personal use of company property:**

Company property is not permitted to be taken from the premises without proper written authority from company management.

### **Company Tools:**

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

### **Care of Company Property:**

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

### **6.11 Smoking**

Smoking is prohibited throughout the workplace and anywhere on the company's premises.. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

### **6.12 Visitors in the Workplace**

To ensure the safety and security of Live a Legacy Vent Care Home, LLC and its employees, only authorized visitors are permitted on Company premises and in Company facilities.

All visitors must enter through the main reception area. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Company at all times.

### **6.13 Computer, Email & Internet Usage**

Computers, email, and the Internet allow Live a Legacy Vent Care Home, LLC employees to be more productive. However, it is important that all employees use good business judgment when using Live a Legacy Vent Care Home, LLC's electronic communications systems (ECS).

#### **Standards of Conduct and ECS**

Live a Legacy Vent Care Home, LLC strives to maintain a workplace free of discrimination and harassment. Therefore, Live a Legacy Vent Care Home, LLC prohibits the use of the Company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company's policy against discrimination and harassment.

#### **Copyright and other Intellectual Property**

Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

Live a Legacy Vent Care Home, LLC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Live a Legacy Vent Care Home, LLC does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Live a Legacy Vent Care Home, LLC prohibits the illegal duplication of software and its related documentation.

### **ECS Guidelines**

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Company that violate the Company's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.
- Sending or posting the Company's confidential material, trade secrets, or non-public proprietary information outside of the Company. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.

- Passing off personal views as representing those of Live a Legacy Vent Care Home, LLC.

### **Privacy and Monitoring**

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by Live a Legacy Vent Care Home, LLC are the property of Live a Legacy Vent Care Home, LLC. Employees have no right of personal privacy when using Live a Legacy Vent Care Home, LLC's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the Administrator.

### **6.14 Company Supplies**

Only authorized persons may purchase supplies in the name of Live a Legacy Vent Care Home, LLC. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Live a Legacy Vent Care Home, LLC or bind Live a Legacy Vent Care Home, LLC by any promise or representation without express written approval.

### **6.15 Cell Phones and Mobile Devices**

Live a Legacy Vent Care Home, LLC encourages employees to exercise sound business judgment when using cell phones and mobile devices in the workplace. Personal cell phone use should not interfere with productivity or impact job performance.

Cell phones must be turned off or set to silent mode during meetings or in



locations where incoming calls may cause disruption.

Unless otherwise authorized, Company-provided cell phones are for business purposes only. Employees may be required to reimburse Live a Legacy Vent Care Home, LLC for any personal use of a Company-provided cell phone or mobile device.

When driving, employees must adhere to all federal, state or local rules on cell phone use. Employees, who incur fines as a result of violating these rules while operating vehicles owned by Live a Legacy Vent Care Home, LLC, will be solely responsible for such fines. If you are unsure whether or not the use of a cell phone while driving is prohibited in a particular area, please check with the Administrator.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

#### **6.16 Casual Dress Days**

Live a Legacy Vent Care Home, LLC allows employees to dress in casual business attire.

Employees must still project a professional image while dressing in a more casual manner. An employee's casual dress must be clean, neat and professional. It is never appropriate to wear stained, frayed, torn or revealing clothing to the workplace. Denim is acceptable. If you are in a position that requires a meeting with outside customers or clients, appropriate business attire is recommended.

Live a Legacy Vent Care Home, LLC understands that in certain situations, the Company may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Company will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on Live a Legacy Vent Care Home, LLC.

Questions regarding appropriate workplace attire should be directed to your supervisor or the Administrator.

#### **6.17 Food and Beverages in the Workplace**

Live a Legacy Vent Care Home, LLC considers employee safety and health to be of utmost importance. As such, food and beverages are only permitted in authorized areas of the workplace. Employees are permitted to eat and drink in lunch areas. Employees are not authorized to eat and drink at their desk, other than a closed, non-breakable container or bottle. All other areas of the workplace are considered off-limits for eating and drinking.

All beverages must be in a closed, non-breakable container or bottle in order to prevent unnecessary spills. After eating, employees are expected to clean up after themselves and dispose of all trash. Employees are reminded to exercise common sense when eating and drinking on office premises.

Questions regarding this policy should be directed to your immediate supervisor.

#### **6.18 Housekeeping**

Live a Legacy Vent Care Home, LLC expects all employees to keep work areas, break rooms, and Live a Legacy Vent Care Home, LLC property clean and well-maintained at all times. The use of the common area and Live a Legacy Vent Care Home, LLC facilities is a privilege and proper care is required.

The common area and coffee station are available for employee use. Employees are permitted to use the refrigerator, microwave, toaster, and coffee maker. Employees are expected to clean all areas after using them.

Employee work spaces are also expected to be kept neat and orderly. Prior to leaving for the day, all employees are required to tidy up their work area and return all items to their proper location.

Any employee found to be contributing to unsanitary conditions will be subject to discipline, up to and including immediate termination of employment. Questions regarding this policy should be directed to your immediate supervisor.

#### **6.19 Hygiene in the Workplace**

Live a Legacy Vent Care Home, LLC encourages the practice of appropriate

hygiene within the workplace. This includes but is not limited to:

- Washing hands after using the restroom
- Appropriate bodily cleanliness
- Containment of communicable diseases
- The proper disposal of garbage
- Proper sanitation in eating areas
- Cleanliness of workspace

Additionally, Live a Legacy Vent Care Home, LLC strives to ensure a comfortable and safe work environment for our employees and visitors by encouraging an environment free from smoke, strong fragrances, or unpleasant smells. Employees are discouraged from wearing or applying excessive amounts of perfume, cologne, scented lotions, or body washes; and from using air freshener, candles, potpourri or other scented products in the workplace. Employees who have fragrance sensitivities, allergies and/or experiences a fragrance irritation may be provided a reasonable accommodation as is necessary.

Supervisors are responsible for monitoring employee and workplace hygiene. This includes advising employees of inappropriate hygiene standards. Any employee may be asked to leave the work place to address a hygiene issue if they are believed to be in violation of this policy.

This policy is intended as a guideline for all employees. Live a Legacy Vent Care Home, LLC provides equal employment opportunities to all employees without regard to any protected characteristic. The Company will provide reasonable accommodations to employees as is required under the law.

Questions regarding this policy should be directed to the employee's immediate supervisor or the Company.

## **6.20 Media Inquiries**

From time to time, events occur that may draw attention from the news media. It's important that one person speaks on behalf of the Company to deliver an official position and avoid giving misinformation.

If an employee is contacted by the media seeking the Company's official position on a matter, the employee should contact the Administrator before responding.

Violations of this policy may lead to appropriate disciplinary action, up to and including termination.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

## **6.21 Social Media Use**

Live a Legacy Vent Care Home, LLC understands that employees access social media accounts. While social media creates opportunities for communication and collaboration, it also creates responsibilities for Live a Legacy Vent Care Home, LLC employees. This policy sets forth appropriate social media use.

For purposes of this policy, social media includes technology that enables individuals to communicate over the Internet and share information. While new forms of social media emerge frequently, some examples include, but are not limited to, websites such as LinkedIn, Facebook, Twitter, YouTube, and blogs you write or blogs on which you comment.

Use of social media is subject to the following rules:

- For performance, privacy and security reasons, personal use of social media on Company-owned devices and while employees are on working time is prohibited.
- Whenever you use social media, Live a Legacy Vent Care Home, LLC expects that you will do so in a professional and responsible manner, in accordance with all Live a Legacy Vent Care Home, LLC policies and procedures.
- In accordance with Live a Legacy Vent Care Home, LLC's Confidentiality Policy, employees are prohibited from disseminating the Company's confidential or non-public, proprietary information. *Wages and other conditions of employment are not considered confidential information.*
- Employees are prohibited from the use of social media to post comments about co-workers that violate the Company's policy against discrimination and harassment.
- When using social media for business-related purposes, employees are

prohibited from using slurs, personal insults or obscenities or engaging in any conduct that that violates the Company's policy against discrimination or harassment.

- Respect all copyright and other intellectual property laws. Show respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands.
- Do not disclose confidential or proprietary information of customers or individuals with whom the Company does business without their prior consent.
- If, through a social media outlet, you are contacted by a member of the media seeking the company's official position on a matter, contact the Administrator before responding.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violation of this policy may result in disciplinary action, up to and including termination of employment. Questions regarding this policy should be directed to the Administrator.

## **6.22 Solicitation, Distribution and Sales**

Live a Legacy Vent Care Home, LLC prohibits employees from soliciting clients, customers, vendors, and visitors of the Company during working time. Employees may not distribute non-work related literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time.

Solicitation or distribution of any kind by non-employees on Company premises is also prohibited.

"Working Time" is the time an employee is engaged or should be engaged in performing his or her work tasks for the Company. Working time does not include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work.

This policy is not intended to restrict an employee's right to discuss, or act together

to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

### **6.23 Workplace Recording**

This policy is intended to provide guidelines concerning employees' use of video enabled devices in the workplace and the Company's use of video surveillance. This policy is not intended to restrict or discourage employees from discussing, or acting together to improve, wages, benefits and working conditions.

#### **Use of Video Enabled Devices:**

Live a Legacy Vent Care Home, LLC has a responsibility to protect employees' privacy and confidential business information. While the Company does not intend to unreasonably restrict the use of video enabled devices, Live a Legacy Vent Care Home, LLC does prohibit employees from videotaping in the workplace during work time when such recording has the potential to:

- Disclose confidential business information, such as trade secrets, internal policies and procedures, customer, patient or patient's family information, and other non-public proprietary information. Wages and other conditions of employment are not considered to be confidential information.
- Infringe on employees' expected right to privacy, including videotaping in restrooms, locker rooms or other private areas.

#### **Video Surveillance:**

In order to promote safety and security, Live a Legacy Vent Care Home, LLC reserves the right to install video cameras in common areas, including the waiting room, parking lot, and inventory room. Video surveillance is designed to minimize theft and/or identify persons engaged in criminal activity while on Company property.

In accordance with federal law, video surveillance does not contain an audio component. Additionally, video will never be recorded in private areas, such as restrooms. Recorded video will be stored in a secure location and accessed only by authorized personnel.

Questions regarding this policy should be directed to your immediate supervisor or the Administrator.

## 6.24 Workplace Relationships

Live a Legacy Vent Care Home, LLC realizes that in some circumstances, two employees may become involved in a personal non-work related relationship. Although Live a Legacy Vent Care Home, LLC does not expressly prohibit consensual relationships between two co-workers, we have developed guidelines relating to the issue.

Workplace relationships are permitted only under the following circumstances:

- Both parties must mutually consent to the relationship
- The relationship may not affect work performance (of those involved and of co-workers)
- The relationship does not negatively impact the work environment; and
- Involved parties must act professionally while on the Company's premises. Behavior that is construed as offensive, obscene, threatening, uncomfortable, or disruptive to other employees is prohibited.

If it is found that a workplace relationship results in decreased productivity among involved parties or that the relationship has negatively impacted the work environment, one or both parties may be transferred, asked to resign, and subject to disciplinary action, up to and including termination of employment.

Romantic relationships involving supervisors and subordinates are not permitted. Due to issues relating to the use of one's power to coerce or intimidate the other, or the increased possibility of favoritism and bias, even if consensual, supervisor-subordinate relationships are prohibited.

If you are in a romantic relationship with a fellow employee, we ask that you disclose the relationship to your supervisor and the Administrator.

# 7. Timekeeping & Payroll

## 7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Company. Live a Legacy Vent Care Home, LLC expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Company's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. Live a Legacy Vent Care Home, LLC reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, Live a Legacy Vent Care Home, LLC will presume that the employee has voluntarily resigned. Live a Legacy Vent Care Home, LLC will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.



## **7.2 Timekeeping**

It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons.

Live a Legacy Vent Care Home, LLC strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation day (if applicable), sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week via company provided email.

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

## **7.3 Paydays**

Live a Legacy Vent Care Home, LLC employees are paid on a Bi-weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit they can view their itemized statement of wages within ADP (automatic data processing) on their employee access.

## **7.4 Payroll Deductions**

Live a Legacy Vent Care Home, LLC makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Administrator immediately. Live a Legacy Vent Care Home, LLC will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

## **7.5 Pay Corrections**

Live a Legacy Vent Care Home, LLC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of your supervisor, via company provided email, so that corrections can be made as quickly as possible.

## **7.6 Employee Acknowledgment of Handbook**

I acknowledge that I have received and reviewed the employee handbook. I understand and recognize that there may be changes to the information, policies, and benefits in the handbook. I understand that Live a Legacy Vent Care Home, LLC may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by Live a Legacy Vent Care Home, LLC management.

I understand that I became an employee of Live a Legacy Vent Care Home,

LLC voluntarily. I understand and acknowledge that there is no specified length to my employment and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that the Company may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand that it is my responsibility to read and comply with all policies included within the employee handbook. I further understand that I should consult my supervisor regarding any questions I may have.

Employee signature:

Printed Name:

Date:

Company Representative: