**THE EMERGENT ENTERPRISES CORPORATION**

**POLICY AND PROCEDURES**

I understand that physically showing up for work is an essential element of this job. My failure to comply with this requirement will be result in termination.

**At-Will Employment:**

Louisiana is an “At-Will” state and T.E.E.C., LLC is an “at-will” employer. This means that at employment with THE EMERGENT ENTERPRISES CORPORATION can be terminated with or without cause or notice at any time, at the option of either the client, staffing service or employee, except as otherwise provided by law.

Staffing agreements, handbooks or policies and procedures are not intended to create a contract of continued employment, employment for a specific term, or any contractual obligation or legally enforceable obligation on the part of the company.

The company has the right to revise any agreement, handbook, policy or procedure.

Any changes in the “at will” relationship can only be done in writing and with the signature of the employee and a member ranking company official.

**Equal Opportunity:**

It is the policy of THE EMERGENT ENTERPRISES CORPORATION to afford equal opportunity for employment to individuals regardless of race or ethnicity, color, religion, sex, marital status, national origin, age, physical handicaps, ancestry or other basis prohibited by law.

The policy concerning equal employment opportunity requires that:

* In established qualifications for employment, no provision or requirement will be adopted that would be discriminatory on the basis of such protected characteristics as race, color, national origin, age, sex, handicap, or religious affiliation.
* No questions in any examination, application form, or other personnel proceeding will be so framed as to attempt to elicit information concerning protected characteristics from an applicant, eligible candidate, or employee.
* No appointment to or removal from a position will be affected in any manner solely by the person’s protected characteristics and further that it will be the responsibility of all employees to abide by and carry out the provisions of this policy.
* Any employee or job applicant who feels that he/she has been subjected to discrimination by employees, officers, or agents of THE EMERGENT ENTERPRISES CORPORATION is required to report the incident or complaint directly to his/her counselor, supervisor, or human resource who will investigate and attempt to resolve the manner. If such person (counselor, supervisor, or human resource) is alleged to be the offending employee, the employee may report the incident or complaint to an owner.

**Application Policies:**

* We do accept all pertinent applications, but we do not hire all applicants.
* We may not interview an applicant on the day of application.
* We may or may not call the applicant on another day for an interview.
* We do not make hiring decisions instantly. Decisions may take several days, depending upon the number of applicants. Hiring decisions are based on several factors.
* We ask that the applicant complete an application form and 1099 at time of interview, to expedite the hiring process. This information is stored according to government guidelines

**Job Offer:**

A job offer is contingent upon successful completion of a civilian background check and/or drug test.

* Candidates are to consider the following when accepting an assignment:

To only accept the assignments with a commitment to complete the assignment. To not accept an assignment that will interfere with a previous commitment. It will not count against the candidate if a position is not accepted. However, if the candidate continuously is offered work and does not accept the offers, we will consider this a voluntary resignation. Credibility of the candidate is based upon dependability and responsibility.

**Finalization Process:**

Upon hire the candidate will need to complete the finalization process. This process will ensure that all information for federal, state, and local compliances have been met as well as making sure the candidate understands the policies and procedures. The candidate will be asked to complete all necessary paperwork and be given an opportunity to ask any questions about the hiring process prior to starting work.

**Absenteeism and/or Tardiness:**

It is the policy of THE EMERGENT ENTERPRISES CORPORATION that our employee/contractor is to contact T.E.E.C. when calling off work. A call should be made no less that 4 hours prior to the workday so that backup for the day can be provided. Absences for most medical reasons should be supported by a doctor’s excuse.

A team member from T.E.E.C. are available 24 hours a day.

Employees/Contractors that are repeatedly tardy or absent may be in jeopardy of job termination. No show/no call will result in job abandonment and a voluntary quit.

**Walking off and/or No Notice**

Walking off an assignment will be considered job abandonment. This will terminate the employee’s relationship with THE EMERGENT ENTERPRISES CORPORATION will not considered for rehire.

**Rules and Code of Conduct:**

The following are rules of misconduct which require NO disciplinary action and may result in immediate termination. While the list is comprehensive, it is **NOT** intended to cover every possible condition. Due to the fact that our company represents many areas of employment THE EMERGENT ENTERPRISES CORPORATION has tried to cover all areas within this policy.

* **The following examples of misconduct will result in immediate dismissal, except under the most extenuating circumstances:**
* Violation of any Code of Ethics (Staffing Nursing, Case Management, Medical Assistance, Accounting, etc.)
* Theft: Forgery
* Committing acts in violation of governmental laws, common decency of morality on company or client’s property.
* Willful destruction of property.
* Possessing firearms, illegal knives, or any other type of weapon on company or client’s property.
* Illegally obtaining, possessing, selling, or using drugs or hallucinatory substances or being under the influence of same on company or clients property.
* Unauthorized drinking of alcohol or being under the influences of same while on duty on company or client’s property.
* Walking off the job without permission.
* Failure to call or show for work. No Show, No Call, NO JOB.
* **Depending on the Circumstances, the following examples of misconduct may also result in dismissal.**
* Falsifying the employment application or omitting pertinent information from these forms at time of employment.
* Falsifying any records.
* Tampering with or punching another employee’s time card/sheet.
* Giving false time records or permitting another to complete your time card/sheet.
* Failure to clock out for breaks or lunch.
* Abusive treatment of co-workers and/or management/office staff and/ or visitors. This includes gossip or disparaging remarks or any kind.
* Smoking in restricted areas.
* Disclosing financial, private or other confidential information about co- workers, management, office staff, company, clients, and patients without permission.
* Violation of cell phones, personal phone calls and texting policies on company and client’s property. Use of the internet for personal reasons on company time.
* Inappropriate dress or appearance- not following dress code polices.
* Insubordination or failure to carry out instructions issued by supervisors.
* Gambling, fighting, and using abusive, obscene or threatening language or disorderly conduct on company and/or client.
* Maliciously making statements which are slanderous about co-workers, management, office staff, visitors, company and/or client.
* Excessive absenteeism or tardiness without permission is considered unexcused.
* Absent during working hours without permission or acceptable reason.
* Sleeping while at work.
* Creating or contributing to unsafe or unsanitary conditions.
* Acts in disregard of established company, departmental policies and procedures as well as client policies and procedures.
* Failure to notify T.E.E.C. when absent or following call-off guidelines. All employees must notify T.E.E.C. when absent or calling off. Messages are not to be left on a recorder or in voice mail. You must speak with an actual person.

**Harassment on the Assignment:**

While employed with T.E.E.C., it is crucial that the employee report any unwanted or uninvited harassment (sexual or otherwise) to their superior at T.E.E.C. and to the supervising staff at the facility you are working. THE EMERGENT ENTERPRISES CORPORATION does not tolerate any form of harassment from its employees. Harassment is grounds for immediate termination and may be cause for legal action.

**Harassment**

THE EMERGENT ENTERPRISES CORPORATION intends to provide work environments for its employees that are pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort- verbal, physical, visual, sexual-will not be tolerated.

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 unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact or a sexual nature that prevents an individual from effectively performing the duties of their 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.

All employees, and particularly managers, have a responsibility for keeping the 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 who they feel comfortable. 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. Any incidents or 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 terminated immediately. T.E.E.C. will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

**Firearms:**

Firearms are not permitted at any time on THE EMERGENT ENTERPRISES CORPORATION or any assignment premises. Violation of this safety requirement will result in termination.

**Confidentiality:**

All employees have a clear moral obligation to keep secret any information relating to a client which is learned during the course of professional duties. this includes financial, medical, and personal information gained by examination, treatment, observation, and conversation. Confidentiality of communication in a medical situation is a principle tenet of the medical code of professional ethics. The employee is not to disclose proprietary information about the client employer as it relates to the company’s day to day operations, clients lists or protected marketing information. The employee will not make disparaging comments about the employer, its agents, representatives, or other employees. Any such comments may lead to dismissal.

**Drug/Alcohol Policy:**

It is the policy of THE EMERGENT ENTERPRISES CORPORATION to prohibit the use, possession, concealment, transportation, or distribution of drugs, alcohol and/or other controlled substances while employed or on the premises of THE EMERGENT ENTERPRISES CORPORATION or any client employer site.

Applicants and employees of THE EMERGENT ENTERPRISES CORPORATION may be required to submit to testing for the following reasons: pre-employment, pre-assignment, post-offer, on-the-job incident, and/or probable cause.

**Smoking Policy:** The use of electronic cigarettes follows the same restriction for tobacco use. All employees/contractors must abide by not only the state law regarding smoking in public areas but also the policy the client/facility has in place.

**Personal Phone Calls:**

Employees are encouraged to make personal phone calls on breaks and lunch periods only.

**Cell Phones:**

Cell phones are a distraction in the workplace and should be avoided. Texting at the workplace should only take place on breaks. Employees are prohibited from the use of cellular phones, hands free and/or text messaging during business hours unless approved by a supervisor. Employees who violate this policy may be subject to disciplinary action, up to and including employment termination.

**Computer:**

Every employee is responsible for the protection of information that the computer stores, processes, or transmit and will be accountable for the accuracy, integrity, and timeliness of information. Users have the responsibility to protect the network access entrusted to them. User should not download any items or programs onto the network without written permission form the owner. “No expectation of privacy” for company-issued devices and technology should be expected.

**Social Media:**

Employees are prohibited from using social media on the employer’s time without written permission from the employer. Employees should use caution when posting to social media websites and they are encouraged to refrain from defamation of the employer’s goods and services on social media.

**Dress Code:**

Personal appearance must be appropriate for safety; for function in a healthcare and/or administrative office settings, and for professional public contact. All clothing must be clean, wrinkle-free, unstained, in good repair, in good repair and not tight feeling. Hair, to include facial hair, must be kept neat and well-groomed for a professional. Fingertips must be kept clean, appropriate length for safety. Jewelry should be worn in moderation. Deodorants should be used. **Fragrances should be used in moderation, as there is and increase in population in chemical sensitivities.**

Tattoos should be covered as much as possible. Eye rings, nose rings, lip rings or any other protruding rings are to be covered (if possible, with a flesh tone band-aid) or not present during work hours.

All staff members are expected to conduct themselves with the highest of standards. All staff members are expected to use discretion and good judgement in personal appearance and grooming. The following is standard practice:

No exposed shoulders, abdomen, or back

Shoes must be closed toe

Medical Staff must wear uniforms or scrubs

Suits, sport coats, pant suits, ties, vests, blazers, and sweaters that are loose

fitting.

**Disciplinary Action:**

Will be a case-by-case basis.

Employees arriving to work in attire that does not conform to the established dress code will meet with Clinical Coordinator or appointed supervisor, to discuss how compliance will be achieved.

Depending on the severity of non-compliance, the employee may be sent home to change into appropriate attire. Time away from the facility will not be paid.

**Timecards and Payroll:**

Any late timecards will result in a delay of pay for the week in question. To obtain verification of receipt of a sent timecard, the employee should contact payroll, to confirm timecard receipt. It is the responsibility of the employee to make sure the timecard is filled out correctly and signed by the employer. The workweek at THE EMERGENT ENTERPRISES CORPORATION is Sunday through Saturday.

**The contractor will not receive a paycheck until a signed timecard is received. If it is not documented, then it was not worked. Falsifying time or records is a form of forgery and is grounds for termination, THE EMERGENT ENTERPRISES CORPORATION may prosecute to the fullest extent of the law.**

**Wages or Pay Rate:**

Employees are paid on an hourly basis. Any time worked over 40 hours will be considered overtime. HOWEVER, all overtime MUST be authorized in writing to be paid.

**Paychecks and Pay dates:**

T.E.E.C., LLC pays by direct deposit. Payment can be received by check but only temporarily until contractor is able to establish a bank account. Checks can be received up to 4 payments only.

The work week begins on Sunday and end on Saturday. For example, if you work a shift on the Saturday night before pay day that shift’s time goes on that paycheck. If you work Sunday of pay week, those shifts will go the following paycheck.

At this time, pay dates will be every two weeks except otherwise stated, but changes will be in notified writing.

**1099:**

**All contractors will receive a 1099 form.** For all purposes, including but not limited to the Federal Insurance Contributions Act (“FICA”), Social Security ACT, the Federal Unemployment Act, (FUTA”), income tax withholding and any and all other federal, state, and local laws, rules and regulations, Contractor shall be treated as an Independent Contractor and not as an employee with respect to T.E.E.C.. Contractor is therefore responsible for filing and paying his or her own payroll taxes (internal Revenue Service and State of Louisiana) and agree to hold harmless T.E.E.C. for any failure to comply with any taxing authority. At the request of T.E.E.C., Contractor also agrees to supply proof of filing and payment. Contractor also agrees to fully indemnify T.E.E.C. for any and all taxes, fees, costs, and penalties assessed by any taxing authority of any type whatsoever that should seek to collect from T.E.E.C. on behalf of Contractor.

**Work Related Injuries: OSHA Compliance**

Good judgement must be exercised in all matters of safety. Any safety rules posted in work areas must be observed. A superior should be consulted in regard to any questions involving proper safety practices.

Work related injuries must be reported to an immediate supervisor or senior management person at the job site as soon as possible. An injury report must be completed and signed by the employee and by the supervisor. All employees must notify an THE EMERGENT ENTERPRISES CORPORATION team member within 24 hours of the incident. Employees requiring medical attention for work related injury are to report to the nearest emergency room, if necessary.

Employees are required to report immediate and accurate report of all incidents requiring medical services. An incident includes, but is not limited to, accidents/injuries (e.g. needle sticks, exposure to communicable diseases, falls) that occur while the employee is performing his/her job. It is the responsibility of the supervisor to make sure that OSHA information is posted at the site and that all reports of injury are filed appropriately.

Failure to complete an accident report and notify your supervisor in a timely manner (24-48 hours) may delay your benefits, if any.

**To the Employee:**

**Professional Behavior:**

Being a professional really means doing what it takes to make others see you as reliable, respectful, and competent. Depending on where you work and the type of job you have, this can take on many different forms. Here are a few guidelines:

* Be reliable- show up on time and submit your work in a timely manner – pay attention to deadlines.
* Always tell the truth, regardless of the situation.
* Keep your principles and values consistent.
* Be respectful of others by taking the approach that all other people matter.
* Communicate and be respectful in your attitude, body language, voice tone and most of all your words.
* Do not use offensive language.
* Make good eye contact.
* Do not interrupt when someone else is speaking. Wait until others are finished or the proper time to ask questions or respond to a question.
* Refrain from repeating office gossip, such as helping to spread false or demeaning information regarding a co-worker, supervisor, or the company. This is considered unethical behavior.
* Listen carefully- people want to be heard, allow them the chance to explain their ideas or issues properly.
* Be positive and upbeat.
* Make a difference.
* Support others by taking the time to show others ho to do things properly.
* Use the skills and knowledge you have to do your job well while seeking out ways of staying current in your skills and job knowledge.
* Stay work focused. Do not allow your private life to needlessly have an impact on your job.
* Follow the policy and procedures where you work.
* Do not eat food in your work area.
* Do not eat food you were not invited to eat.
* Keep a clean desk/ work area.

**Company Disclosure:**

I understand that I am applying for a position as an independent contractor with A Day’s Care and Services, LLC. Should I be offered a position I acknowledge my receipt of the policies and or information about the company. I further acknowledge that it is my responsibility to retain and read the policies, I have been given an opportunity to ask questions regarding policies that I have at this time.

Included in the policies:

**At-Will Employment**

**Equal Opportunity**

**Application Policies**

**Job Offer**

**Finalization Process**

**Completing an Assignment**

**Absenteeism and/or Tardiness**

**Walking off and/or No Notice**

**Rules of conduct**

**Harassment on the Assignment**

**Firearms**

**Confidentiality**

**Drug/Alcohol Policy**

**Smoking Policy\**

**Personal Phone Calls; Cell Phones; Computer Etiquette; Social Media**

**Dress Code**

**Timecards and Payroll**

**Wages or Payroll; Paychecks and Pay Dates**

**1099 Forms**

**Work Related Injuries, OSHA Compliance**

**Professional Behaviors.**

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Signature Date

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Print Name Date