



**POLICIES
&
EMPLOYEE
MANUAL**

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION

- 1.1 Changes in Policy
- 1.2 Employment Applications
- 1.3 Employment Relationship

SECTION 2 - DEFINITIONS OF EMPLOYEE STATUS

“Employees” Defined

SECTION 3 - EMPLOYMENT POLICIES

- 3.1 Non-Discrimination
- 3.2 Non-Disclosure/Confidentiality
- 3.3 New Employee Orientation
- 3.4 Probationary Period for New Employees
- 3.5 Office Hours
- 3.6 Lunch Periods
- 3.7 Break Periods
- 3.8 Personnel Files
- 3.9 Personnel Data Changes
- 3.10 Inclement Weather/Emergency Closings
- 3.11 Performance Review and Planning Sessions
- 3.12 Outside Employment
- 3.13 Corrective Action
- 3.14 Employment Termination
- 3.15 Safety
- 3.16 Health Related Issues
- 3.17 Employee Requiring Medical Attention
- 3.18 Building Security
- 3.19 Insurance on Personal Effects
- 3.20 Supplies; Expenditures; Obligating the Company
- 3.21 Expense Reimbursement
- 3.22 Parking
- 3.23 Visitors in the Workplace
- 3.24 Immigration Law Compliance

SECTION 4 - STANDARDS OF CONDUCT

- 4.1 Attendance/Punctuality
- 4.2 Absence Without Notice

- 4.3 Harassment, including Sexual Harassment
- 4.4 Telephone Use
- 4.5 Public Image
- 4.6 Substance Abuse
- 4.7 Tobacco Products
- 4.8 Internet Use

SECTION 5 - WAGE AND SALARY POLICIES

- 5.1 Wage or Salary Increases
- 5.2 Timekeeping
- 5.3 Overtime
- 5.4 Paydays

SECTION 6 - BENEFITS AND SERVICES

- 6.1 Social Security/Medicare
- 6.2 Vacation
- 6.3 Sick Days
- 6.4 Record Keeping
- 6.5 Holidays
- 6.6 Jury Duty/Military Leave
- 6.7 Educational Assistance
- 6.8 Training and Professional Development

SECTION 7 - EMPLOYEE COMMUNICATIONS

- 7.1 Bulletin Boards
- 7.2 Procedure for Handling Complaints

SECTION 1

INTRODUCTION

This Manual is designed to acquaint you with The Meadows and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of The Meadows. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, The Meadows is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).

SECTION 2

DEFINITIONS OF EMPLOYEES STATUS

“EMPLOYEES” DEFINED

An “employee” of The Meadows is a person who regularly works for The Meadows on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of The Meadows in the performance of their duties.

EXEMPT

The hours worked by exempt employees are often irregular and may begin and end beyond the normal workday. Exempt employees are exempt from the overtime provisions of FLSA and do not receive overtime pay.

NON-EXEMPT

Non-exempt employees are those whose positions do not meet FLSA criteria and are expected to confine their work to the normal day and work week unless overtime is authorized in advance by the director of human resources. Non-exempt employees will receive overtime pay for all *authorized* hours worked in excess of forty (40) per week at the rate of one and one half their regular pay.

REGULAR FULL-TIME

Employees who have completed the (90-day) probationary period and who are regularly scheduled to work (40) hours or more per week.

REGULAR PART-TIME

Employees who have completed the (90-day) probationary period and who are regularly scheduled to work less than (40) hours per week.

TEMPORARY (FULL-TIME or PART-TIME)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company’s benefit programs.

PROBATIONARY PERIOD FOR NEW EMPLOYEES

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with The Meadows is appropriate. The only exception to the 90-day probationary period being completed prior to receiving benefits is for that of Paid Time Off (PTO). As long as a probationary

employee is in good standing, then PTO will begin accruing after 30 days of employment. However, PTO may not be used until the 90 day probationary period has been successfully completed. When an employee completes the probationary period of (90) days, the employee will be notified of his/her new status with The Meadows.

SECTION 3

EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Meadows will be based on merit, qualifications, and abilities. The Meadows does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

The Meadows will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of The Meadows. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Financial information
- Marketing strategies
- Pending projects and proposals
- Proprietary processes
- Personnel/Payroll records
- Conversations between any persons associated with the company

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. New employee orientation is conducted by a company representative, and includes an overview of the company history, an explanation of the company core values, vision, and mission; and company goals and objectives. In addition, the new employee will be given an overview of benefits and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the company, reviews their job description and scope of position, explains the company's evaluation procedures, and helps the new employee get started on specific functions.

3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to (90 days) from date of hire. During this time, employees have the opportunity to evaluate our Company as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the Company have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a (90-day) review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain Company standards for job performance and behavior (See Section 4, Standards of Conduct).

3.5 HOURS OF OPERATION

The Meadows is staffed 24-hours per day, 365 days a year.

Normal business office hours are 8 a.m. to 5 p.m., Monday through Friday, except for Holidays (See Section 6.7, Holidays). Support staff is on site 24 hours a day.

The standard full-time workweek is 40 hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on Sunday (starting at 12:01 a.m.) through Saturday (ending at 12:00 a.m.), unless a supervisor makes prior arrangements with the employee.

3.6 SCHEDULES & WORK ASSIGNMENT

As The Meadows is staffed around the clock all year round, your workdays, shifts and hours may change from time to time based on necessity. Team Members are hired with the understanding that the schedule will fluctuate based on needs. Every effort will be made to provide all Team Members with an equitable schedule; however we may not be able to accommodate all of your requests.

Work schedules are established based on operational needs and the current resident occupancy. The Meadows has the sole discretion to change the work schedule, work hours and shifts as appropriate.

Team Members are assigned to their regular job in most cases. However we are all universal workers and based on the operational needs of The Meadows, you may be assigned to a job other than your regular one.

3.7 MEALS & BREAKS

While Texas law does not require meal or break periods, The Meadows believes it is important for the health and well being of employees. Therefore, employees working during a scheduled meal time may get a free meal and may use the following guide for meals and break times.

5 hour shift Employees working a 5-hour shift may take up to a *total of 25 minutes of paid meal/break time.

8 hour shift Employees working an 8-hour shift may take up to a *total of 45 minutes of paid meal/break time, with no single break or meal being longer than 30 minutes..

*Total time includes smoke breaks

Any hourly employee leaving the premises for any length of time must notify management and clock out.

Salary employees on a Monday through Friday, 8am to 5pm schedule may take a 1-hour lunch.

Breaks & Meals should be staggered to ensure adequate staff coverage at all times, should not be taken at times that disrupt services, and shall not be a hindrance to completing duties.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to this break policy will be subject to disciplinary action, including termination.

3.8 PERSONNEL FILES

Employee personnel files may include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of The Meadows, and access to the information is restricted. Management personnel of The Meadows who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact their supervisor or Human Resources Representative. With reasonable advance notice, the employee may review his/her personnel file in the Company's office and in the presence of their supervisor or Human Resources Representative if permission is granted.

3.9 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify their supervisor or The Meadows Human Resources Department of any changes in personnel data such as:

- Mailing address
- Telephone numbers
- Name changes
- Marital status affecting payroll
- Name and number of dependents
- Individuals to be contacted in the event of an emergency

An employee's personnel data should be accurate and current at all times.

3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the business office will be made by the Executive Staff.

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

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use PTO/vacation time if it is available to them.

3.11 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Supervisors will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees after a designated time of service. Supervisors may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

The Meadows directly links wage and salary increases with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

New employees will be reviewed at the end of their probationary periods (see Section 3.3, Probationary Period for New Employees). After the initial review, the employee will be reviewed according to schedule and notification.

3.12 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with The Meadows and the alternate job does not interfere with your job performance. Unless an alternative work schedule has been approved by The Meadows, employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments.

The Meadows office space, equipment, and materials are not to be used for outside employment, nor should outside job business be discussed during your work day for The Meadows.

3.13 CORRECTIVE ACTION

The Meadows holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, The Meadows expects the employee's supervisor to take corrective action.

Corrective action at The Meadows is generally progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective

action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, The Meadows considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment and/or company vehicles without prior authorization by Executive Staff, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of The Meadows to a customer, a prospective customer, the general public, or an employee.

3.14 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by The Meadows.
- **Layoff** – involuntary employment termination initiated by The Meadows for non-disciplinary reasons.

When a non-exempt employee intends to terminate his/her employment with The Meadows, he/she shall give The Meadows at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice. Once notice has been given to The Meadows by an employee, The Meadows reserves the right to terminate the relationship early. Team Members who do not provide the expected notice are considered ineligible for rehire.

Since employment with The Meadows is based on mutual consent, both the employee and The Meadows have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees (See Section 3.3, Introductory/Probationary Period for New Employees).

Any employee who terminates employment with The Meadows shall return all files, records, keys, passwords and any other materials that are property of The Meadows. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed

to The Meadows will also be deducted from the employee's final check. Accepting employment from The Meadows is considered consent to this policy.

Employee's benefits will be affected by employment termination of any kind in the following manner. All accrued vested benefits will be forfeited.

3.15 SAFETY

The Meadows provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Memorandums
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment. In the event of violation, The Meadows will not be held responsible for incurred injury.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor (See Section 3.16, Employee Requiring Medical Attention).

3.16 HEALTH-RELATED ISSUES

Employees who become aware of any health-related issue, including pregnancy, should notify their supervisor and/or Human Resources Representative of health status immediately. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their supervisor and/or Human Resources Representative.

3.17 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee's personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of

an employee on-site, the employee will be responsible for any transportation charges. Furthermore, The Meadows' employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required.

3.18 BUILDING SECURITY

All employees who are issued keys to the office or other areas are responsible for their safekeeping. All doors are unlocked by the overnight staff at 6 a.m. It is the responsibility of the Frost Desk staff on duty at 7pm to lock all the doors except the main front door. Only specific authorized personnel are allowed to take keys home (ex. Management). Overnight staff locks the front main door at 10 p.m. Employees are not allowed on Company property during non-scheduled shift hours without prior authorization from the Executive Staff.

3.19 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. The Meadows assumes no risk for any loss or damage to personal property.

3.20 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of The Meadows. No employee whose regular duties do not include purchasing shall incur any expense on behalf of The Meadows or bind The Meadows by any promise or representation without prior management approval.

3.21 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by a supervisor. A reimbursement request form should be turned into Accounts Payable/Payroll Department.

3.22 PARKING

Covered parking spaces are reserved for the residents. Employees may park in any other designated parking spots.

3.23 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at The Meadows, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Therefore, visits from friends, family or other visitors must be limited

to emergency situations or after receiving an invitation from Management. Former employees are not welcome to visit or contact our residents or employees for a period of at least sixty (60) days except with permission of Management or at the request of a resident. If it is determined that the separation of employment is due to serious performance problems or misconduct, the former employee may be permanently barred from The Meadows.

3.24 IMMIGRATION LAW COMPLIANCE

The Meadows employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with The Meadows within the past three years or if their previous I-9 is no longer retained or valid.

SECTION 4

STANDARDS OF CONDUCT

The work rules and standards of conduct for The Meadows are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property (including food)
- Falsification of timekeeping records (See Section 5.2, Timekeeping)
- Working under the influence of alcohol or illegal drugs (See Substance Abuse)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse)
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Borrowing or asking for items from customers/residents or their families or other staff

- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment)
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice)
- Unauthorized use of telephones, or other company-owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Some other examples of unsatisfactory performance or conduct include:
 - Not meeting deadlines or failing to complete tasks on time.
 - Frequently taking extended breaks or leaving early without permission.
 - Poor attendance or punctuality.
 - Lack of effort or motivation in completing assigned tasks.
 - Inability to work effectively with others or handle constructive criticism.
 - Poor communication skills, such as not actively listening or failing to follow through on requests or commitments.
 - Disrespectful or inappropriate behavior towards coworkers, residents, partners or guests.
 - Failure to follow company policies or procedures.
 - Inability to adapt to changes in the workplace or take on new responsibilities.
 - Misuse of company resources, such as using the internet for personal use or taking office supplies for personal use.
 - Gossiping or spreading rumors about coworkers, residents, partners, guests, or The Meadows.
 - Refusing to work as part of a team or cooperate with others.
 - Being consistently negative or complaining about tasks or the workplace.
 - Not taking responsibility for mistakes or shortcomings.
 - Lack of professionalism or inappropriate behavior, such as using offensive language or making inappropriate jokes.
 - Failing to maintain a clean and organized workspace.
 - Using company position or equipment for personal gain or profit.
 - Misrepresenting one's qualifications or capabilities.
 - Engaging in activities that compromise the company's reputation or values.

4.1 ATTENDANCE/PUNCTUALITY

The Company expects that every employee will be regular and punctual in attendance. This means being at The Meadows, clocked in, and ready to start work on time. Absenteeism and tardiness places a burden on other employees and on the Company and is unacceptable.

If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your

absence. It is not acceptable to leave a message on a supervisor's voice mail, or text, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. Notifying another employee will not suffice.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, seek approval from your supervisor at least 48 hours in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the Company. Such requests may or may not be granted.

4.2 ABSENCE WITHOUT NOTICE

When you are unable to work due to illness or an accident, notify your supervisor immediately. This will allow the Company to arrange for temporary coverage of your duties and helps other employees to continue work in your absence. If you do not report for work and the Company is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you may be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

The Meadows is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor or the Director of Human Resources who will handle the matter in a timely and confidential manner.

4.4 TELEPHONE USE

The Meadows' telephones are intended for the use of serving our customers and in conducting the Company's business.

Personal usage during business hours is discouraged except for emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.12, Corrective Action).

4.5 DRESS CODE

Employees should be well groomed and dressed appropriately for our business and for their position in particular. The Meadows' dress code is smart casual. Please see complete Dress Code policy for reference.

If you appear for work inappropriately dressed you will be sent home and directed to return to work in proper attire. Under such circumstances, you will not be compensated for the time away from work. Repeated violations will be cause for disciplinary action, up to and including dismissal.

If management occasionally designates "casual days", then appropriate guidelines will be provided to you.

A current copy of the Dress Code is posted in the time clock room.

Consult your supervisor if you have any questions about appropriate attire.

4.6 SUBSTANCE ABUSE

The Company is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the Company while they are on Company premises or elsewhere on Company business.

- The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Company property is prohibited.
- Being under the influence of illegal drugs or substances of abuse on Company property is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

Company property: All Company owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the Company's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting Company business or being on Company property while under the influence of an illegal drug or in an impaired condition.

4.7 TOBACCO PRODUCTS

If you are a user of tobacco products, please respect others by using them in designated areas only. There is no use inside any buildings.

4.8 INTERNET USE

The Meadows employees are allowed use of the Internet and e-mail to serve our customers and conduct the Company's business.

Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. The Meadows reserves the right to access and monitor all files and messages on its systems.

SECTION 5

WAGE AND SALARY POLICIES

5.1 WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.10, Performance Review/Planning Sessions).

Although the Company's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, The Meadows does not grant "cost of living" increases. Performance is the key to wage increases in the Company.

5.2 TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties. Employees are responsible for accurately documenting their time spent on individual jobs when conducted off premises.

The Meadows does not pay for extended breaks or time spent on personal matters.

The time clock is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another team member's time record will result in disciplinary action, including termination of employment.

Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor or appropriate person. Questions regarding the timekeeping system or timecards should be directed to the appropriate person.

5.3 OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action. The supervisor's signature on a timesheet authorizes pay for overtime hours worked.

5.4 PAY PERIODS & PAY DAYS

Our pay periods are semi-monthly. Our pay days are the 22nd (this reflects the 1st to the 15th pay period) and 7th (this reflects the 16th through the end of the month). Your paycheck reflects the hours worked during that pay period. You will receive your paycheck on pay days.

Your pay stub includes a statement of your total earnings and lists the amount deducted for social security and taxes as applicable. Your paid time off balance is also listed on your pay stub. If you have any questions regarding your paycheck, please contact your Supervisor.

SECTION 6

BENEFITS AND SERVICES

The Meadows may offer a benefits program for its regular full-time and regular part-time employees in the future. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

6.1 SOCIAL SECURITY/MEDICARE

The Meadows withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.2 Paid Time Off (PTO)

Paid Time Off (PTO) is available to all full-time employees and may be used for vacation, medical appointments or sick days. PTO begins accruing after 30 days of employment and may be used after the initial 90-day probationary period. PTO is accrued at a rate of 5

days per year. Employees who have worked full-time for 3 consecutive years will begin accruing PTO at a rate of 10 days per year, starting on the anniversary date of their hire.

PTO for vacations and medical appointments should be scheduled and approved as far in advance as possible (minimum of 2 weeks). Scheduled PTO is subject to supervisor approval, based on the needs of the business.

PTO Accrual Scale

<i>Length of Service</i>	<i>Rate of Accumulation</i>
First 3 years	1 week per year 0.0193 per hours worked (5 days)
After 3 years	2 weeks per year 0.0400 per hours worked (10 days)

The maximum amount of accumulated PTO is 4 weeks, with a maximum of 2 weeks (80 hours) to be used at one time.

Employees will not be paid for unused PTO.

6.3 SICK DAYS

Please see the above policy on Paid Time Off.

When requesting an unscheduled sick day for your own illness or for the illness of an immediate family member, you should speak directly to your supervisor prior to the start of your regular shift. If you are unable to reach that person, leave a voicemail with complete details. Absences resulting from illness or accident of an immediate family member will be charged against your PTO. If your absences exceed the maximum time allowed your time away will be without pay and you may be subject to disciplinary action. Upon returning to work, an absence request form must be completed and submitted to the director of Human Resources to receive pay for your time away from work if approved. This form is to be submitted not later than 24 hours after your first day back to work.

A doctor's note or certification may be requested if an absence extends beyond three (3) days. If you are hospitalized or seriously ill, a doctor's note or certification may be required for you to return to work.

In the event you should use all your available sick days and should have an absence due to personal illness or injury, you will be considered to be on a medical leave of absence without pay.

6.4 RECORD KEEPING

The Human Resources Department maintains vacation days accrued and used.

6.5 HOLIDAYS

The Company observes the following holidays.

- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *Thanksgiving Day*
- *Christmas Day*

Non-exempt (hourly) employees (full and part-time) are paid time-and-a-half for hours worked on the actual day of the holiday, and receive no holiday pay if they aren't scheduled for or don't work the holiday.

Full-time exempt (salary) employees get observed holidays off with pay. If a holiday falls on a Saturday then the holiday will be observed on Friday, and if it falls on a Sunday then it will be observed on Monday. If work necessitates a salary employee work on an observed holiday, then another day they are scheduled to work may be substituted for a paid day off.

6.6 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury or military leave without pay. However, all regular employees both full-time or part-time will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

6.7 EDUCATIONAL ASSISTANCE

The Meadows recognizes that the skills and knowledge of its employees are critical to the success of the Company. The Meadows may offer training programs to encourage personal development, improve job-related skills, and enhance an employee's ability to compete for reasonably attainable jobs in the Company.

6.8 TRAINING AND PROFESSIONAL DEVELOPMENT

The Meadows recognizes the value of professional development and personal growth for employees. Therefore, The Meadows encourages its employees who are interested in continuing education and job specific training to research these further and get Human Resource's approval before signing up for the seminars or courses.

SECTION 7

EMPLOYEE COMMUNICATIONS

Staff meetings will generally be held on a weekly basis. These informative meetings allow employees to be informed on recent company activities, changes in the workplace and employee recognition. All staff meetings are mandatory unless previous approval is given by the Human Resource supervisor.

7.1 BULLETIN BOARDS

Bulletin boards may be placed in The Meadows offices to provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

7.2 PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with their immediate supervisor in private. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and supervisor do not solve the problem, The Meadows encourages employees to contact the Human Resources Representative.

7.3 TIPS & GRATUITIES

All staff shall graciously and continually decline tips, gratuities and items (ex. cigarette) offered by residents or their family members. Additionally, staff shall not solicit residents or family members for loans or assistance of any kind.

All vendor premiums, gifts of money or merchandise, prizes, trips and promotional allowances of any type are the property of The Meadows and must be submitted to management.

The acceptance of any of the above will be considered a direct violation of Company guidelines, and unless authorization has been given by management, then the staff member will be subject to immediate disciplinary action, up to and including discharge.

CALL IN POLICY

We are committed to providing quality care to our residents. It is imperative that you show up for your scheduled shifts. In case of emergency or illness you must call at least three (3) hours ahead of your scheduled shift. Failure to call three (3) hours ahead can lead to disciplinary action up to and including termination.

THE RIGHT TO CONDUCT SEARCHES

The Meadows reserves the right to conduct searches and inspections of employee personal effects, Company provided materials such as lockers, desks, personal computer files, cabinets, file drawers, packages or vehicles without notice. Any illegal or inappropriate materials discovered may be taken into custody and turned over to law enforcement representatives.

CONDUCT OUTSIDE OF WORK

As an employee of The Meadows, you have agreed to conduct yourself in a professional manner at all times. When communicating with residents, family members of residents, vendors, fellow employees, visitors, or any individual you must be respectful at all times.

The Meadows respects your privacy and freedom of speech outside of work. However you must be mindful at all times that how you conduct yourself may have an impact on Company. It is of utmost importance that while expressing your views about The Meadows, our residents, or other team members in various forums (for example: blogs, Facebook, internet, newspapers, etc.) you must be respectful at all times. These are not the arenas to air grievances or concerns. Please address concerns and grievances to management.

ACKNOWLEDGEMENT

By signing below, I am acknowledging that I have received, read, understand, and agree to adhere to the Policies & Employee Manual of The Meadows and any modifications and amendments to it effective during my employment.

By signing below, I am further acknowledging the following:

1. I am responsible for reading, understanding and adhering to the policies outlined in the Policies & Employee Manual. It is my responsibility to ask my Supervisor any questions I may have.
2. I agree to comply with all of the policies and procedures set forth in the Manual. If I have any questions at any time with regard to the policies and procedures, it is my responsibility to ask my Supervisor those questions.
3. I have been informed about the Company's benefits and their effective dates. I understand that the benefits are not guaranteed and are subject to change.
4. No Supervisor or other employee has the authority to enter into any Agreement which is contrary to the policies contained in this manual.
5. This Manual is not a contract of employment, expressed or implied.

I understand that failure to adhere to the Company's policies and procedures will result in disciplinary action, up to and including termination of employment.

I understand and acknowledge that the Company prepared and owns this Manual, and that it is a confidential document that shall not be shared outside of employees of The Meadows.

Team Member Signature: _____ Date: _____

Team Member Printed Name: _____