



EMPLOYEE HANDBOOK AND CODE OF CONDUCT GUIDELINES (Field Staff)

June 23, 2026

"AT-WILL" EMPLOYMENT DISCLAIMER

ALL EMPLOYEES OF OPEN DOOR PERSONNEL, LLC, ARE EMPLOYED "AT-WILL." THIS MEANS THAT EITHER THE EMPLOYEE OR THE EMPLOYER MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY REASON. NOTHING IN ANY HANDBOOK, MANUAL, RULE, POLICY, PROCEDURE, GUIDELINE, OR ANY OTHER WRITTEN DOCUMENT CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. ALSO, NO ORAL PROMISES WILL CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT ANY HANDBOOK, MANUAL, RULE, POLICY, PROCEDURE, GUIDELINE, OR ANY OTHER WRITTEN DOCUMENT DOES NOT ALTER MY "AT-WILL" EMPLOYMENT RELATIONSHIP WITH OPEN DOOR PERSONNEL, LLC IN ANY WAY.

Signature of the Employee

Date

Printed Name of the Employee



Welcome to Open Door Personnel, LLC (ODP)!

We are honored that you have chosen our staffing firm. The company name, Open Door Personnel, was chosen because as a staffing agency we have the unique ability to be a “Door of Opportunity” between our clients and our employees.

You will find with Open Door Personnel that we put tremendous Value on our Field Staff and their career journey so that when our clients experience our talent this Value is carried into the assignment and ultimately leads to a new career home. We prove that we are unlike any other staffing agency and take pride in our culture of ***Respect + Compassion = Valued Employees***. As a member of the Field Staff, you are now on your way to a rewarding career through Open Door Personnel, LLC.

Sincerely,

Laura Ledford
Owner - Open Door Personnel, LLC



VISION

Be an opener of doors.

MISSION

Open Door Personnel was created for the sole purpose of opening doors of opportunity for any person seeking career guidance or assistance. These “doors” of opportunity will be with local organizations who seek to engage the staffing services of Open Door Personnel to fill their vacant positions. Open Door Personnel will seek to serve our employees and clients by offering a fair wage at a fair price.

VALUES

RESPECT: Open Door Personnel will look for the good in everyone we meet and respect their journey.

INTEGRITY: If it is not right, we will not do it, if it is not true, we will not say it.

CUSTOMER SERVICE: Will be an on demand 24-7 live experience because in truth when our clients need us, we need them.

PROFIT WILL NOT COME BEFORE EMPLOYEE-CLIENT SATISFACTION SO THAT WE NEVER FORGET WHO WE ARE HERE TO SERVE

CODE OF ETHICS

We strive to treat our colleagues, family and friends with respect, dignity, fairness and courtesy. Commit to creating and supporting an Open Door Personnel atmosphere that is free of discrimination, harassment, and retaliation. Have balance in our life and help others to do the same. Be involved, be accessible and be engaged. Recognize and acknowledge achievement.



We are excited you have chosen to begin your ODP career journey with Open Door Personnel!

Please see the Open Door Personnel Job Perks section for more information on job related benefits and payment schedule. You have chosen to join an organization with a commitment to company values. These values are fostered by each employee's commitment to our code of ethics. This handbook will review the organization's guidelines related to conduct and behavior.

PURPOSE

This handbook has been prepared to inform new employees of the policies and procedures of this company and to establish the company's expectations. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time, and is not intended to induce an employee to accept employment with the company.

The company reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arises, conform to current company policy. We will strive to keep you informed of the company's policies, but we cannot guarantee that notice of revisions will be immediately provided. Feel free to ask questions about any of the information within this handbook.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

EQUAL OPPORTUNITY EMPLOYMENT

This company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy



applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination. Whenever possible, the company makes reasonable accommodation for qualified individuals with disabilities to the extent required by law. Employees who would like to request reasonable accommodation or have any concerns should contact Laura Ledford, Owner or the Branch Manager.

NON-HARASSMENT POLICY/NON-DISCRIMINATION POLICY

This company prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including, without limitation, harassment. Consistent with its workplace policy of equal employment opportunity, the company prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes but is not limited to: making any employment decision or employment-related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; or denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;



2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually-oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

Please report any suspected violations of this policy promptly to **Laura Ledford, Owner or Human Resources**. If necessary, you may contact either the Owner or Human Resources via phone call or text message on the after hour's number.

CODE OF PROFESSIONAL CONDUCT

This company expects its employees 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.

PAYMENT SCHEDULE

Employees will be paid weekly and will receive payment every Friday, provided the employee faxes or emails their weekly timesheet by 12pm each Monday. Direct deposits may take 24-48 hours for the funds to be reflected in the employee's bank account.

Payroll deductions such as pay corrections, garnishments, penalty fees, insurance plans and background checks will reflect on paystub. Each employee will receive the paystub portal to view paystubs.

In the event that an employee submits a timesheet late or incorrectly, the employee will be paid the next following scheduled pay date upon receipt of the employee's submission of the corrected and/or missing timesheet.

All employee pay is subject to mandatory withholding, including bonuses.



NOTICE: There is a one-time deduction for all SLED and DSS background checks if the employee does not provide a complete SLED check within 24 hours of their application. This will be \$25.00 deducted for each background check (DSS when applicable depending on the assignment placement). Then annually there will be a SLED background check ran for compliance and if applicable a DSS background check depending on assignment annual requirements per the client. The annual cost will be \$25.00 as well for each background check ran.

ATTENDANCE GUIDELINES

Work hours vary depending upon work location and job responsibilities. The client organization will provide the employees with the employees' work schedule. If the employee has any questions regarding the work schedule, the employee should contact the company. The employee will be required to clock in and out on the computer to ensure accurate records.

The company does not tolerate excessive absenteeism without excuse. Employees who will be late to or absent from work should notify the after-hours cell phone in advance, or as soon as practicable in the event of an emergency. Chronic unexcused absenteeism may result in disciplinary action, up to and including termination.

Employees who need to leave early, for illness or otherwise, should inform the Staffing Manager before departure via the office or the after-hours cell phone. Unauthorized departures may result in disciplinary action, up to and including termination.

Call Outs

The procedure for calling off a shift is that the employee must give ODP a 4 hour window to replace that employee's scheduled shift. Failure to give this 4 hour window may result in disciplinary action, up to and including termination. The penalty for this policy violation is \$75.00.

No Call No Show

In the event that the employee is no show for their scheduled shift, the employee may be subject to disciplinary action, up to and including termination. The penalty for this policy violation is \$75.00.



Excessive Tardiness

Employees are expected to arrive on time and ready for work. An employee who arrives 5 minutes after his or her normal start time is considered tardy. The company recognizes that situations may arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action, up to and including termination. Also, an employee who is tardy 3 or more times in a 30-day period is subject to having his or her wage rate reduced prospectively, consistent with legal requirements.

OPEN DOOR PERSONNEL FRINGE BENEFITS

Birthday Bonus

The employee may be eligible for a birthday bonus of \$100.00. The employee must work at least 3 shifts in the birthday month and be an active employee in the month after the birthday to receive the \$100 e-gift card through Snappy. If the employee was terminated during the birthday month, the employee will not receive any birthday bonus.

Vacation/PTO

- After an employee has worked 2080 consecutive hours, this is, without a break in service, except for authorized employee leaves, and has worked at least 3 shifts per month in the prior 30-day period, he/she will be awarded 40 hours of Paid Time Off (PTO). Subsequent PTO is awarded after the employee begins a new accrual period, following the initial 2080-hour period. Employees who do not work for 30 consecutive days forfeit any accrued time toward PTO, unless the employee's reason for not working is because the employee is on an authorized leave.
- Once the employee has accrued 40 hours of PTO, the employee must use the PTO within 1 calendar year after it has been accrued.
- PTO must be taken in 8-hour increments.
- PTO that is accrued but not used by the end of the calendar year after accrual, is forfeit. PTO hours are not paid out upon separation of employment, nor are they paid out at the conclusion of the relevant accrual period.



- The employee must give 2 weeks' written notice, and receive approval from his or her manager, to use 1-2 vacation days, and 30 days' written notice to use 3 or more days, assuming the leave request is approved.
- PTO Pay Calculations: Employees working in multiple facilities may make different rates of pay. PTO pay is calculated based on the highest percentage of pay rates accrued in the relevant timeframe, as demonstrated in the following example: An employee who worked 75% of her time at \$35 per hour and 25% of her time at \$40 per hour would receive \$35 per hour for her PTO pay.
- Submit all PTO requests to payroll@opendoorpersonnel.com and inform the Staffing Manager prior to your PTO request that you will not be on the schedule.

Additional Perks

- Employee of the Quarter: \$100.00 bonus e-gift card through Snappy. Randomly two employees will be chosen to receive this recognition.
- Employee Referral Incentive: Please see the website for details.
- CNA Week Incentive
- Nurse Week Incentive
- OD Scrub discounts

FAMILY AND MEDICAL LEAVE ACT POLICY

The Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

Employee Eligibility

To be eligible for FMLA leave, you must:

1. have worked at least 12 months for the Company in the preceding seven years (limited exceptions apply to the seven-year requirement);
2. have worked at least 1,250 hours for the Company over the preceding 12 months; and
3. currently work at a location where there are at least 50 employees within 75 miles.

All periods of absence from work due to or necessitated by service in the uniformed services are



counted in determining FMLA eligibility.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);
2. placement of a child with the employee for adoption or foster care (up to 12 weeks);
3. to care for an immediate family member (employee's spouse, child, or parent) with serious health condition (up to 12 weeks);
4. because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);
5. to care for a Covered Servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or,
6. to handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Definitions

A "Serious Health Condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.



Identifying the 12-Month Period

The Company measures the 12-month period in which leave is taken by the “rolling” 12- month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a covered servicemember, the Company calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Company's operations.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, the Company may require you to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the Company will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.



Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

1. sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.
If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the Company's normal call-in procedures, absent unusual circumstances.
2. medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the Company's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;
3. periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The Company will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law, the Company will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the Company will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility. The Company will also



inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the Company determines that the leave is not FMLA-protected, the Company will notify the employee.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the Company's standard leave of absence and attendance policies. This may result in termination if you have no other Company-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the Company's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Other Employment

The Company generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

Employers' Compliance with FMLA and Employee's Enforcement Rights

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the Company encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Human Resources Department, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.



Further, FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Military-Related FMLA Leave

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

Definitions

A “covered servicemember” is either: (1) a current servicemember of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the servicemember is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a “covered veteran” who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A “covered veteran” is an individual who was discharged under conditions other than dishonorable during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009 and March 8, 2013 is excluded in determining this five-year period.

The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.” For current servicemembers, the term “serious injury or illness” means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service, that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service and manifested itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when they were a member of the Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a



psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. “Next of kin” means the nearest blood relative of the servicemember, other than the servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks



of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Exigency Leave

Eligible employees may take unpaid "Qualifying Exigency Leave" to tend to certain "exigencies" arising out of the covered active duty or call to covered active duty status of a "military member" (i.e. the employee's spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a "single 12-month period"). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a *federal* call to active duty, and *state* calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

- (1) **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to covered active duty.
- (2) **Military events and related activities.** To attend any official military ceremony, program, or event related to covered active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.



- (3) **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
- (4) **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits.
- (5) **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.
- (6) **Temporary rest and recuperation.** To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 calendar days of leave for each instance of rest and recuperation.
- (7) **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the military member's active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status.
- (8) **Parental care.** To care for the military member's parent who is incapable of self-care. The parent must be the military member's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age.
- (9) **Mutually agreed leave.** Other events that arise from the military member's duty under a call or order to active duty, provided that the Company and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws



may also apply.

HEALTHCARE OPTION

We care about you! ODP offers a pay as you go health insurance option that is deducted from the employee's weekly pay. If the employee does not work in the given week, then the health insurance will not be deducted. ODP has chosen Concierge Third Party Administrator to be the company provider. All plans are listed at <https://www.mybenefitservices.com/index.cfm?id=846829> for medical, dental, vision, short-term disability and life policy.

WORKPLACE INJURIES

Employees should use all safety and protective equipment provided to them and maintain all work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it immediately.

All work related injuries, whether medical treatment is required or not, must be reported to ODP promptly, generally within 8 hours. The employee must also report for required drug testing within 24 hours of the injury. If after hours, you are required to notify Laura Ledford, Owner via phone call or text message on the after-hours number. Incident reports for ALL work related injuries have to be completed and submitted to Human Resources within 24 hours regardless if medical care is obtained. Failure to abide by this policy may result in discipline, up to and including termination.

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.



DISCIPLINARY ACTION/TERMINATION

The company reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline, up to and including termination.

An employee's failure to maintain up-to-date certification requirements, including, but not limited to, TB, CPR, Nursing License, etc. is grounds for immediate discipline, up to and including termination. Ensuring you are compliant with any required certifications and licenses is critical for you to be able to perform your job. You are responsible for keeping any required certification documents current. A quarterly audit of all active field staff certifications and licenses will be performed, and a strict accountability plan will be executed that may include a verbal warning, written warning, 3-day suspension or immediate termination if such discrepancies are identified. Employees whose required certifications or licenses lapse may be removed from assignments and may be subject to disciplinary action, up to and including termination. The employee should be prepared to show the certification or license has been updated or the employee may be subject to termination.

In addition, the following actions are unacceptable and considered grounds for disciplinary action and/or termination. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this company does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on company premises, or while engaged in company business;
- Unauthorized use of company property, equipment, devices or assets;
- Damage, destruction or theft of company property, equipment, devices or assets;
- Removing company property without prior authorization or
- disseminating company information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;



- Disclosing confidential or proprietary company information without permission;
- Illegal or violent activity;
- Falsifying injury reports or reasons for leave;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures; and
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

Open Door Personnel LLC • 922 Sunset Blvd West Columbia, SC 29169 • 803-336-4400

Open Door Personnel is an equal opportunity employer and is minority owned and operated.