

Employee Manual



Liberty Healthcare Corporation
THE FREEDOM TO SUCCEED™

Table of Contents

Liberty Healthcare Corporation Employee Manual	4
Receipt & Acknowledgment	5
Electronic Communications Policy	6
Electronic Communications Policy Acknowledgement	7
Social Media and Data Privacy	8
Purpose of this Manual	9
Notice	10
Welcome from the President	11
Liberty Healthcare Corporation Vision and Mission	12
1 An Overview of Liberty Healthcare and its Affiliates	13
Company History	13
What You Can Expect From Liberty	14
What Liberty Expects From You	15
2 Employment	16
Human Resources Administration	16
Your Personnel File	16
Disclosure of Personnel File Information	16
Maintenance of Personnel Records	17
Evidence of Identity	17
Employment Classifications	17
3 Employment Policies	19
Anniversary Date	19
Business Hours	19
Confidential Information	19
Credit Investigation	20
Criminal Investigation	20
Customer Relations	20
Driver's License & Driving Record	20
Equal Employment Opportunity	20
Harassment Policy	21
How You Were Selected	22
Job Descriptions	22
Outside Employment	22
Proof of U.S. Citizenship and/or Right to Work	23
We Need Your Ideas	23
Standards of Conduct	23
Unacceptable Activities	23
Disciplinary Actions	24
4 Compensation & Performance	26
Wage & Salary Policies	26
Application	26
Basis for Determining Pay	26
Job Scope	26



External Comparability.....	26
Individual Pay	26
Deductions from Paycheck (Mandatory).....	27
Error in Pay.....	27
Overtime Pay (Non-Exempt Employees).....	27
Work Performed on Company Holidays.....	28
Pay Period & Hours	28
Pay Cycle.....	28
Pay Distribution.....	28
Shift Differential	28
Time Sheets.....	28
Performance Reviews.....	28
Work Schedule	29
Absence or Lateness	29
Attendance.....	30
Closure After Starting Time/Inclement Weather	30
Excessive Absenteeism or Lateness	30
Record of Absence or Lateness	30
5 Benefits.....	31
The Benefits Package.....	31
Eligibility for Benefits.....	31
Holidays	31
Recognized Holidays	32
Holiday Policies	32
Paid Time Off.....	32
Amount of Paid Time Off	32
Accumulation Rights	33
Payment in Lieu of Paid Time Off.....	33
Other Paid Leave.....	33
Unpaid Leaves of Absence.....	33
Insurance Coverage	36
Government Required Coverage.....	40
Unemployment Compensation	41
Social Security	42
401(k) Plan	42
6 Other Policies	43
Dress Code/Personal Appearance	43
Infection Control and Centers for Disease Control (CDC) Hand Hygiene Guidelines.....	43
Infection Control Techniques.....	44
Hand Hygiene in Healthcare Settings.....	47
Exit Interviews.....	50
Expense Reimbursement	51
Fire Drills.....	51
Grievances.....	51
Resolving Problems.....	51



Housekeeping.....	52
Managers.....	52
Personal Phone Calls, E-mails & Mail	53
Gifts and Gratuities	53
Personal Vehicle Use	53
Political Activity	54
Promotion Policy.....	54
References	54
Return of Company Property.....	54
Safety Rules	55
Security.....	55
Smoking.....	56
Solicitations & Distributions	56
Substance Abuse.....	56
Theft	57
Penalty Clause.....	57
7 Corporate Contacts.....	58



Liberty Healthcare Corporation Employee Manual

This Employee Manual is an important document intended to help you become acquainted with Liberty Healthcare Corporation (hereinafter “Liberty”). This Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of Liberty and economic conditions are always changing, the contents of this Manual may be changed at any time at the discretion of Liberty. No changes in any benefit, policy, or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on you as an employee and on Liberty.



Receipt & Acknowledgment

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Liberty Employee Manual.

I acknowledge that I have access to and have received and read a copy of the Liberty Employee Manual and drug policy on Liberty's Employee Self Service portal. I understand that this Employee Manual is not a contract of employment and that the policies, rules, and benefits described in it are subject to change, with or without prior notice, at the sole discretion of Liberty at any time.

I understand that this Employee Manual replaces (supersedes) all other previous manuals issued by Liberty as of January, 2017.

I acknowledge that I am employed on an at-will basis and, except to the extent I have signed an individual contract, I can be terminated at any time for any reason.

I am aware that during the course of my employment confidential information will be made available to me, i.e., product designs, marketing strategies, customer lists, pricing policies, and other related information. I understand that this information is critical to the success of Liberty and must not be given out or used outside of Liberty's premises or with non-Liberty employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company.

I understand that I have an ethical and legal obligation to keep confidential all client information as outlined in the Confidentiality Agreement made part of my employment agreement (a copy of which appears on the subsequent pages).

I understand that, should the content be changed in any way, Liberty may require an additional signature from me to indicate that I am aware of and understand any new policies.

I understand that my signature below indicates that I have read and understand the above statements and have accessed a copy of the Liberty Employee Manual.

I understand that I may request a hard copy of the Liberty Employee Manual by contacting Liberty's Human Resources Department at 1-800-331-7122.

Employee's Printed Name

Employee Signature

Date



Electronic Communications Policy

Liberty has established the following policies with regard to access and disclosure of electronic mail messages created, sent, or received by company employees using the company's electronic mail system. Liberty intends to honor the policies set forth below, but must reserve the right to change them at any time as may be required under the circumstances.

- The company maintains an electronic mail system. This system is provided by the company to assist in the conduct of business with the company.
- The electronic mail system hardware is company property and may not be removed.
- All messages composed, sent, or received on the electronic mail system are and remain the property of the company. They are not the private property of any employee.
- The use of the electronic mail system and other communication devices is reserved solely for the conduct of business at the company and should not be used for personal business. Liberty reserves the right to monitor the use of all communication devices.
- Neither the electronic mail system nor any communication device may be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
- The electronic mail system is not to be used to create any offensive or disruptive messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
- The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
- The company reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes, may be disclosed within the company without the permission of the employee. Employees do not have and thus should not expect any right to privacy when using the company's electronic mail system. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the company or they cannot be used.
- Notwithstanding the company's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the employer.
- Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so.
- Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer passcodes must be provided to supervisors. No passcode may be used that is unknown to the company.

Any employee who discovers a violation of this policy shall notify the Vice President of Human Resources at 1-800-331-7122. Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including discharge.



Electronic Communications Policy Acknowledgement

As an employee of Liberty, I, _____, recognize and understand that the company's e-mail systems are to be used for conducting the company's business only. I understand that use of this equipment for private purposes is strictly prohibited. Further, I agree not to use a password that has not been disclosed to the company. I agree not to access a file or retrieve any stored communication other than where authorized unless there has been prior clearance by an authorized company representative.

I am aware that the company reserves and will exercise the right to review, audit, intercept, access, and disclose all matters on the company's electronic mail systems at any time, with or without employee notice, and that such access may occur during or after working hours. I am aware that use of a company-provided password or code does not restrict the company's right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from employment.

I have read and understand the company's policy regarding electronic mail and understand this Notice.

Employee Signature

Date



Social Media and Data Privacy

Employees have no right to privacy while accessing social media at work or on-company owned equipment.

Employee should not disclose proprietary information on social media.

Employee should not download applications (apps) or click on links in unsolicited e-mails.

Employees shall not leave company owned devices in a car or in a suitcase that is unattended by the employee. In the case of theft, an employee must report the stolen company property to Liberty. Many devices may contain electronic Protected Health Information (ePHI). Please refer to Liberty's Standard Operating Procedure "HIPAA – Portable Computing Devices" for more information.



Purpose of This Manual

(THIS IS NOT A CONTRACT)

This Manual has been prepared to inform you about Liberty's history, philosophy, employment practices, and policies. These pages also outline the benefits provided to you as a valued employee and the conduct expected of you. This Employment Manual is not a contract of employment and is subject to change at Liberty's discretion with or without prior notice.

All employment and compensation with Liberty are voluntarily entered into ("at will") which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of Liberty, except as otherwise provided by law or unless an individual agreement specifies otherwise. If a conflict arises between this manual and any individual agreement, including your employment agreement, the agreement shall take precedence.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is through our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this Manual will help you better understand us and feel comfortable with us. We depend on you. Your success is our success. Please don't hesitate to ask questions. Your manager will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find Liberty to be a good place to work.

We ask that you read this Manual carefully, and refer to it whenever questions arise.

Liberty's policies, benefits and rules, as explained in this Manual, may be changed, with or without prior notice, from time to time at the sole discretion of Liberty. If and when provisions are changed, you will be updated.



Notice

The policies in this Manual are to be considered as guidelines. Liberty, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this Manual at any time without prior notice. Any such action shall apply to existing, as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the President of Liberty may alter or modify any of the policies in this Manual. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only the subject provision.

This manual replaces (supersedes) all other previous manuals for Liberty as of January, 2017. If any individual written agreement between Liberty and its employees conflicts with any portion of this manual, the individual agreement shall take precedence.



Welcome from the President

Dear Employee:

Welcome to Liberty. You have joined a rapidly growing healthcare organization, which provides quality healthcare to thousands of individuals nationally. Our group of healthcare professionals enable us to provide the highest quality of medical services in the areas of medicine, psychiatry, and rehabilitation services.

Liberty's core beliefs and values follow on the subsequent pages of this manual. We are most proud of these principles and wish to present them to you with the confidence that you, too, will share the same values and commitment to service when you join our company.

As President of Liberty, I am consistently impressed with the dedication and determination that our employees show in serving our many challenging and complex programs across this country. The quality of our employees and their dedication is evident with Liberty's receipt of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Health Care Staffing Services (HCSS) Certification in the fall of 2006 and our re-certifications in 2008, 2010, 2012, 2014, and 2016. As you can see, our very first value statement is the affirmation that "the greatest resource of any program is the highly skilled staff who are dedicated to the persons they serve." I hope that you will embrace these core values, as well.

This manual is designed to furnish you with information about human resource administration and to answer questions you may have concerning day-to-day operations. This Employee Manual will serve as a guide only; it is not intended to be the final word in all cases. The contents of this manual may be changed at any time at the discretion of Liberty. If you have questions this manual does not answer, please do not hesitate to ask your immediate supervisor or Liberty's Human Resources Department.

From time to time, the information included in our Employee Manual may change. Such changes may be made with or without notice and at the sole discretion of Liberty. Every effort will be made to keep you informed through suitable lines of communication, including corporate faxes and/or notices sent directly to you at your home address.

I extend to you my personal best wishes and the Freedom to Succeed during your employment with Liberty.

Sincerely,

Herbert T. Caskey, M.D., President



Liberty Healthcare Corporation Vision and Mission

Our vision is to be a recognized healthcare industry leader building profits through an unrelenting commitment to exceeding customer expectations. Our mission is to be a trustworthy and outcomes-driven partner that empowers customers to achieve their goals with flexible and intelligent healthcare services.

Our core value is:

SERVICE

STAFF

Liberty values its staff. We recognize that the greatest resource of any health care program is highly skilled staff dedicated to the persons and programs they serve. We recruit and retain the best possible talent and support them with systems and resources to achieve optimal performance and job satisfaction.

ENTREPRENEURIAL

We are a creative “can do” company that specializes in developing health care solutions for the most complex and challenging situations and populations. We prize innovation, flexibility, and foresight.

RESPONSIVE

Liberty empowers our local program directors, while facilitating ready access to executive level, corporate managers who can make vital decisions promptly. We are committed to proactive management – doing as much as we can to respond quickly, decisively, and effectively to any issue, concern, or request from our customers.

VALUE-ADDED

We bring the depth and diversity of our resources to supporting each customer, including clinical programming, specialist consultations, training, personnel management, information and reporting systems, accreditation, recruiting, credentialing, and quality management.

INTEGRITY

Our foremost obligation is to achieve the goals of our customers by devising and delivering high quality health care to each individual served.

COLLABORATION

Liberty forms a collaborative partnership with each customer. We tailor our resources to achieve their goals.

EFFECTIVENESS

Liberty is accountable for its outcomes. The quality and cost effectiveness of every aspect of our contracted program services is critical. We are committed to the principle of measurable excellence and supporting our programs with state-of-the-art quality improvement programming.



1 An Overview of Liberty Healthcare and its Affiliates

Company History

Liberty Healthcare Corporation is a health care and human services management company founded in Philadelphia within sight of the Liberty Bell, which inspired the company's name and the company's mission – to free our customers from some of the most difficult challenges they face in their businesses.

Liberty began as a staffing company specializing in recruitment, staffing, scheduling, and quality monitoring of hospital emergency departments. By the early 1980s, Liberty expanded beyond the private sector into the provision of medical and behavioral health staffing and services to the public sector, including state mental health facilities and intermediate residential facilities for individuals with disabilities.

Since then, Liberty has further expanded its scope by providing an ever-growing diversity of health care programs, personnel, and services to state health and disabilities agencies across the country. In the early 1990s, the company further expanded to serve long-term care facilities for the elderly and disabled, as well as manage on-site medical and occupational health clinics for major private-sector corporations. By the mid-1990s, Liberty was managing and operating complete state-owned facilities and programs. Many of these large-scale contracts entailed the design, implementation, and operation of brand new facilities and programs for which Liberty assumed total management of daily operations.

In the past decade, Liberty has developed large, statewide programs for Home and Community-Based Services (HCBS) quality oversight, specialized case management, and multi-location staffing, as well as private sector medical center management outsourcing.

Today, Liberty delivers a diverse array of medical, disability, behavioral, clinical, assessment, case management, quality oversight, risk management, and other services for individuals with intellectual disabilities, mental illness, physical disabilities, and aging for public sector authorities, as well as hospitals. We currently hold 40 contracts in 16 states across three domains:

Programs

Programs encompass Liberty's clinical and facility management programs in the areas of mental health, addictions, forensic psychiatry, and specialized offender programs. Several of our most notable programs have been in operation for over 15 years. These contracts include full operation of a 52-bed state-owned treatment facility for people with intellectual disabilities and mental illness; provision of all clinical management and personnel for a 567-bed civil commitment secure treatment facility; operation of a statewide continuum of specialized in-prison treatment, reentry programming, and community monitoring of sexual offenders; and two statewide programs for managing high-risk offenders in the community.

Performance, Assessment, and Administrative Services

We cover a range of services to assist states in monitoring utilization, provider performance, eligibility, and assessment. For example, we managed quality and provider performance, and incident management for aging



and disabilities for Indiana; we helped design and now manage a statewide adult protective services program that deploys dozens of professional staff across Pennsylvania to investigate and intervene in abuse, neglect, and exploitation cases; and we manage a program that performs more than 55,000 independent assessments for personal care services supported by a customer service center that handles over 35,000 calls a year.

Staffing Services

We provide targeted and comprehensive staffing for entire states, facilities, and community programs serving the elderly and people with various types of disabilities. We provide physicians, nurses, therapists, and a wide range of other clinical and administrative staff to programs in nearly a dozen states. Our staffing sites have included Medicaid central operations, state hospitals, community mental health centers, employee health clinics, intermediate/long-term care and nursing facilities, and more.

Liberty's corporate office is located at 401 City Avenue, Suite 820, Bala Cynwyd, PA 19004. The corporate office staff consists of approximately 50 employees.

What You Can Expect From Liberty

Liberty's established employee policy is to:

1. Operate an economically successful business delivering quality medical, habilitative, and behavioral health care.
2. Select employees on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious or sexual persuasion, marital status, political belief, sexual orientation, sexual identity, physical or mental disability, or any other status protected by application federal, state, or local laws.
3. Pay all employees according to their effort and contribution to the success of our business.
4. Review wages, employee benefits, and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
5. Provide paid time off to all eligible employees.
6. Provide eligible employees with benefits, both company paid and voluntary.
7. Assure employees, after talking with their manager, an opportunity to discuss any problem with officers of Liberty.
8. Make prompt and fair adjustment of any complaints which may arise in the everyday conduct of our business, to the extent that is practical.
9. Respect individual rights, and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide buildings and offices that are attractive, comfortable, orderly, and safe.
12. Promote employees on the basis of their ability and merit.
13. Make promotions or fill vacancies from within Liberty whenever possible.
14. Keep all employees informed of the progress of Liberty, as well as the company's overall aims and objectives.
15. Do all these things in a spirit of friendliness and cooperation so that Liberty will continue to be known as "a great place to work!"



What Liberty Expects From You

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

You are encouraged to grasp opportunities for personal development that are offered to you. This Manual offers insight into how you can positively perform to the best of your ability to meet and exceed Liberty expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making Liberty a company where you can approach your manager, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of Liberty. (Please take a look at the section describing the submission of suggestions.) We're all human, so please communicate with each other and with management.

Remember. You help create the healthful, pleasant, and safe working conditions that Liberty intends for you. Your dignity and that of fellow employees, as well as that of our customers, is important.

Liberty needs your help in making each working day enjoyable and rewarding.



2 Employment

Human Resources Administration

The task of handling personnel records and related personnel administration functions at Liberty has been assigned to the Human Resources Department. Questions regarding insurance, wages, and interpretation of policies may be directed to the Human Resources Department at 1-800-331-7122.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the following items, please be sure to notify Liberty of these changes by accessing Liberty's intranet, Employee Self Service:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of an emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if driving is part of your job responsibilities
9. Military status
10. Exemptions on your W-4 tax form

If the information in your personnel file is incorrect, coverage or benefits that you and your family may receive under Liberty's benefits package could be adversely affected.

Since Liberty refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs, and recalls, it's to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

You may see information which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please ask your manager to make arrangements for you with the Human Resources Department.

Disclosure of Personnel File Information

No information in a personnel file will be disclosed to anyone outside the organization without a signed consent form from the employee or former employee except to verify basic information (job titles, date of hire, date of termination) and to cooperate with law enforcement or medical officials who have a valid need to obtain limited, specific information about an individual.



Maintenance of Personnel Records

Personnel records are maintained in the corporate office for each employee. The manager may keep a duplicate copy of the employee's file on the work site, if contractually required.

Evidence of Identity

As required by law, Liberty requires that Liberty employees/subcontractors produce evidence of identity immediately upon reporting for the first day of their assignment. When you report to your new job with Liberty please show a valid picture identification to your manager or the site representative. You will be asked to sign an "Evidence of Identity When Reporting for Assignment" form. Both this form and the valid id will be forwarded to the Liberty corporate office along with your new hire paperwork to the HR Department. Your Evidence of Identity form needs to be completed by the close of business on the first day of your assignment.

Employment Classifications

Full-Time Employees

At the time you are hired, you are classified as either full-time (30 or more scheduled hours per week), part-time (less than 30 scheduled hours per week), or temporary (prn, pool) and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this Manual apply only to employees working 30 or more hours per week. All other policies described in this Manual and communicated by Liberty apply to all employees, with the exception of certain wage, salary, and time off limitations applying only to "non-exempt" employees (see the definition that follows). If you are unsure of your job classification, please ask your manager.

Any employee who works at least thirty (30) hours per week is considered a full-time employee.

Part-Time Employees

An employee who works less than a regular thirty (30) hour work week or 100 hours per month is considered a part-time employee. If you are a part-time employee and work less than 30 hours per week, you are not eligible for benefits described in this Manual, with the exception of the 401(k) plan and those required by provision of state and federal laws.

Temporary Employees

From time to time, Liberty may hire employees for specific periods of time or for the completion of a specific project or for prn (as needed) nursing assignments. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule, and duration of the position will be determined on an individual basis.

If you are a temporary employee, you are not eligible for benefits described in this Manual, except to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the definition that follows) who work more than forty (40) hours during any work week will receive overtime pay.



"Non-Exempt" and "Exempt" Employees

At the time you are hired, all employees are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty hours (40) per work week (or 8 hours per day in some states). These employees are referred to as "non-exempt" in this Manual. This means that they are not exempt from (and therefore are eligible to receive) overtime pay.

Exempt employees are executives, managers, professional staff, technical staff, outside sales representatives, officers, directors, owners, and others who are paid a fixed salary and whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred, or promoted.



3 Employment Policies

Whether you are a new hire or a former employee returning to Liberty, you may feel a little strange in your new surroundings. This is a normal feeling and is expected. Your fellow employees, especially your manager, want to help you get off to a good start. Feel free to ask them for help concerning anything you don't understand.

One of the first things you should do is carefully read this Manual. It is designed to answer many of your questions about the practices and policies of Liberty, what you can expect from Liberty, and what Liberty expects from you.

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Manual.

Business Hours

The regular operating hours for Liberty's corporate office are 8:30 a.m. to 5:30 p.m. Monday through Friday. At times other than mentioned above, all calls are answered by a private answering service off premises.

Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your manager or department head. Most employees are assigned to work a forty (40) hour work week with an unpaid lunch period daily; non-exempt employees who work through their lunch breaks can do so only with supervisory approval. If a non-exempt employee is required by his/her supervisor to work during his/her lunch period, he/she will be paid appropriately.

Confidential Information

Our clients entrust Liberty with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Liberty earns the respect and further trust of our customers.

Just as important, Liberty employees are entrusted with confidential patient information. It is understood that all Liberty employees retain the strictest confidence regarding all patient records or encounters. Liberty has developed HIPAA Standard Operating Procedures to be followed when handling Protected Health Information (PHI). These Standard Operating Procedures can be found on Liberty's intranet, Employee Self Service.

Your employment with Liberty assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures Liberty's reputation and effectiveness. Therefore, please do not discuss Liberty business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see, or become aware of anyone else breaking this trust, consider what he or she might do with information they get from you.

If someone questions you outside the company or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to your manager or to the Contract Manager.



No one is permitted to remove or copy any Liberty records, reports, or documents without prior management approval. Because of its seriousness, disclosure of confidential information could lead to dismissal.

Credit Investigation

Following the requirements imposed by the Federal-Truth-In-Lending and the Fair Credit Reporting Acts, Liberty conducts a pre-employment credit check on all applicants who are offered and who accept an offer of employment, where applicable by law. Liberty reserves the right to conduct this credit check at any time after you have been employed. Remember, you have certain legal rights to discover and to dispute or explain any information prepared by the credit checking company.

Criminal Investigation

In addition to a credit check, Liberty also conducts a criminal check of all its employees. Many, if not most, of Liberty's contracts with its clients requires a criminal background check prior to employment. These background checks report convictions only. Liberty strictly adheres to the policies of the EEOC regarding the use of criminal background checks.

Customer Relations

The success of Liberty depends upon the quality of the relationships between Liberty, our employees, our customers, our suppliers, and the general public. Our customers' impression of Liberty and their interest and willingness to purchase from us is greatly formed by the people who serve them. In a sense, regardless of your position, you are Liberty's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, Liberty and Liberty's services.

Here are several things you can do to help give customers a good impression of Liberty:

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

These are the building blocks for your and Liberty's continued success. Thank you for adding your support.

Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to Liberty from time to time. Any changes in your driving record must be reported to your supervisor and the Human Resources Department immediately. Failure to do so may result in disciplinary action, including possible dismissal.

Equal Employment Opportunity

Liberty provides equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, sexual identity, ancestry, political belief or activity, or status as a veteran.



This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws. All advertisements for employment with Liberty will contain the non-discrimination statement of “EOE”.

It is the policy of Liberty to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Liberty will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Liberty also will make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job with or without reasonable accommodations.

Management is primarily responsible for seeing that Liberty's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that, by their personal actions, the policies are effective and apply uniformly to everyone.

Any employees, including managers, involved in discriminatory practices will be subject to discharge.

Note: Throughout this Employee Manual, masculine pronouns such as he, his, or him shall be construed so as to include both sexes.

Harassment Policy

Liberty intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated.

What Is Harassment?

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include jokes, vulgar language, sexual innuendoes, pornographic pictures, sexual gestures, unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of his position or creates an intimidating, hostile, or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

Responsibility

All Liberty employees, particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, **must report it to their immediate manager or any management representative with whom they feel comfortable**. If the manager is the alleged harasser it will be necessary for the employee to report this to another management representative or a Liberty corporate employee. We would suggest that employees contact the Vice President of Human Resources or any member of HR to report any such incidents. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.



Reporting

Any incidents of harassment must be immediately reported to a manager or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action or possible discharge. Liberty will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will be taken against any employee making a good faith report of alleged harassment or against any employee who participates in investigations into any such incidents.

Liberty accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens, or in any way harasses another employee is personally liable for such actions and their consequences. Liberty will not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

Anti-Retaliation Policy

Liberty strictly prohibits any form of retaliation against an employee who in good faith makes a complaint, provides information, acts as witness, or otherwise assists in the investigation or proceeding regarding any conduct he believes to be in violation of Liberty's Code of Conduct, policies, laws, rules, or regulations. Liberty takes all complaints of retaliation seriously. All such complaints will be reviewed promptly, and where appropriate, investigated.

How You Were Selected

We carefully select our employees through written application, personal interview, and reference checks. After all available information was carefully considered and evaluated, you were selected to become a member of our team. This careful selection process helps Liberty to find and employ people who are concerned with their own personal success and the success of Liberty; people who want to do a job well and who can carry on their work with skill and ability; and people who are comfortable with Liberty and who can work well with our team.

Job Descriptions

We maintain a job description for each position in Liberty. Your job description will be updated periodically to reflect changes in your duties and responsibilities. A copy of your job description will be given to you on the first day of your employment and any revised copies will be given to you at the completion of the revisions.

Outside Employment

What you do on your free time is your own business. However, if you are employed by Liberty in a full-time position, Liberty will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at Liberty.

No employee may take an outside job, either for pay or as a donation of his or her personal time, with a customer or competitor of Liberty; nor may they perform work on their own if it competes in any way with the services we provide our customers. If your financial situation requires you to hold a second job, part-time or full-time, or if you intend to engage in a business enterprise of your own, we would like to know about it. Before accepting any outside employment, it would



be a good idea to discuss the matter with your manager. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at Liberty nor pose an actual or potential conflict of interest.

Proof of U.S. Citizenship and/or Right to Work

Federal regulations require that 1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U. S. All Liberty employees will receive an I-9 form with their employment packet prior to their start date with Liberty.

We Need Your Ideas

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many changes and improvements that have come about in their departments since they first joined us. We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your manager, who will welcome your suggestions and ideas.

Remember, there may be areas in Liberty's operation that can be improved. These could be in service, equipment, communications, safety, ways to reduce costs, losses, and/or waste, or other improvements you may see a need for. Please give us the benefit of your unique experience and thoughts. Make sure to document your innovations and money-saving efforts and have them placed in your personnel file (include dates, detailed descriptions of your contributions, estimates from the accounting department regarding cost savings or profits generated, etc.) - these may favorably reflect on your yearly performance reviews.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with "rules" and "authority figures," and past experience may have justified these thoughts and feelings; however, at Liberty, we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained.

By accepting employment with us, you have a responsibility to Liberty, and to your fellow employees, to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place for everyone to work.

Unacceptable Activities

We expect each person to act in a mature, professional, and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit, as well as the benefit of Liberty. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your manager for an explanation.

A violation of any of the rules below will result in discipline, up to and including immediate dismissal:



- Violation of any company rule; any deliberate action that is extreme in nature and is obviously detrimental to Liberty.
- Violation of security or safety rules or failure to observe safety rules or Liberty safety practices.
- Failure to wear required safety equipment.
- Tampering with Liberty equipment or safety equipment.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use, possession, or sale of controlled substance drugs in any quantity while on duty, except medications prescribed by a physician which do not impair work performance.
- Possession of firearms, weapons, or explosives on company property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone.
- Fighting, or horseplay or provoking a fight while on duty, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help out on a special assignment.
- Threatening, intimidating, or coercing fellow employees on or off the premises - at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
- Theft of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management.
- Unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by Liberty; alteration of company records or other company documents; filing a false claim against Liberty or its employees, failure to immediately report any changes in your criminal record, including arrests, to your Liberty supervisor.
- Request by Liberty's client to terminate your employment at the facility you are providing your services.
- Violating the non-disclosure agreement; giving confidential or proprietary Liberty information to competitors or other organizations or to unauthorized Liberty employees; working for a competing business while a Liberty employee; breach of confidentiality of personnel information.
- Immoral conduct or indecency on company property.
- Conducting a lottery or gambling on company premises.

Disciplinary Actions

Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in the following manner:

1. Verbal Warning
2. First Written Warning
3. Second Written Warning
4. Dismissal

Written warnings will include the reasons for the manager's dissatisfaction and any supporting evidence.

All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his or her



conduct before any decision is reached.

There may be circumstances where one or more steps are bypassed, depending on the severity of the infraction.



4 Compensation & Performance

Wage & Salary Policies

It is Liberty's desire to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable, variable with individual and company performance, and in compliance with all applicable statutory requirements.

You are employed by Liberty and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such funds for work performed.

Application

Liberty applies the same principles of fairness and external comparability to all employees, regardless of organizational level, sex, religion, national origin, age or race, color, creed, religious or sexual persuasion, marital status, political belief, sexual orientation, sexual identity or disability, or any other characteristic protected by applicable federal, state, or local law.

Basis for Determining Pay

Your pay is influenced by three factors:

1. The nature and scope of the job
2. What other employers pay their employees for comparable jobs
3. Individual performance

Job Scope

Through a process called job evaluation, the scope, responsibility, impact, and required skills and abilities of each job at Liberty are compared. The result is a relative ranking of all jobs, from high to low. Job evaluation is independent of any employee or his performance.

External Comparability

Once jobs are ranked, jobs are compared with external market data. Each job is assigned a range of pay, including a minimum and a maximum. Periodically Liberty will examine the market conditions to ensure ongoing comparability. Changes in pay ranges will be made as needed and as the company can afford to maintain market comparability.

Individual Pay

An individual's pay within this range will depend on his sustained performance over time. Each year every employee will have a performance review with his manager or supervisor. During that review, significant performance events that occurred throughout the year will be discussed. The overall performance rating will influence the wage/salary adjustment. Through individual performance and by increasing job responsibilities and moving to higher level jobs, you may have significant impact on your pay.



Deductions from Paycheck (Mandatory)

Liberty is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state, and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status, or number of exemptions must be reported to your manager or Human Resource Department immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

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

Error in Pay

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

Overtime Pay (Non-Exempt Employees)

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your manager. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are three types of overtime work:

1. **Scheduled Overtime:** Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required work week of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your manager. He or she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.
2. **Incidental Overtime:** Incidental overtime is not scheduled, it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the manager will offer the overtime to a suitably qualified person who is available to perform the overtime work.
3. **Mandatory Overtime:** Mandatory overtime occurs in 24 hour facilities to assure adequate staff coverage to provide for patient needs. Employees are required to stay at the work site until they are relieved.

If you are a "non-exempt" employee and you perform overtime work, you will be paid one and one-half (1-1/2) times your regular hourly wage for any time over forty (40) hours per week that you work. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation taken in single-day increments, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.



Work Performed on Company Holidays

See your individual manager regarding compensation for work performed on a company holiday.

Pay Period & Hours

Our payroll work week begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

Pay Cycle

Liberty's payroll is issued 26 times per year. Your paycheck is deposited into your account normally on every other Thursday morning for services performed for a (2) week period. In order to process your paycheck correctly, there may be a one or two-week delay before you receive your first paycheck. Each subsequent pay period thereafter will be for a two-week period.

Pay Distribution

Liberty employees are paid through the direct deposit system. Paychecks are directly deposited into the checking or savings account you specify. You may make deposits in one or two accounts.

Shift Differential

Liberty assigns certain employees to work on a second or third shift operation. These people may be paid an additional amount per hour over and above the regular rate of pay for that job as a shift differential.

Time Sheets

By law, we are obligated to keep accurate records of the time worked by employees. This is done through our electronic time and attendance system, Workforce Management. At the commencement of your services you will be given a user name and password to access the system with instructions on submitting your time, as well as requesting time off.

Do not share your user name or password with anyone else. No one may record hours worked on another's time sheet. Tampering with another's time sheet is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your manager immediately.

Performance Reviews

The performance review is an opportunity for you and your supervisor to recap your accomplishments for the past year, set goals for the coming year, and monitor your progress. This ongoing discussion continues throughout the year.

Liberty conducts a formal review once a year for each employee.

Performance reviews will be conducted annually usually on a designated focal point review date (check with your supervisor for the date of your site's focal point review date). New employees may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties and responsibilities.



During formal performance reviews, your manager will consider the following things, among others:

- The “soft” skills of efficiency, productivity, cooperation, effective communication, improving performance over time, and team work
- Technical aspects of your job which appear in your job description
- Attitude and willingness
- The quality and quantity of your work
- The conditions under which you work

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the overall goals of Liberty. This is a good time to discuss your interests and future goals. Your manager is interested in helping you to progress and grow in order to achieve personal, as well as work-related goals - perhaps he or she can recommend further training or additional opportunities for you.

In addition to individual job performance reviews, Liberty periodically conducts a review of job descriptions to ensure that we are fully aware of any changes in the duties and responsibilities of each position, and that such changes are recognized and adequately compensated.

Work Schedule

The normal work week consists of five (5) days, eight (8) hours long, Monday through Friday. However, depending on the Liberty site where you work, the work schedule is dictated by the type of service performed. In some sites, weekend hours are required, as well as shift coverage at 24-hour coverage sites.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. Liberty is aware that emergencies, illnesses, or pressing personal business may arise that cannot be scheduled outside your work hours.

Paid time off has been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your manager, or his authorized designee, immediately. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your manager. He or she will determine when will be the most suitable time for you to be absent from your work.

When you call in to report an unexpected absence or late arrival, ask for your manager directly. For late arrivals, please indicate when you expect to arrive for work. Notifying the switchboard operator or a fellow employee is not sufficient. If you are unable to call in yourself because of an illness, an emergency, be sure to have someone call on your behalf. If your manager or designee is not available when you call, you may leave the information with another manager.

Absence from work for three (3) consecutive days without notifying your manager or his designee will be considered a voluntary resignation. **A letter will be sent to you confirming your voluntary resignation.**



Attendance

You are expected to be at your work station and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your work station until the end of your assigned work hours, except for approved breaks and lunch. When your work takes you away from your work station, please let your manager know where you are going and how long you expect to be gone.

Be aware that excessive time off could lead to disciplinary action.

Closure After Starting Time/Inclement Weather

If severe weather conditions exist and the President (or designated representative) decides to close Liberty or your job site for the remainder of the day, you will be notified as soon as possible by your manager and you will be paid for the time that you actually worked. Employees who had taken the day off will have the day subtracted from their allotted PTO balance as would have occurred if the company did not close.

Excessive Absenteeism or Lateness

In general, three (3) unplanned absences, tardiness, or leaving early in a one year period, or a consistent pattern of absence, will be considered unacceptable. Tardiness or leaving early is as detrimental to Liberty as an absence. Tardiness or leaving early that is 15 minutes or more is considered unacceptable. Events covered by this policy are unplanned or unscheduled. The one year period is the past twelve months from today's date. Be aware that unacceptable levels of absenteeism, lateness, or leaving early may lead to disciplinary action, including possible dismissal.

Record of Absence or Lateness

If you are absent because of illness for three (3) or more successive days, your manager may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Your manager will make a note of any absence or lateness, and the reason, in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs, etc.



5 Benefits

You may not have thought about it, but the cost of your benefits each year is considerable, in addition to the cost of wages or salary paid by Liberty to you.

Some of the benefits Liberty provides eligible employees each year include:

- Health Care/Hospitalization Insurance
- Voluntary Dental Insurance
- Voluntary Vision Insurance
- Group Term Life Insurance
- Disability Insurance
- Paid Time Off
- 401(k) Retirement Plan
- Funeral (Bereavement) Leaves
- Social Security
- Unemployment Compensation Insurance
- Workers' Compensation Insurance

The Benefits Package

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. We are certain that you will agree that the benefits program described in this Manual represents a very large investment by Liberty. We trust that you will avoid abusing any of the program's benefits.

A good benefits program is a solid investment in Liberty and its employees. It not only ensures the loyalty of long time capable employees, it also helps to attract talented newcomers who can help Liberty grow.

Liberty will periodically review the benefits program and will make modifications as appropriate to the company's condition.

Eligibility for Benefits

If you are a full-time employee (scheduled 30 or more hours per week), you will enjoy all the benefits described in this Manual as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, you will enjoy participation in the 401(k) plan after meeting eligibility requirements and those benefits that are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees are not eligible for benefits.

Holidays

Please check with your supervisor if your facility has arrangements for holiday pay. If so, both full-time and part-time



employees would be eligible for such pay. You are not eligible to receive holiday pay if you are a temporary or prn employee.

Recognized Holidays

The following holidays are recognized by Liberty as paid holidays for the corporate office staff:

Christmas Eve (December 24th)	Memorial Day
Christmas Day (December 25th)	Independence Day (July 4th)
New Year's Eve (December 31st)	Labor Day
New Year's Day (January 1st)	Thanksgiving Day
Good Friday	Friday following Thanksgiving Day

All Liberty employees working in other locations will follow the holiday schedule of the client company or state agency. You may obtain a list of the holidays observed at your facility from your supervisor.

Holiday Policies

You may take time off to observe your religious holidays. If available, a full day of accrued paid time off leave may be used for this purpose. We schedule all national holidays on the day designated by common business practice.

If a holiday occurs during your scheduled vacation, you are permitted to take an extra day of paid time off.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

Paid Time Off

Paid time off is a time for you to rest, relax, and pursue special interests. Liberty has provided paid time off as one of the many ways in which we show our appreciation for your loyalty and continued service.

Amount of Paid Time Off

The amount of paid time off each employee earns each year is listed in his or her Employment Agreement under "Exhibit A". You must accrue your time before you take your time off. The amount listed in "Exhibit A" of your employment agreement is the maximum amount you can accrue per year. This amount is calculated based on working the total number of hours in a work year, minus your paid time off allotment. If for reasons of a leave of absence you do not work the total number of hours per year, your paid time off is readjusted using the same formula of hours worked. Under special circumstances, you may request to take time off before it is accrued. You must obtain supervisory approval, and it must be understood that if you should leave Liberty's employment before a full year of service, any time you have taken that has not been accrued will be owed to Liberty and deducted from your last paycheck. A listing of your accrued and taken paid time off can be found on your paystub each pay period.



Accumulation Rights

No more than 40 hours of paid time off may be carried over to your next anniversary year. Exceptions to this policy may be made in unusual circumstances, each case to be considered separately by management.

Payment in Lieu of Paid Time Off

The purpose of paid time off is to provide you with a time to rest and relax; therefore, no additional wages or salary will be paid to you in lieu of a paid time off day unless advance approval in writing is granted by management. If payment in lieu of paid time off is approved, one (1) week of paid time off is equivalent to a regular scheduled work week at your basic straight time hourly rate.

Other Paid Leave

Funeral (Bereavement) Leave

You are entitled to take up to three (3) workdays with pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family. Immediate family is defined as an employee's spouse (either legal or domestic), parents, stepparents, siblings, stepsiblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Paid time under this policy is given over and above any time allowed and earned under our paid time off policy.

Pay for bereavement leave will be made for actual time lost from work. If the leave occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your scheduled paid time off occurs on any of the days of absence, you may not receive holiday or paid time off pay in addition to paid funeral leave. Scheduling of bereavement leave will follow the same procedure as other requested time off.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. Liberty will pay you your regular pay, not to exceed eight (8) hours per day, for a maximum of five (5) business days.

You must notify your manager within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service to your manager. This document is issued by the court.

Unpaid Leaves of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Liberty, but may not wish to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence.



There are several types of unpaid leaves which you may be eligible for.

Family/Medical Leave of Absence

In general, a leave of absence is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described under the following Family/Medical Leave Policy, which shall be administered in accordance with applicable state and federal laws: (Please check with the Human Resources Department to see if you are eligible under the Family Medical Leave Act).

1. There are at least 50 employees within 75 miles.
2. Employees are eligible if they have been actively employed for 12 months, and worked at least 1250 hours (an average of 25 hours per week) during those 12 months. Salary continuation during any leave period shall depend upon the employee's qualifying for disability pay under our Disability Leave Policy.
3. Under the circumstances set forth below, each eligible employee shall have up to a total of 12 weeks leave during any one year period.
4. A family leave shall be granted upon the birth or adoption of a child of the employee, or upon the serious illness of the employee's child, spouse, parent, or covered service member.
5. A medical leave shall be granted upon the employee's own serious illness.
6. Whenever possible, and subject to your health care provider's approval, absences for planned medical treatment should be scheduled so as not to unduly disrupt company operations.
7. In appropriate circumstances, we may require you to be examined by a company designated physician, at company expense.
8. In the event of a serious illness to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee should provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate indicating the expected duration and nature of the illness, particularly as it relates to the employee's ability to come to work, or the need for that employee's presence at home to care for a seriously ill family member.
9. Employees shall be required to give 30 days' advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two weeks' advance notification of your intended return date. Failure to do so may delay your return date.
10. For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over 18 he/she must be unable to care for himself/herself due to a serious illness.
11. A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
12. A serious illness is defined as a disabling physical or mental illness, injury, impairment, or condition involving (1) inpatient care in a hospital, nursing home, or hospice; or (2) outpatient care requiring continuing treatment or supervision from a health care professional.
13. Leave of absence rights available to you under other sections of our policy shall be counted toward the total time off available under this section.



14. Upon completion of a leave granted under this section up to a maximum of twelve (12) weeks, you shall be reinstated to your original position, or an equivalent one.
15. If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.

While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave time during any one year period. If your leave extends beyond 12 weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.

Other accumulated fringe benefits such as seniority, retirement, service credits, paid time off, etc., shall be preserved at the level earned as of commencement of the leave, but shall not accrue further during any such leave period.

During a period of disability, you may be eligible for disability pay benefits. Please check with your Human Resources Department or refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.

Should you require an extended leave beyond the period of time described in this policy, we will seek to return you to a suitable position, but cannot guarantee that one will be available. Nevertheless, you may be eligible for continuing disability pay benefits during this period in accordance with applicable insurance coverage.

Should you seek a leave of absence for reasons other than described above, or extending beyond the 12 weeks allotted, we will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance, company needs, etc. Liberty reserves the right to refuse such a request at its sole discretion.

If you need a leave of absence for medical or other reasons which would qualify for Family Medical Leave, but you are not eligible for leave under the Family Medical Leave Act, your benefits will continue for the month that you begin your leave and you will be able to exercise your COBRA options the beginning of the following month.

Disability (Including Pregnancy) Leave of Absence

If a full-time employee becomes disabled and unable to work for a prolonged period of time, salary continuation benefits may be available during the leave of absence under our disability plan. Please check with the Human Resource Department to determine if such coverage applies.

In the event you are out of work due to an illness and you have accrued paid time off, you may use this time for salary continuation.

Medical documentation, to the satisfaction of the company may be required for all periods of time during which disability benefits are requested. Liberty reserves the right to require independent medical verification of an employee's inability to work, based on a medical exam by a physician chosen by and paid for by Liberty.

Liberty classifies pregnancy as any other medically disabling condition, and will provide reasonable unpaid leave for all employees for the period of disability as determined by the employee and her physician. When ready to return to work, the employee will be reinstated to her original job or a similar level position providing



circumstances have not so changed as to make it impossible or unreasonable to do so. At all times our maternity leave policy will be in compliance with the state and federal laws.

If your disability, (other than pregnancy), prevents you from working for longer than six (6) weeks, when you are ready to return to work we will do our best to reinstate you to your position or a similar position, but we cannot guarantee that your job or any job will be available.

Any questions regarding pregnancy/disability leave or benefits should be directed to the HR Dept.

Insurance Coverage

Group Insurance

Liberty is interested in the health and well-being of both you and your family. A comprehensive health and life insurance program is available for you and your family. We provide group insurance underwritten by national insurance carriers.

The following benefits are provided, as defined and limited in the literature provided by our insurance companies:

- Group Term Life Insurance
- Accidental Death and Dismemberment Insurance
- Health Care Insurance
- Dependents Health Care Insurance (with employee contributions)
- Voluntary Group Dental Insurance
- Voluntary Group Vision Insurance

Information regarding our benefits can be found on Liberty's intranet, Employee Self Service.

In the event of your termination of employment with Liberty or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your or their own expense. If you are an employee of Liberty covered by a group health plan you have the right to choose continuation coverage at group rates if you lose your group health coverage because of a reduction in hours or termination of employment (for reasons other than misconduct on your part).

If you are a spouse of an employee of Liberty and covered by a Liberty group health plan, you have the right to choose continuation coverage for yourself if you lose group health coverage for any of the following reasons:

- Death of your spouse
- Termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment
- Divorce or legal separation from your spouse; or
- Your spouse becomes entitled to Medicare
- In the case of a dependent child of an employee covered by a Liberty group health plan, he or she has the right to continuation coverage if group health coverage is lost for any of the following reasons:
 - Death of parent



- Termination of parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with Liberty
- Parent's divorce or legal separation
- Parent becomes entitled to Medicare
- Dependent child ceases to be a "dependent child" under the plan

Under the law, you and your family member(s) have the responsibility to inform Liberty's Human Resources Department of a divorce, legal separation, or child losing dependent status under your group plan within 60 days of the date of the event or the date in which coverage would end under the plan because of the event, whichever is later. Liberty has the responsibility of notifying the Human Resources Department of the employee's death, termination, reduction in hours in employment, or Medicare entitlement. Similar rights may apply to certain retirees, your spouse, and dependent children if Liberty commences a bankruptcy proceeding and these individuals lose coverage.

When the Human Resources Department is notified that one of these events has happened, the Human Resources Department will in turn, notify you that you have the right to choose continuation coverage. Under the law, you have at least 60 days from the date you would lose coverage because of one of the events described above, or the date of notice of your election notice is sent to you, whichever is later, to inform the Human Resources Department that you want continuation coverage.

If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continuation coverage, Liberty is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated non-COBRA beneficiaries or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for three years unless you lose group health coverage because of a termination of employment or a reduction in hours. In that case, the required continuation coverage period is 18 months. This 18 months may be extended to 36 months if other events (such as death, divorce, legal separation, or Medicare entitlement) occur during that 18-month period.

Disability Extension

Under current law, if an individual is entitled to COBRA continuation coverage because of a termination of employment or reduction in hours of employment, the plan is generally required to make COBRA continuation coverage available to that individual for 18 months. However, if the individual entitled to COBRA continuation coverage is disabled (as determined under the Social Security Act) and satisfies the applicable notice requirements, the plan must provide COBRA continuation coverage for 29 months, rather than 18 months.

Under current law, the individual must be disabled at the time of termination of employment or reduction in hours of employment. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) makes changes to current law to provide that, beginning January 1, 1997, the disability extension will also apply if the individual becomes disabled at any time during the first 60 days of COBRA continuation coverage. HIPAA also makes it clear that, if the individual entitled to the disability extension has non-disabled family members, they are also entitled to the 29-month disability extension.

The affected individual must notify Liberty's Human Resources Department within 30 days of any final determination that the individual is no longer disabled. In no event will continuation coverage last beyond 3



years from the date of the event that originally made a qualifying beneficiary eligible to elect coverage.

If you become entitled to COBRA continuation coverage, you should consider all options you may have to obtain health insurance coverage. There may be more affordable or more generous coverage options for you and your family through other group health plan coverage (such as a spouse's plan), the Health Insurance Marketplace, or Medicaid.

Under HIPAA if you or your dependents are losing eligibility for group health coverage, including continuation of coverage, you may have a right to special enrollment in the Health Insurance Marketplace. You can apply for this coverage at HealthCare.gov.

Definition of Qualified Beneficiary Individuals

Those entitled to COBRA continuation coverage are called qualified beneficiaries. Individuals who may be qualified beneficiaries are the spouse, and dependent children of a covered employee, and, in certain circumstances, the covered employee. Under current law, in order to be a qualified beneficiary, an individual must generally be covered under a group health plan on the day before the event that causes a loss of coverage (such as termination of employment, or a divorce from, or death of, the covered employee). HIPAA changes this requirement so that a child born to the covered employee, or who is placed for adoption with the covered employee, during the period of COBRA continuation coverage, is also a qualified beneficiary.

Termination of Continuation Coverage

However, the law also provides that your continuation coverage may be terminated for any of the following reasons:

- Liberty no longer provides group health coverage to any of its employees
- The premium for your continuation coverage is not paid on time
- You become covered by another group plan, unless the plan contains any exclusions or limitations with respect to any preexisting condition you or your covered dependents may have
- You become entitled to Medicare
- You extend coverage for up to 29 months due to your disability and there has been a final determination that you are no longer disabled

Duration of COBRA Continuation

Under the COBRA rules, there are situations in which a group health plan may stop making COBRA continuation coverage available earlier than usually permitted. One of those situations is where the qualified beneficiary obtains coverage under another group health plan. Under current law, if the other group health plan limits or excludes coverage for any preexisting condition of the qualified beneficiary, the plan providing the COBRA continuation coverage cannot stop making the COBRA continuation coverage available merely because of the coverage under the group health plan.

HIPAA limits the circumstances in which plans can apply exclusions for the preexisting conditions. HIPAA makes a coordinating change to the COBRA rules so that if a group health plan limits or excludes benefits for preexisting conditions, but because of the new HIPAA rules those limits or exclusions would not apply to (or would be satisfied by) an individual receiving COBRA continuation coverage, then the plan providing COBRA



continuation coverage can stop making the COBRA continuation coverage available. The HIPAA rules limiting the applicability of exclusions for preexisting conditions become effective in plan years beginning on or after July 1, 1997.

You do not have to show that you are insurable to choose continuation coverage. However, under the law, you may have to pay all or part of the premium for your continuation coverage. There is a grace period of at least 30 days for payment of the regularly scheduled premium.

Consult the Human Resources Department for additional details or questions.

Disability Insurance

If you are a regular full-time employee of Liberty, you are protected through a disability insurance policy from financial hardship if you are disabled because of illness or accident that is not job related.

(Workers' Compensation benefits protect you if you are involved in a job-related sickness or accident.) **Note:** See "Disability (Including Pregnancy) Leave of Absence" earlier in this section for further information.

Health Insurance

Today's many health insurance plans and options can be confusing and complicated. That is why Liberty has taken the time to carefully review the coverages and plans available. We have selected the plan we feel provides the best coverage for our employees. Refer to the literature provided by our insurance company for details on your health coverage.

Life Insurance

If you are a regular full-time employee of Liberty, you are covered by our Group Life Insurance. This insurance is payable by its term in the event of your death while you are insured. Payment will be made in a lump-sum to the beneficiary, as designated by you. Your beneficiary will receive the amount of your annual salary at the time of your death, to a maximum of \$50,000. You may change your beneficiary whenever you wish by accessing Liberty's intranet, Employee Self Service and making the appropriate change.

Termination of Insurance

Your insurance will terminate when the insurance policy terminates, when you fail to make an agreed contribution to the premium when due, when you cease to be eligible for coverage under the terms of our group insurance program, or when you cease to be employed as a regular full-time employee eligible for the insurance.

Changes in Benefits

Liberty reserves the right to modify, terminate, suspend, or cancel the various insurance or benefit plans offered to employees. Employees will be notified of any such changes.



Government Required Coverage

Workers' Compensation

What Is Workers' Compensation?

Workers' compensation laws were passed to guarantee prompt, automatic benefits to workers injured on the job.

Today, if you're unable to work because of a job injury, Liberty and our workers' compensation insurance carrier work together to take care of your medical expenses and pay you money to live on until you're able to come back to work - automatically, without delay or red tape.

Who Is Covered?

Every Liberty employee is protected by workers' compensation.

What Is Covered?

Any injury is covered if it's caused by your job - not just serious accidents, but even first-aid type injuries. Illnesses may also be covered, if they're related to your job. For example, common colds and flu are not covered, but if you caught tuberculosis while working at a TB hospital, that's covered. The main question is if the injury or illness is the result of the performance of your job.

When Am I Covered?

Coverage begins the first minute you're on the job and continues anytime you're working for Liberty. You don't have to work a certain length of time, and there's no need to earn any minimum amount before you're protected.

What Are the Benefits?

Workers compensation law guarantees you three kinds of workers' compensation benefits:

1. Medical care to take care of the injury, including not only doctor bills, but also medicines, hospital costs, fees for lab tests, x-rays, crutches, and so forth - there's no deductible and all costs are paid directly by our workers' compensation insurance carrier. If you do receive a bill, be sure to submit it to Liberty's case manager for payment through our insurance carrier.
2. Rehabilitation services necessary to return to work - sometimes this is just an extension of medical treatment (for example, physical therapy to strengthen muscles). However, if the injury keeps you from returning to your usual job, you may qualify for vocational rehabilitation and retraining, too. Again, all costs are paid directly by Liberty through our workers' compensation insurance carrier.
3. Cash payments for lost wages – the most common kind of payments, for “temporary disability,” will be made for as long as the doctor says you're unable to work. Additional cash payments may be made after you're able to work if there's a permanent disability – for example, the amputation of a finger or loss of sight. If the injury results in death, payments will be paid to surviving dependents.



How Do I Get the Benefits?

All injuries, no matter how slight, must be reported immediately to your manager to assure consideration under workers' compensation insurance, should complications develop later. Your manager will see that you receive medical attention.

A report of first injury form must be completed. Both you and your manager have access to this on Liberty's intranet, Employee Self Service.

Just tell your manager what, where, when, and how it happened - enough information so that he or she can arrange medical treatment and complete the necessary reports. In an emergency, you may go directly to one of the medical facilities nearby. Later, you may be required to furnish your manager with written statements regarding the on-the-job accident so that we may accurately document the incident, and so you may receive all the benefits to which you are entitled.

Failure to do this could result in loss of benefits. Prompt reporting is the key. Benefits are automatic, but nothing can happen until your employer knows about the injury. Ensure your right to benefits by reporting every injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

How Much Are the Cash Payments?

Payments consist of a percentage of your average weekly wages, up to a maximum amount set by the state legislature. The amounts of the payments, and when and how they'll be paid, are regulated by state law. Only the state legislature can change the law.

Workers' compensation payments are tax free. There are no deductions for state or federal taxes or Social Security.

When Are the Cash Payments Made?

Although Liberty will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, workers' compensation payments for lost wages are regulated by state law and you will have to check with your Human Resources Department or your state's law.

When Can I Return to Work After an Injury?

Employees may return to work after they have been cleared by their medical provider. Employees will be given a "return to work" note from their provider and should present this note to their supervisor on the first day they return after their injury.

Unemployment Compensation

Liberty pays a percentage of its payrolls to the Unemployment Compensation Fund according to Liberty's employment history. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and be willing and able to work. You should apply for benefits through your local state unemployment office as soon as possible. Liberty pays the entire cost of this insurance.



Social Security

The US government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Liberty is required to deduct this amount from each paycheck you receive. In addition, Liberty matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

401(k) Plan

Liberty offers its employees the option to invest in the company 401(k) plan effective ninety days from the date of employment with Liberty. Participation in the plan occurs through payroll deductions. Information regarding the 40(k) plan and instructions for enrolling will be provided to you at new hire orientation, and also sent to you by the 401(k) company, Fidelity Investments. Please note that the Liberty 401(k) plan has an automatic enrollment feature that will automatically enroll 3% of your income in the plan if you do not manually decline benefits or choose alternative contribution choices. Any questions regarding the 401(k) plan should be directed to the Human Resources Department.



6 Other Policies

Dress Code/Personal Appearance

A neat, tasteful appearance contributes to the positive impression you make on our customers. You are expected to be suitably attired and groomed during working hours or when representing Liberty. A good clean appearance bolsters your own poise and self-confidence and greatly enhances our company image. When working at a client's site, please observe what the customer is wearing and dress appropriately.

Personal appearance should be a matter of concern for each employee. If your manager feels your attire is out of place, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose. Your manager has the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

As a healthcare company infection control and hygiene are very important. Below are guidelines all Liberty employees need to follow to protect those we serve, as well as our co-workers.

Infection Control and Centers for Disease Control (CDC) Hand Hygiene Guidelines

Joint Commission (formerly JCAHO): Four Things You Can Do to Prevent Infection

1. Clean your hands.
2. Make sure you clean your hands.
 - Before you treat a client, patient, or individual.
 - Wear gloves when you perform tasks such as taking throat cultures, pulling teeth, taking blood, touching wounds or body fluids, and examining private parts.
 - Don't be afraid to remind your co-workers when they should clean their hands and/or wear gloves.
3. Cover Your Mouth and Nose
 - Many diseases are spread through sneezes and coughs. When you sneeze or cough, the germs can travel 3 feet or more! Cover your mouth and nose to prevent the spread of infection to others.
 - Use tissue! Keep tissues handy at home, at work, and in your pocket. Be sure to throw away used tissues and then clean your hands.
 - If you don't have a tissue, cover your mouth and nose with the bend of your elbow or hands. If you use your hands, wash them right away.
4. If You Are Sick, Avoid Close Contact
 - If you are sick, stay away from other people. Stay home if you have a fever. Call work or school and tell them you are sick.
 - When you go for medical treatment, call ahead and ask if there's anything you can do to avoid infecting people in the waiting room.



These steps can help prevent the spread of colds, the flu*, and diseases like:

Pneumonia*	Mumps*	Whooping Cough*
SARS	Rubella*(German measles)	Chicken Pox*
Tuberculosis	Strep throat	Measles*

* Remember to get a shot to prevent this disease or infection

Infection Control Techniques

I. Universal (Standard) Precautions

A. Standard precautions are the infection control actions used for all people receiving care, regardless of their condition or diagnosis.

B. Examples of situations when standard precautions should be used are:

1. When caregivers are exposed to blood, all body fluids (except sweat), secretions (i.e., phlegm and nasal drainage), and excretions (i.e., urine, stools, cerebrospinal fluid, and drainage coming from non-intact skin).
2. Gloves should be used as protection for yourself and your other clients.
3. All of the situations above should be treated as if they were contagious or infectious because you never know what kind of diseases clients have or are carrying.

C. Hands should be washed:

1. When arriving for work and just before leaving for home.
2. Immediately after touching blood, body fluids, mucous membranes, or contaminated articles, whether gloves are worn or not.
3. Before, and after, glove use.
4. Before, and after, each client care procedure, to prevent transfer of pathogens from one part of the body to another, such as washing genital area and then brushing teeth.
5. After personal use of the bathroom, touching any soiled linens, clothing, equipment, or supplies.
6. Before handling food, touch your mouth, eyes, contact lenses, and eyeglasses.

D. Gloves should be worn when:

1. Any contact with blood (i.e., when hands are cut, scratched, or have a rash).
2. Any contact with body fluids (i.e., urine, emesis, phlegm, or saliva), especially if your hands have a cut, rash, or scratch.
3. When you are cleaning up open areas on a client where skin has been removed or opened.
4. Cleaning potentially contaminated equipment (i.e., toilets, bed side commodes, walkers, mattresses, soiled linens, and clothing).
5. If you have an allergy to latex gloves, you can change to non-latex gloves (facilities must provide them because latex allergies aren't uncommon), apply a skin barrier cream to your hands before glove wearing, or put on glove liners that prevent direct contact of latex to skin.



E. Waterproof gowns, and masks with face shields or goggles for procedures likely to produce splashes of blood or other moist body fluids, protect you from contact pathogens.

1. Masks and protective eyewear or face shields prevent contact with pathogens by your mucous membranes, such as eyes, nose, and mouth.
2. Masks are used once and discarded. When masks are required, a new one is required for each client receiving care. If it becomes wet, replace it with a new one because it loses its effectiveness when moist.
3. Gowns are to be removed after soiling as soon as possible and discarded in appropriate waste receptacles as directed by facility policy. They should be removed before leaving the work area.

II. Use of Disposable Gloves

A. Putting on Gloves

1. Assemble equipment.
2. Wash and dry hands.
3. If gown is required, put gloves on after gown is put on.
4. Pick up glove by the cuff with the opposite hand.
 - (a) Make sure the thumb of the glove is in the proper position.
 - (b) Folding the thumb of hand into the palm allows for ease of putting gloves on.
5. Pull glove onto fingers and then follow suit with the thumb after they are on, up to the palm.
6. Follow the previous instructions with the glove of the other hand.
7. Interlace fingers to adjust gloves on hands.
8. Things to remember when using gloves:
 - (a) Wash hands before putting gloves on and after taking them off.
 - (b) If gloves tear or become heavily soiled, remove and put on a new pair.
 - (c) Gloves are used whenever there is a possibility of contact with body fluids.
 - (d) Change gloves between clients and wash hands.
 - (e) Discard used gloves in the biohazard waste receptacle.

B. Removing Contaminated Gloves

1. Grasp the cuff of one glove on the outside with the fingers of the other hand, pulling cuff of the glove down over the glove; therefore, turning the glove inside out.
2. Holding the contaminated glove with the still gloved hand, insert two fingers of the ungloved hand under the cuff of the gloved hand.
3. Pull the glove off by drawing it down over the hand and the contaminated glove resulting in both gloves being inside out.
4. Discard gloves by dropping them both together into the biohazard waste receptacle and wash hands.

III. Hand Washing Procedures

A. Check to make sure there is enough soap and paper towels; also, make sure there is a waste receptacle with a plastic bag liner near you.

B. Using a dry paper towel, turn on the faucet and adjust the water temperature. (Note: water temperature should be warm, hotter water doesn't kill germs any better unless it is hot enough to burn you).



C. Apply soap and lather your hands, between fingers, and wrists.

1. Using friction, work lather over every part of your hands and wrists. Interlace your fingers and work them back and forth to clean fingers.
2. Rub your fingernails against the palm of the other hand to force soap under the nails.
3. Hands should be washed for at least ten to fifteen (10-15) seconds, preferably at least one (1) minute.

D. Rinse hands, starting at wrist and pointing your fingers downward. Allow water to drip from hands; do not shake water from hands or rub hands together during, or after, rinsing.

E. Dry hands thoroughly with a clean paper towel, making sure to dry between fingers. Drop paper towel into waste receptacle.

F. Turn faucet off with another clean paper towel and drop the towel in the waste receptacle.

G. Apply lotion to hands, if possible, to prevent chafing.

(NOTE: Hand washing is the most important procedure used to prevent the spread of infection. It is the foundation of all preventive techniques. Hands should be washed when performing care. They should also be washed after performing care.)

IV. Ensuring A Safe and Comfortable Working Environment

A. Cleanliness

1. Remove dishes immediately after use and clean up crumbs and spills.
2. Check that the client is not storing food in his/her room. If food is permitted, check that it is wrapped or in a closed container.
3. If the floor is soiled with blood or body fluids, immediately clean it up.
4. Pick up the client's clothing and place in the laundry hamper if soiled, or hang in closet.
5. Each time you enter the room, check it for cleanliness and order.
6. Empty wastebaskets if full and re-line with a plastic bag.

B. Noise

1. Exercise care in using and moving equipment to keep the noise level down.
2. Speak in a conversational tone of voice.
3. Keep radio and television volumes at a reasonable level.

C. Odor

1. Control odors by caring for incontinent clients immediately.
2. Clothing and bed linens soiled by feces, urine, vomit, respiratory secretion, or wound drainage should be placed in the hamper.

V. Handling Linens

A. Wash hands and use gloves as required.



- B. Clean linen carts are always covered; replace covers after removing required linen.
- C. Take only the linens you need.
- D. Linens that touch the floor are considered dirty and are placed in the laundry hamper.
- E. Avoid contact between the linens and your clothes.
- F. As soiled linen is removed from the bed, keep the soiled areas on the inside and fold, or roll the linen toward the center.
- G. Never shake soiled bed linens because microbes will be released into the air.
- H. Soiled linen is never placed on environmental surfaces in the room (i.e., chair, floor). Soiled linens are always placed in the appropriate laundry hamper.
- I. Fill laundry hampers no more than two thirds full.
- J. When making the bed, using clean linens:
 - 1. Use proper body mechanics at all times to prevent back injury.
 - 2. Work on one side of the bed, at a time, to complete removal of the soiled linens and replacement with clean linens.
 - 3. Make sure the bottom sheet and draw sheet (if used) are smooth and unwrinkled. Wrinkles in the bed linens can lead to skin breakdown, especially for those clients who remain in bed.

Hand Hygiene in Healthcare Settings

An Overview and Guideline for Hand Hygiene in Health-care Settings published in 2002: Guideline for Hand Hygiene in Health-care Settings. (MMWR 2002; vol.51, no. RR-16.)

A) So Why All the Fuss about Hand Hygiene?

- Most common mode of transmission of pathogens is via hands!
- Infections acquired in healthcare
- Spread of antimicrobial resistance

B) Evidence of Relationship between Hand Hygiene and Healthcare-Associated Infections:

- Substantial evidence that hand hygiene reduces the incidence of infections
- Historical study: Semmelweis
- More recent studies: rates lower when antiseptic handwashing was performed

C) Self-Reported Factors for Poor Adherence with Hand Hygiene Adapted from Pittet D, Infect Control Hosp Epidemiol 2000; 21:381-386.



- Handwashing agents cause irritation and dryness
- Sinks are inconveniently located/lack of sinks
- Lack of soap and paper towels
- Too busy/insufficient time
- Understaffing/overcrowding
- Patient needs take priority
- Low risk of acquiring infection from patients

D) Definitions - Guideline for Hand Hygiene in Healthcare Settings. (MMWR 2002; vol. 51, no. RR-16.)

- Hand hygiene: performing handwashing, antiseptic handwash, alcohol-based hand sanitizer, surgical hand hygiene/antisepsis
- Handwashing: washing hands with plain soap and water
- Antiseptic hand wash: washing hands with water and soap or other detergents containing an antiseptic agent
- Alcohol-based hand sanitizer: rubbing hands with an alcohol-containing preparation
- Surgical hand hygiene/antisepsis: handwashing or using an alcohol-based hand sanitizer before operations by surgical personnel

E) Indications for Hand Hygiene - Guideline for Hand Hygiene in Healthcare Settings. MMWR 2002; vol. 51, no. RR-16.

- When hands are visibly dirty, contaminated, or soiled, wash with non-antimicrobial or antimicrobial soap and water.
- If hands are not visibly soiled, use an alcohol-based hand sanitizer for routinely decontaminating hands.

F) Specific Indications for Hand Hygiene -Guideline for Hand Hygiene in Healthcare Settings. MMWR 2002; vol. 51, no. RR-16.

Before:

- Patient contact
- Donning gloves when inserting a CVC
- Inserting urinary catheters, peripheral vascular catheters, or other invasive devices that don't require surgery

After:

- Contact with a patient's skin
- Contact with body fluids or excretions, non-intact skin, wound dressings
- Removing gloves



G) Selection of Hand Hygiene Agents: Factors to Consider: Guideline for Hand Hygiene in Healthcare Settings. MMWR 2002; vol. 51, no. RR-16.

- Efficacy of antiseptic agent
- Acceptance of product by healthcare personnel
- Characteristics of product
- Skin irritation and dryness
- Accessibility of product
- Dispenser systems

H) Efficacy of Hand Hygiene Preparations in Killing Bacteria

GOOD Plain Soap
BETTER Antimicrobial soap
BEST Alcohol-based hand-sanitizer

I) Recommended Hand Hygiene Technique - Guideline for Hand Hygiene in Healthcare Settings. MMWR 2002; vol. 51, no. RR-16.

Hand sanitizers

- Apply to palm of one hand, rub hands together covering all surfaces until dry
- Volume: based on manufacturer

Handwashing

- Wet hands with water, apply soap, rub hands together for at least 15 seconds
- Rinse and dry with disposable towel
- Use towel to turn off faucet

J) Time Spent Cleansing Hands: Voss A and Widmer AF, Infect Control Hosp Epidemiol 1997;18;205-208. One nurse per 8-hour shift

- Hand washing with soap and water: 56 minutes (based on seven (60 second) handwashing episodes per hour)
- Alcohol-based hand sanitizer: 18 minutes (based on seven (20 second) hand sanitizing episodes per hour)
- Alcohol-based hand sanitizers reduce time needed for hand disinfection

K) Fingernails and Artificial Nails: Guideline for Hand Hygiene in Healthcare Settings. MMWR 2002; vol. 51, no. RR-16.

- Natural nail tips should be kept to ¼ inch in length
- Artificial nails should not be worn when having direct contact with high-risk patients (e.g., ICU, OR)



L) Gloving: Guideline for Hand Hygiene in Healthcare Settings. MMWR 2002; vol. 51, no. RR-16.

- Wear gloves when contact with blood or other potentially infectious materials is possible
- Remove gloves after caring for a patient
- Do not wear the same pair of gloves for the care of more than one patient
- Do not wash gloves

M) Education/Motivation Programs: Guideline for Hand Hygiene in Healthcare Settings. MMWR 2002; vol. 51, no. RR-16.

- As a healthcare worker, you will be monitoring for adherence with recommended hand hygiene practices and your manager/supervisor will give feedback.
- Liberty adheres to a multidisciplinary approach to improve adherence to recommended practices.
- Liberty encourages patients and their families to remind our employees/subcontractors to practice hand hygiene.

N) Alcohol and Flammability: Guideline for Hand Hygiene in Healthcare Settings. MMWR 2002; vol. 51, no. RR-16.

- Alcohols are flammable
- Alcohol-based hand sanitizers should be stored away from high temperatures or flames
- Europe: fire incidence low
- U.S.: one report of flash fire
- Application is key: let it dry!

O) Summary: Alcohol-Based Hand sanitizers - What benefits do they provide?

- Require less time
- More effective for standard handwashing than soap
- More accessible than sinks
- Reduce bacterial counts on hands
- Improve skin condition

PREVENTION IS PRIMARY!!!

Protect patients...

Protect healthcare personnel...

Promote quality healthcare!

Exit Interviews

In instances where an employee voluntarily leaves our employ, Liberty management would like to discuss your reasons for leaving and any other impressions that you may have about Liberty. If you decide to leave, you will be asked to participate in an exit interview or complete a questionnaire sent to you after termination. During the exit interview or in the questionnaire, you can express yourself freely. It is hoped that this exit interview will help us part friends, as well as



provide insights into possible improvements we can make. All information will be kept strictly confidential and will in no way affect any reference information that Liberty management will provide another employer about you.

Expense Reimbursement

During the course of your work with Liberty you may be requested to incur expenses which will be reimbursable. These expenses would be authorized by your supervisor prior to incurring them. To obtain this reimbursement, you must submit a weekly expense report. (A copy of this form may be obtained on Liberty's intranet, Employee Self Service, under "Frequently Used Forms"). This completed form must be given to your supervisor, along with the originals of all receipts (i.e. parking tolls, meal receipts, etc), for approval. Please be sure to keep copies of all your receipts for your own records. If you do not receive your reimbursement in a timely manner, please have your supervisor call our Accounting Department.

If you are asked to conduct company business using your personal vehicle, you will be reimbursed at the current IRS rate. Please submit this expense on your weekly expense report/voucher.

Fire Drills

We schedule drills throughout the year for employee safety. Your manager can answer any questions you may have about what to do.

Grievances

Our goal is to maintain a comfortable working environment for everybody. We do this in several ways:

- By treating each of you as an individual and encouraging your maximum development;
- By recognizing that each of you is essential to the success and growth of Liberty; and by maintaining direct communications with all of our employees and ensuring that each one of you can speak directly and openly with our management team.

We believe that this type of communication, without interference from any outside party, is best for all concerned. Therefore, when you wish to express your problems, opinions, or suggestions, you will always find an open door and an attentive ear.

As time goes by and Liberty grows, we will continue to listen and respond to your questions and comments.

Resolving Problems

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with us. You can take the following steps:

1. First, talk to your immediate manager. Your manager is most familiar with you and your job and is, therefore, in the best position to assist you. Your manager works closely with you, and is interested in seeing that you are treated fairly and properly.
2. If your manager cannot help you resolve the matter, you can speak to your Liberty Contract Manager who will give your problem or complaint prompt consideration.
3. If your Contract Manager feels that the situation warrants further review, he/she will ask HR for assistance.



If this informal manner of dealing with problems or complaints is not satisfactory, the following procedure should be followed:

1. The employee will state in writing the nature of the complaint and a summary of the discussion that the employee and his/her supervisor had regarding the complaint. This statement will be given to the supervisor within 5 days of the discussion of the complaint.
2. The supervisor will answer the complaint in writing, submitting the response to the employee within five working days of the receipt of the original written complaint.
3. If not satisfied with the supervisor's response or resolution, the employee may submit the written complaint, attaching the supervisor's response, to the supervisor's supervisor or Vice President of Operations. This individual will have five working days from the date of receipt to respond in writing to the employee.
4. If the employee is not satisfied with this response, he or she may appeal to the VP of Human Resources within five working days of receipt of last response. The VP of Human Resources will provide a written decision regarding the matter to the employee within five working days of receipt of the employee's request. The response of the VP of Human Resources will be the final response.

Remember - it is always best to resolve problems right away. Little problems tend to turn into big problems; facts become confused; resentment and anger build up. It is always best to get things off your chest before they get out of hand.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times. It is a required safety precaution.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Please don't put cigarettes out on the floor or throw ashes into any container not meant for that purpose. Always be aware of good health and safety standards, including fire and loss prevention. Please report anything that needs repairing or replacing to your manager immediately.

Managers

Your immediate manager is the person on the management team who is closest to you and your work. Your day-to-day contact with your manager gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your manager can show you how your work fits into the overall picture, teach you how to do things, explain the "hows" and "whys," and encourage you when things look a little tough. Your manager is in complete charge of your facility. He or she is responsible for the efficient operation of the department. Your manager, upon approval by the Liberty corporate office, has authority to hire and dismiss, to assign work, recommend pay increases, transfers or promotions, and to maintain order and discipline. This may be accomplished by the manager personally or through his or her assistant.

Remember, your manager knows most of the answers, and, if not, knows where to get them. Your manager probably started in a job much like yours and can guide you. Please get to know your manager, and when you need help or have questions, complaints, problems or suggestions, contact your manager first. He or she is interested in your success, the success of every member of your department, and the overall success of Liberty.

Your manager is human, has many responsibilities, and needs your cooperation, assistance, and loyalty. He or she



wants to help you - that's their job - so please ask, and please be willing to meet your manager half way. If he or she cannot help you or answer your question, your question will be referred to someone who can. You can expect to be treated fairly and with respect. Like Liberty, your manager has a direct interest in you. He or she wants you to consider him or her as your advisor, friend, and mentor. Go to your manager for information about your job, your pay, or other matters of company policy.

Please don't overburden your manager with questions that can be answered by reading this manual. Do feel free to ask for clarification of regulations or responsibilities. Any problem that hinders the efficient completion of your responsibilities should be taken up with your manager.

Personal Phone Calls, E-mails & Mail

Please keep personal phone calls to a minimum. They must not interfere with your work. You are permitted to make limited local area calls on company telephones for essential personal business during lunch or "break" periods only. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you. Personal long distance phone calls are prohibited to be made on Liberty's bill, or on our client's bill. If you have to make a personal long distance phone call from a company phone, please use your own cell phone, long distance calling card number, or make your call collect. Abuse of company telephone privileges may result in dismissal.

Please don't use Liberty as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is still considered theft.

At locations where an electronic mail system is used, the Communications Policy which you received with your new hire paper work will be in effect. Employees should read this policy, sign the Acknowledgment Form and return it to their supervisor.

Gifts and Gratuities

Please check with your supervisor on the policy of accepting money or gifts from patients, patients' family members, or from individuals or firms doing business with the organization.

Personal Vehicle Use

Liberty employees are sometimes required to use their personal vehicles in conducting business. We wanted to give you some important reminders if this applies to you.

First, use of your private vehicle in conducting Liberty business requires approval by your supervisor. Second, insurance companies vary on how they handle the use of personal vehicles for work and what type of insurance coverage your insurance company will require you to have. Check with your insurance company for the specifics of your work situation (including mileage and whether you transport others) to ensure that you have fully informed them of the situation and have the appropriate insurance. Liberty's mileage reimbursement rates include money for insurance premiums.

Liberty expects employees using their vehicles on behalf of the company to carry proper and adequate insurance at all times (minimum limits of \$100,000.00). Liberty reserves the right to seek verification that such insurance is in effect. Further, Liberty expects you to properly maintain your vehicle, including all mandated safety equipment. If your vehicle cannot be so maintained you should decline use of the vehicle on behalf of the corporation. In that event, please check



with your supervisor as to what alternatives are available. Liberty also expects you to follow all local and state laws concerning the operation of your vehicle.

Political Activity

Liberty is politically non-partisan. No endorsements of political candidates will be made.

As citizens, employees of Liberty have the right to engage in political activity. Political activity is understood to include, but is not limited to, the solicitations or collection of contributions for elected officials and candidates for political office and the organized solicitation of support for, or opposition to, political issues.

Employees shall not contribute their time, talents, or labor toward political campaigns during scheduled work hours. Employees shall not involve Liberty's name, property, or supplies in political activities. No campaign materials (i.e., bumper stickers, window stickers, posters, etc.) shall be placed on any Liberty property or visually displayed in any Liberty work areas.

Any employee who intends to seek public office or to assume an active role in a political campaign is obligated to discuss his/her plans with his/her supervisor. If the supervisor determines the activity will infringe to any extent upon the employee's ability to perform their job, the plans must be reviewed by the Liberty contract manager.

Promotion Policy

It is our policy to advise all employees about advancement opportunities by means of bulletin boards or other suitable methods. Please submit your request for consideration for a specific position directly to your manager.

Whenever a position becomes available, every effort will be made to fill it by promoting a qualified employee. Jobs will be awarded based on individual ability and past job performance, as well as length of service if two people have similar qualifications. By utilizing all opportunities for education and performing your job excellently, you may become qualified to fill a position of greater skill, responsibility, and value at Liberty. Liberty will always continue to look outside the company for potential employees as well.

References

Liberty does not respond to oral requests for references. All requests must be in writing and on company letterhead. In the event you leave the employ of Liberty we may be able to provide references to potential employers, depending upon the circumstances, your employment history, etc. However, you must first sign a "reference release" waiver, allowing us to release reference information beyond merely confirming that you worked at Liberty for a specific period of time and your position.

As an employee, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, and you receive a request for a reference, you should forward the request to the Human Resources Department for a response.

Return of Company Property

Any Liberty property issued to you, such as laptop computers, tools, office keys, or uniforms must be returned to Liberty at the time of your dismissal, resignation, or whenever it is requested by your manager or a member of management.



You are responsible for paying for any lost or damaged items.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Liberty activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of services. Please report all injuries (no matter how slight) to your manager immediately, as well as anything that needs repair or is a safety hazard.

Following are some general safety rules. Your manager or department head may post other safety procedures in your department or work area:

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Walk - don't run.
- Use stairs one at a time.
- Report to your manager if you or a co-worker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Smoke only in designated smoking areas.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Never empty an ash tray into a waste basket or open receptacle.
- Sit firmly and squarely in chairs that roll or tilt.
- Wear or use appropriate safety equipment as required in your work.
- Avoid "horseplay" or practical jokes.
- Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on an operation which requires their use.
- Keep your work area clean and orderly, and the aisles clear.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job, and use it correctly.

Wear gloves whenever appropriate. Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Security

Maintaining the security of Liberty buildings and vehicles is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Liberty's premises be sure that all entrances are properly locked and secured.



Smoking

Liberty discourages its employees from smoking. Smoking is regarded as a poor health habit which can detract from performance and is often offensive to co-workers and/or customers. While we cannot regulate employee conduct off the job or outside of work hours, we feel it is our responsibility to provide a workplace free of exposure to hazardous substances, and we have therefore established our corporate office, as well as most of our other locations as smoke-free workplaces. All employees are expected to abide by this policy while at work. Please check with your supervisor on the smoke free policy at your location.

Solicitations & Distributions

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-company literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Working areas do not include the lunch room or the parking areas. Solicitation during authorized meal and break periods is permitted so long as it is not conducted in working areas. However, employees are not permitted to sell chances, merchandise, or otherwise solicit money or contributions without management approval.

Persons not employed by Liberty are prohibited from soliciting or distributing literature on company property.

Substance Abuse

Liberty is committed to providing its employees with a safe workplace and an atmosphere which allows them to protect inventory and other assets placed in their care; Liberty employees should not be subject to any safety threats from fellow workers. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely. While on Liberty or client premises, which may include working hours, lunch, or break time, no employee may use, manufacture, possess, distribute, sell, or be under the influence of alcohol or drugs (or "controlled substances"), as well as "legal drugs" which are not prescribed by a licensed physician.

Whenever use or abuse of any mood-altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. Liberty has no desire to intrude into its employees' personal lives. However, both on-the-job and off-the-job involvement with any mood-altering substances can have an impact on our workplace and on Liberty's ability to achieve its objectives of safety and security. Therefore, you are expected to report to the workplace with no mood-altering substances in your body. While you may make your own lifestyle choices, Liberty cannot accept the risk in the workplace which substance use or abuse may create. The possession, sale, manufacture, or use of mood-altering substances at the workplace, or coming to work under the influence of such substances shall be a violation of safe work practices and will be subject to disciplinary action, including possible dismissal.

At times, employees may need to use over-the-counter or prescription medications (such as antihistamines, muscle relaxants, pain relievers, etc.) which could impact on their ability to perform their normal duties (e.g., interfering with the ability to drive). If so, the employee needs to inform his/her supervisor if a drug is affecting his/her performance. The supervisor will need to know the kind of medication, the side effects that impact job duties, and the projected length or treatment in order to make reasonable accommodation for the employee. A doctor's statement may also be requested at the supervisor's request.



In extreme situations, an employee may react to over-the-counter or prescription medications in such a way that his/her general ability to function on the job is impaired. When a supervisor becomes aware of such a situation, he/she may require the employee to leave the work site until such time as the employee can perform their job duties. Accrued paid time off will be used to pay the employee. If no accrued time is available, the employee will be in an unpaid leave status.

Random drug testing may be required at the discretion of management. Drug testing will be performed following the specific laws of your state and according to Liberty's drug policy, which can be found on Liberty's intranet, Employee Self Service.

If injured on the job while under the influence of drugs or alcohol, any compensation can be denied.

Refusal to be tested for any reason will be regarded as a positive result and can be grounds for termination, as well as forfeiture of any compensation for injury.

Theft

Internal theft is a serious problem for Liberty. Although taking small items of Liberty property many seem inconsequential, the cumulative effect can be very large. Stealing from the company is like stealing from you. Losses from theft immediately affect our ability to increase salaries and can jeopardize the profitability of the company.

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

1. **Use of company copy machines for personal use.** The office copiers are not provided as a free service to employees. If you wish to use a company copier for personal use, please follow the established procedure for reimbursement to Liberty. Failure to do so is a form of property theft.
2. **Use of computers.** Liberty's personal computers (the personal computers in the office, or laptops made available for work away from the office) are to be used exclusively for business purposes unless you receive permission from your manager and arrange to reimburse Liberty. Permission will be given for the use of personal computers during non-business hours so long as employees record all time, for which they will be charged, and supply their own materials.
3. **Taking of company property.** No item purchased or supplied by Liberty should ever be removed from company premises without express authorization of your immediate manager and the proper paper work associated with the situation. This rule applies to all company property including computers, and even pens and paper. All employees may be subject to random searches as they leave company facilities. Your manager has been given detailed instructions on the circumstances in which he or she can authorize you to borrow company equipment or to take samples of your work home. A checkout procedure will be used, and if you fail to return any item removed on schedule, the value of the items will be charged against your paycheck and you may be subject to disciplinary action for theft.

Penalty Clause

The penalty for any incidence of unauthorized possession or removal of company property is immediate dismissal. All examples of unauthorized possession or removal of company property, regardless of the employee's past record, seniority, or the dollar value of the item, will be treated equally. In addition, you may be subject to prosecution.



7 Corporate Contacts

We hope that this Manual has answered many of the questions you may have had regarding your new employment with Liberty. As mentioned, your immediate manager is a great resource for you when you have additional questions during the course of your employment. You also have all of the corporate resources available to you. For HR questions you should e-mail HR@libertyhealth.com and for payroll questions you should e-mail payroll@libertyhealth.com. To speak directly to any corporate employee, you should call 1-800-331-7122.

We hope you enjoy your time with Liberty and enjoy the Freedom to Succeed!





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