

CHRYSLIS SPECTRUM



6819 Prairie Dunes Dr.
Houston, TX 77069
Phone: 281 - 407-1662
Fax: 1-832-218-8761

EMPLOYEE HANDBOOK: POLICY & RULES

At-Will Employment at this company is at-will. An at-will employment relationship can be terminated at any time with or without reason or notice by either the employer or the employee.

Drug Free / Alcohol Free

Employees are prohibited from consuming, distributing, possessing, selling, or using controlled substances while on the premises. In addition, **independent contractors may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on the premises or engaged in company business.** Anyone violating this policy may be subject to disciplinary action, up to and including termination.

Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy.

Open Door Policy

We have an open door policy and takes employee concerns and problems seriously. We value each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.

Code of Professional Conduct

We expect our independent contractors to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

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General Attendance

We maintain normal working hours of 8:00 am - 4:00 pm, 5 days of the week for the office and 24 hours for caregivers. Supervisors will provide independent contractors with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor. The company does not tolerate absenteeism. **Employees who will be late to or absent from work should notify a supervisor well in advance, or as soon as practicable in the event of an emergency.** Chronic absenteeism may result in disciplinary action. Employees who need to leave early, for illness or otherwise, must inform a supervisor and be relieved before departure.

Tardiness

Employees are expected to arrive on time and ready for work. An employee who arrives 10 minutes after their scheduled arrival time is considered tardy. *We* recognize that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

Breaks

Employees are entitled to 20 minute breaks during each rest period as scheduled on the daily overview.

Vacation

Vacation requests must be submitted 2 weeks in advance. We will approve or deny the request based on available coverage. We are flexible in approving time off when ample notice is given. *V*acation days are granted only on a full day or half-day basis.

Sick Leave

Situations may arise where an employee needs to take time off to address health concerns. **You are required to provide notification VIA PHONE to PHYLLIS ANTHONY no less than 2 hours prior to your shift when taking time off. A response is required, so be sure you reach her.**

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Family and Medical Leave Act FMLA leave is not applicable in this company.

Holidays Holidays may be required per schedule. Holiday pay is offered for the following holidays: -

Date	Holiday
Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King, Jr. Day
Sunday, April 21	Easter Sunday
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Thursday, November 28	Thanksgiving Day
Tuesday, December 24	Christmas Eve
Wednesday, December 25	Christmas Day

If you are unable to work a holiday that you are scheduled, it is your responsibility to have your shift covered.

Jury Duty

The company understands that occasionally independent contractors are called to serve on a jury. Employees who are selected for jury duty must provide a copy of their jury summons to a supervisor immediately after receipt, **no less than 2 days in advance of requested time off**. Time taken for jury duty is granted on an unpaid basis.

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Voting

Employees are encouraged to participate in elections. Approval for time off to vote is required ONLY if there is a conflict in schedule. Most schedules will allow independent contractors to vote on personal time.

Work Expectations

The company expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

Dress Code

An employee's personal appearance and hygiene is important. Employees are expected to dress appropriately for their individual work responsibilities and position. Scrubs are suggested, but not required. Pajamas are prohibited.

Company Property

Company property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for company business, and are not permitted off grounds at any time. Company property must be used in the manner for which it was intended. The home phone is provided for business use. Employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Personal long distance calls are not permitted. Violations of these policies could result in disciplinary action.

Privacy

Employees and employers share a relationship based on trust and mutual respect. However, independent contractors should not entertain any expectations of privacy when on company grounds or while using

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company property.

Performance Reviews

The company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The company uses performance reviews as a tool to determine pay increases, promotions and/or terminations.

All performance reviews are based on merit, achievement and other factors may include but are not limited to:

- Quality of work
- Teamwork and cooperation
- Attitude
- Compliance with company policy
- Knowledge of work
- Past performance reviews
- Job skills
- Improvement
- Attendance and punctuality
- Acceptance of responsibility and constructive feedback

Discipline Policy

The following actions are unacceptable and are grounds for disciplinary action. These actions include, but are not limited to: - Being under the influence, possessing or

- Failing to adequately perform job distribution of a controlled substance or alcohol at responsibilities; work, on company premises, or while engaged in
- Excessive or unexcused absenteeism or company business;
- Tardiness;
- Unauthorized use of company property, equipment, devices or assets;
- Illegal or violent activity;
- Damage, destruction or theft of company
- Falsifying injury reports or reasons for leave; property, equipment, devices or assets;
- Possessing any weapon on premises;
- Removing company property without prior

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- Disregard for safety and security procedures; authorization;
- Disparaging or disrespecting supervisors and/or - Falsification, misrepresentation or omission of
- Co-workers; information, documents or records;
- Any other action or conduct that is inconsistent -
- Lying; with company policies, procedures, standards or
- Insubordination or refusal to comply with expectations. directives;

Voluntary Termination

The company recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, the company requests that the employee **provide two weeks advance notice in writing**. This request does not alter an employee's at-will relationship with the company.