

2017

FUNCTIONAL PATHWAYS EMPLOYEE HANDBOOK

Updated January 1, 2017

IMPORTANT

The Acknowledgment Statement attached to this handbook **must** be signed and returned to the HR Department at the corporate office upon receipt of your EMPLOYEE HANDBOOK.

*Revised January
2017*

INTRODUCTION AND EQUAL EMPLOYMENT OPPORTUNITY

INTRODUCTION TO COMPANY

Welcome to Functional Pathways of Tennessee, LLC (“Functional Pathways” or the “Company”).

This handbook has been developed solely to provide employees with a general understanding of rules, policies and procedures. The information in this handbook is subject to change without notice and does not constitute any type of contract between you and the Company, either expressed or implied. Unless you and the Company have entered into a separate employment agreement specifying a definite term of employment, your employment is on an at will basis only and you are in no way guaranteed permanent employment or employment for a particular period of time. Employment with Functional Pathways can be terminated at any time, with or without cause, either by you or by the Company. This handbook supersedes any and all previous versions of the handbook.

□ **Our Values**

Relationships – We value loyal, mutual, long-lasting **relationships** with customers, patients and each other.

Responsibility – We always do what we say we will do. We take complete **responsibility** for our patients, our colleagues and ourselves.

Self-Improvement – We have an environment and expectation of continuous **self-improvement**.

Innovation – We address the needs of our customers, patients and employees, whatever they may be with **innovation**, creativity and individualization.

Commitment – We show complete **commitment** to doing everything we can to improve.

Passion - We have **passion** and are empathetic about care giving. We are passionate about Functional Pathways!

We make a difference in the lives we touch

Equal Opportunity

This organization is an equal opportunity employer and does not discriminate on the bases of age, race, color, creed, religion, sex, national origin, genetic information, veteran status, military affiliation or obligation, disability/handicap, or any other protected status as defined by federal, state, or local law.

This policy applies to all aspects of employment including but not limited to:

- Hiring, placement, promotion, transfer, or demotion.
- Recruitment, advertising, or solicitation for employment.
- Treatment and working conditions during employment
- Rates of pay, benefits and other forms of compensation.
- Selection for training and educational programs.
- Layoff or dismissal.
- Maintaining a work environment free from harassment; whether on account of age, race, color, creed, religion, sex, national origin, genetic information, veteran status, military affiliation or obligation, disability/handicap, or any other protected status as defined by federal, state, or local law.

Please contact the personnel department with any complaints of discrimination. Complaints from employees or applicants alleging violation of this policy shall be given immediate attention and review.

DISABILITY POLICY

It is the Company's policy to comply with the Americans with Disabilities Act ("ADA") and other applicable laws that prohibit discrimination against qualified employees and applicants with respect to any terms, privileges, or conditions of employment because of a disability. This policy applies to all personnel and employment practices. The Company endorses the mandate of the ADA and other applicable laws to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities.

In accordance with the ADA, reasonable accommodations will be provided to qualified disabled applicants and employees with known limitations and who require an accommodation for their disability in order to perform their essential job functions, unless such accommodation would cause an undue hardship.

Disabled employees and applicants are invited to identify any reasonable accommodation that would enable them to safely perform the essential functions of the position. Information regarding any disability and other medical information will be kept confidential in accordance with the ADA. Federal and state law prohibits retaliation against an employee who requests a reasonable accommodation, and the Company will not tolerate any retaliation against any such employee.

EMPLOYMENT AT WILL

The employment relationship between you and the Company is, by law, "employment at will" which means that neither the employee nor the Company is contractually bound to one

another.

This handbook is not a contract between you and the Company. Unless you have a separate written employment contract with Functional Pathways, signed by the President of the Company, you are an at will employee and are not guaranteed employment for any specific period of time. This means that either you or the Company may terminate our employment relationship at any time, with or without reason, and with or without notice.

CLASSIFICATION OF EMPLOYEES AND COMPENSATION

INTRODUCTORY PERIOD

Each new employee must satisfactorily complete a 90 day introductory period. This time allows for the Company and the employee to determine the professional skills and job suitability for the employee. However, if at any time during the 90 day introductory period, the Company does not believe the employee is successful, employment may be terminated. If the Company does not believe the employee has successfully completed the introductory period, the employee may be terminated or the introductory period may be extended for an additional 90 days. At the end of the 90 day introductory period the employee will receive an employee review. The completion of the 90 day introductory period does not guarantee continued or permanent employment. Employment is at-will and can be terminated at any time during or after completion of the introductory period.

VERIFICATION OF EMPLOYMENT

All individuals employed will be required to present documents establishing both employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. Failure by employees to complete the I-9 form and produce genuine and sufficient documents within the time period required by law will result in ineligibility for continued employment. We participate in E-Verify.

LICENSURE

It is the employee's responsibility to become familiar and maintain compliance with state laws pertaining to licensure. It is each employee's responsibility to ensure and maintain his or her licensure in states where the employee is assigned to work. If, at any time, the employee receives notice that the employee's license has been revoked, suspended, or is otherwise inactive, the employee must inform the Manager and the VP of HR immediately. If appropriate licensure is not secured and maintained, practice will be suspended and employment will be terminated. Licensure verification is required and an active copy must be sent to the corporate office upon receipt. The employee shall be responsible for their initial fee and any renewal fees. After receipt of their license, the employee may then submit a copy of endorsed check and application with via the reimbursement system (Nexonia) to the corporate office for reimbursement based on license reimbursement funds available.

COMPENSATION

In order to ensure the continued success and economic existence of the Company, Functional Pathways can only pay for performance and not simply for years spent on the job.

Keep in mind that a compensation package represents more than just base pay. Total compensation includes insurance benefits, worker's compensation and professional liability insurance, incentive programs, and educational benefits.

Our compensation philosophy concentrates on recruiting and retaining the most highly qualified people. It is our policy to continually monitor industry standards to determine competitive pay rates based upon education, experience, skill, reliability and responsibility, to assure we are offering competitive salaries and incentive programs.

Classification of Employees

As a full time employee you are expected to be scheduled 30-40 hours a week and you will be eligible for full benefits. See A Guide to Your Benefits Booklet.

As a part time employee you are expected to work 15-29 hours a week and are eligible for part time benefits. See A Guide to Your Benefits Booklet.

As a PRN employee you are expected to work 0-14 hours a week. You are not eligible for benefits.

The starting and ending times for each day are determined by your supervisor. The number of days or hours per week will also be determined by your supervisor. No employee is guaranteed hours or a set schedule based on classification.

LUNCH AND REST PERIODS

Employees are not compensated for their lunch period. However, hourly employees will be compensated for a working lunch. A working lunch is when an employee is scheduled to participate in a staff or training meeting during a time that is normally used for lunch. This will not be deducted from time. Lunch periods cannot be missed or taken at the beginning or end of scheduled work shifts. All employees who work more than 5 ½ hours must take a 30 minute unpaid lunch. *Lunch breaks must be accounted for on time sheets.*

Paid rest periods may be provided for a brief period of relaxation and to promote greater efficiency. This period is not to exceed 15 minutes per four hour period worked. Rest periods may not be taken with the lunch period or at the beginning or end of scheduled work shifts.

These lunch and rest period guidelines are subject to change in accordance with applicable state or local law to the extent different from the above.

SALARIES AND WAGES

All employees are paid every two weeks. Pay periods begin on Sunday and end on Saturday for a two week (14 day) span of time. Payroll checks will be directly deposited by the Friday after the pay period ends. Your pay stub shows all required deductions including federal withholding tax, state and local taxes (where applicable), and Social Security Tax (FICA). It also notes any other deductions you authorize for such items as medical coverage, dental coverage, life insurance and any court ordered deductions such as child support and/or garnishments. Check stubs can be viewed online.

It is the policy of the Company to deduct from an employee's paycheck only those amounts that are required by law or authorized by the employee. If you believe that an improper or unauthorized deduction has been made from your paycheck, it is your duty to report your complaint to the VP of Human Resources. If, upon investigation, the deduction was improper, you will be reimbursed for the deduction and the Company will make the appropriate change to its payroll system. It is company policy that no adverse action (i.e. retaliation) will be taken against any employee who takes advantage of this complaint procedure.

Wages are determined by job requirements and the performance of the employee. Questions related to wages should be directed to your immediate supervisor.

WORKWEEK

The Company's workweek begins at 12:00 a.m. Sunday morning and ends at 11:59 p.m. on Saturday night. All payroll issues, including overtime, will be calculated in accordance with the company's standard workweek.

OVERTIME

As in most businesses, situations may arise that require you to work overtime. Authorization for overtime must be secured in advance by your supervisor. In accordance with federal law, the payment policy for non-exempt employees who work more than 40 hours per workweek is time and one half (1-1/2 times) the regular rate of pay for all overtime hours worked, excluding lunch and dinner breaks, or as provided by law. All employees are expected to work overtime when requested by their supervisor.

TIME RECORDS

The Company is required by law to maintain accurate records of the hours worked by all non-exempt employees, including overtime hours, if any. Accordingly, supervisors must assure that all employee time sheets state the actual, not approximate, times of work. All time must to be validated by manager each Monday. Any falsification of time sheets will result in immediate termination. Lunch breaks must be noted on time sheets for any day an employee is scheduled for more than 5 ½ hours. Failing to record time worked or working "off the clock" by non-exempt employees is absolutely prohibited and will result in discipline, up to and including termination. At no time should an employee work and not be clocked in.

PAYROLL ADVANCES

It is the policy of the Company not to issue payroll advances to employees prior to regularly scheduled paydays.

TRANSFERS

The Company reserves the right to transfer or reassign employees to other job duties, work schedules, locations, departments or positions if necessary to meet staffing requirements, for business considerations, or for disciplinary or performance reasons.

PERFORMANCE, PLANNING AND REVIEW

Functional Pathways has a strong commitment to professional development. Performance appraisals provide opportunities for open communication between you and your supervisor about your productivity, working conditions, caseload and other issues of concern. The appraisal should clarify both where you stand in fulfilling the requirements of your current job and help you establish goals for future growth and development.

A written evaluation is recommended at the end of the introductory period and completed annually in the employment anniversary month, and at any other time deemed advisable by the Company.

PERSONNEL RECORDS

Personal information that the Company obtains concerning employees is carefully protected. In response to inquiries from outside the Company, only position and dates of hire will be given out. Requests for other personal information are denied unless authorized by the employee or required by law.

Employee records maintained by the Company are the official and permanent records for all employees and are the property of the Company. These official files are only kept at the Corporate Office at 10133 Sherrill Blvd, Suite 200, Knoxville, TN 37932.

CHANGE OF PERSONAL INFORMATION

Any change of name, changing tax exemptions, marital status, insurance, beneficiaries, address, telephone number or other information should be reported immediately to the corporate office human resources department. Occasionally, forms will have to be completed to make these changes.

EMPLOYMENT OF RELATIVES

The Company will consider the employment of an employee's relative that is qualified for a vacant position. However, it is the Company's policy that employees may not work under the direct or indirect supervision of their relatives.

PAID TIME OFF

Employees are eligible to accrue starting the first pay period after thirty (30) days of employment. Accrual begins the first day of the payroll following the completion of thirty (30) days of employment. You can use PTO when time off is needed for vacations, sickness, holidays, or personal absences. Employees who are PRN (as needed basis) do not qualify for PTO. At the end of the calendar year, a maximum of sixty (60) hours of PTO will roll over. Any PTO over sixty (60) hours not used by the end of the calendar year, will be forfeited. However, during the year Functional Pathways reserves the right to announce a PTO buy back of which Full Time employees may submit a request to cash out accrued PTO up to 40 (forty) hours distribution at the employee's regular hourly rate.

PTO cannot be used in a pay period where a non-exempt employee works 40 or more hours per week and can only be used up to an amount representing normal weekly compensation for the employee. [Overtime usage, funeral pay, FMLA leave, or other periods when the employee is not actually working do not count toward PTO accrual.] Employees may not borrow from un-accrued PTO hours.

- **Full-Time and Part Time Therapists and Office Employees** – Refer to Functional Pathways A Guide to Your Benefits booklet.
- **Full-Time and Part Time Rehab Technicians** - Refer to Functional Pathways A Guide to Your Benefits booklet.
- **Salaried Employee** - Refer to Functional Pathways A Guide to Your Benefits booklet

To use PTO for vacation time, employees must submit a vacation request form to their immediate supervisor at least two weeks prior to the dates requested. It is recommended that you submit requests as early as possible to increase the chance of approval. Employees must indicate on their time sheets that they want to use PTO hours.

PTO will not be paid out upon separation from the Company if an employee is terminated by the Company, or if an employee resigns during the introductory period, does not provide the requested notice, or fails to work out his/her notice. Employees cannot use PTO once a notice of resignation is given. In the event of a facility closure, PTO will be paid out at half (50%) the value.

INCLEMENT WEATHER

All employees are expected to report to work at their scheduled times regardless of the weather.

If the forecast is calling for snow or other inclement weather, the Company may pay for lodging near the facility so that the employee can get to the facility for patient care. If inclement weather makes it impossible for the employee to make it into the facility, the time may be made up on the following Saturday. If it is the regular Saturday schedule day for the

employee who missed due to snow, all skilled and non-skilled patients must be seen. If an employee misses due to weather and the time is not made up on the weekend, the employee must use PTO to cover the absence. Employees are required to notify their supervisor at least 2 hours before scheduled to begin work anytime they cannot report to work as scheduled.

FAMILY AND MEDICAL LEAVE

Only employees who are eligible for FMLA based on work-site coverage and individual eligibility are covered by the FLMA and this policy. In all cases, the FMLA and its regulations govern eligibility for FMLA.

General Notice of Rights – A “Notice to Employees of Rights under the FMLA” is located at the back of this handbook and attached hereto as “Exhibit A.” Each employee is referred to this notice for a description of rights and responsibilities under the FMLA. Receipt of this handbook or the attached notice does not mean that every employee will be eligible for FMLA leave. The following provisions shall supersede the provisions of the notice to the extent allowed by law.

Employees of the Company are eligible for family and medical leave if they have at least 12 months of service, have worked at least 1,250 hours within the preceding 12-month period, and work at a worksite where there are at least 50 employees within a 75-mile radius. If eligible, an employee may be able to take up to 12 weeks of unpaid leave during a 12-month period for the following reasons:

- The birth of a child or to care for a child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for an immediate family member who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her position; or
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active military duty as a member of the National Guard or military reserves.

Military Caregiver Leave

In addition, an employee who is the spouse, parent, child, or next of kin of a current member of the armed forces (including the regular armed forces) who was injured while on active duty may be eligible for up to 26 weeks of FMLA leave in a 12-month period, including the types of leave listed above.

Notice of Leave. When requesting leave, the employee must:

- Supply sufficient information for the Company to be aware that the FMLA may

- apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least two weeks in advance or as soon as practicable;
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.

Failure to comply may result in leave being delayed or denied.

Intermittent Leave

When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with the Company to arrange reduced work schedules or intermittent leave so as to minimize disruption of business operations.

Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of business operations.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

Medical and other Certifications

Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

The Company, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, the Company may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

Fitness for Duty Certifications

Because the Company wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a

Fitness for Duty (FFD) certification signed by his/her health care provider. When appropriate, the Company may require the employee's physician to review the employee's job description and confirm the employee is able to perform each essential function. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

Maintenance of Benefits

The Company will maintain health care benefits for the employee while on FMLA leave (if the employee is otherwise eligible to receive such benefits), but the employee is responsible for paying the portion of the monthly premium that is normally due from the employee. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the Company for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

If an employee has accumulated PTO or other paid benefits, the Company reserves the right to have employee exhaust such benefits during FMLA leave. The remainder of the FMLA leave will be unpaid. The use of PTO and other paid benefits will not extend the duration of the FMLA leave. An employee may not receive more than 100 percent of regular wages during FMLA leave from any combination of employment benefits (e.g., PTOs, disability, etc.).

Concurrent Leave

Employees must use any accumulated PTO to the extent available during FMLA leave unless such leave is covered under workers' compensation, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences in excess of accumulated PTO will be treated as unpaid FMLA leave up to the maximum amount of approved FMLA leave.

Married Couples Who Work for the Company

If an employee and his/her spouse both work for the Company, they are both eligible for leave. The employee and employee spouse may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who does not suffer from a serious health condition;
- To care for a parent with a serious health condition; or
- A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in

this paragraph.

Return from Leave

Upon return from leave, the employee will be restored to his/her original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with the Company. Employees who do not return to work at the end of their leave will be terminated unless they can demonstrate qualification for additional leave.

State and Local Laws

When state and local laws offer more protection or benefits, the protection or benefits provided by those laws will apply.

MEDICAL LEAVES OF ABSENCE

Medical leaves of absences due to any reason, inclusive of workplace illness or injury, or as a reasonable accommodation under the Americans with Disabilities Act, or for an FMLA-eligible employee's own serious health condition, may be granted at the sole discretion of the

Company for a maximum period which is not to exceed twelve months (inclusive of FMLA entitlement). Except where covered by workers' compensation benefits, disability benefits or by substituted PTO, such leave shall be unpaid. Employees may be required to report periodically as to their status and intent to return to work, to provide physician certification of the need for and the duration of any requested leave (during any FMLA-covered leave), and, upon expiration of any FMLA entitlement, to provide the Company with requested medical information related to the need for continuing leave and the employee's ability to perform job related functions. Employees seeking to return to duty at the expiration of any medical leave other than or in excess of FMLA entitlement can be required to submit to a fitness for duty examination, or, at the Company's choice, to provide a physician's release to return to work. The protections and entitlements of the FMLA do not apply to medical leaves of absence which extend beyond the twelve week limit for eligible employees, or to leaves of absence for employees who are not eligible for FMLA leave.

PERSONAL LEAVE

Employees must complete one year of continuous employment to be eligible for a personal leave of absence. Leave may be granted for periods of one to three months. Employees will be dismissed from employment if they are not reinstated on or before expiration of their leave. Employees are not guaranteed reinstatement from personal leave. However, the company will attempt to reinstate employees to their former or an alternate position for which they are qualified before the expiration of their leave. If an employee does not request reinstatement on or before expiration of the leave, or if no positions are available, or an employee rejects the position offered by the company, the employee will be dismissed. All benefits will be discontinued during a leave. Coverage under the employee healthcare plan may be continued if

the employee pays the full premium. Proper arrangements regarding premiums must be made with the payroll department prior to the leave of absence.

EDUCATIONAL LEAVE

Employees must complete one year of continuous employment to be eligible for an educational leave of absence. Leave may be granted for periods of one to three months. Employees will be dismissed from employment if they are not reinstated on or before expiration of their leave. Employees are not guaranteed reinstatement from educational leave. However, the Company will attempt to reinstate employees to their former or an alternate position for which they are qualified before the expiration of their leave. If an employee does not request reinstatement on or before expiration of the leave, or if no positions are available, or an employee rejects the first position offered by the company, the employee will be dismissed. Employees who are dismissed under this policy are eligible to apply for future employment. All benefits will be discontinued during a leave. Coverage under the employee healthcare plan may be continued if the employee pays the full premium. Proper arrangements regarding premiums must be made with the payroll department prior to the leave of absence.

MILITARY LEAVE

Requests for military leaves of absence will be granted by the company in compliance with federal and state laws. During military leaves, employees may have certain rights to continue participation in the employees' healthcare plan, as provided by law. Employees will be reinstated from military leaves in compliance with applicable federal and state laws. Employees requesting military leave are required to provide a copy of their military orders to the Company prior to the commencement of the leave and in accordance with applicable federal and state laws.

JURY DUTY

In recognition of the responsibility of employees as citizens, employees who are summoned for jury duty will be excused from work for any day your responsibility for jury duty exceeds three (3) hours during the day for which the excuse is sought and you will be compensated according to state law. A copy of the juror summons must be presented to your supervisor the next day you are at work. You should also call in daily to report whether you will need to be excused for the day. Also, please provide a copy of the documentation indicating the amount of compensation received from the court to your supervisor as soon as possible. Overtime will not be paid for jury duty hours.

Due to the nature of our business and the fact that absences may result in our patients not receiving necessary care and treatment, the Company reserves the right to make efforts for employees to be excused from jury duty.

Some state laws provide benefits in addition to or different from those that set forth above. Where this policy conflicts with individual state law, state law will govern.

VOTING LEAVE

Reasonable time off will be permitted to vote in state, local and federal elections if due to work schedule and commuting distance, it is impossible for the employee to vote either before or after working hours. If employees need time off for voting, they must request time within a reasonable period prior to the election. Functional Pathways will comply with all state and local laws related to voting leave. Consult your supervisor for more information.

BEREAVEMENT LEAVE

In the event of a death in your immediate family (spouse, child, parent, brother, sister, father-in-law, mother-in-law, grandchild), full time employees are entitled to up to three consecutive days off with pay to make funeral arrangements and attend memorial services. One of those days off, with pay, will be given to attend the funeral of a grandparent, grandparent-in-law, aunt, uncle, brother-in-law, sister-in-law, great-grandparent, great-grandchild, niece or nephew. Employees may use PTO to attend the services for a friend or other relative and requests for time off to attend a memorial service for a friend or relative should be made to your supervisor. Requests for bereavement pay must indicate relationship to the deceased. Part time and PRN employees are not eligible for paid bereavement leave.

III. BENEFITS

YOUR EMPLOYEE BENEFITS

Functional Pathways prides itself in offering some of the most competitive employee benefits in the industry. The following represents summaries of benefits available to eligible employees. Where information in this handbook conflicts with the actual plan documents, the plan documents control. Employees should always consult the plan documents for information concerning benefits. Functional Pathways reserves the right to modify, amend or terminate any of these benefit plans at any time.

HEALTH INSURANCE

Medical insurance is available to all eligible full time employees. Please refer to the Functional Pathways "A Guide to Your Benefits" booklet. You may also speak with the HR Department or your supervisor about enrollment. Health insurance begins first day of full time employment and employee has thirty (30) days to enroll in benefits. Employee must electronically enroll in all benefits. Company cannot enroll employee in health benefits. Failure to enroll will result in employee having to wait until annual open enrollment for benefits election.

TRAINING, LICENSURE, AND CONTINUING EDUCATION PROGRAMS

In addition to on-the-job training, Functional Pathways offers formal training programs to help full time and part time licensed employees enhance their professional skills. Employees are urged to take advantage of the training provided by the Company. Full time and part time clinicians will have free access to Functional Pathways University. Eligible employees may take an unlimited amount of courses via the web site www.fpuniversity.com. CEU hours are

given for courses.

Full Time Licensed Employees - Unlimited continued education courses via www.fpuniversity.com and an annual (January through December) allocation for reimbursement for licensure in the state the employee works for company, renewal only, up to \$250 annually, with a 30 day waiting period from date of full time hire.

Part Time Licensed Employees – Unlimited continued education courses via www.fpuniversity.com and an annual (January through December) allocation for reimbursement for licensure in the state the employee works for company renewal only, up to \$250 annually, with a 30 day waiting period from date of part time hire.

MANDATORY COMPANY ORIENTATION

Functional Pathways requires all employees to complete mandatory company orientation before they begin employment. The content is available on line at no charge to the employee. Failure to meet this requirement will result in disciplinary action up to and including dismissal.

SAFETY/INCIDENTS/OCCUPATIONAL INJURY

The Company provides worker's compensation insurance as required by state law to protect all employees injured in the course of their employment. Employees must immediately report all injuries or accidents while working, no matter how minor they may seem, to their supervisor. An incident report form is required to be completed immediately and forwarded to the Human Resources Department, so benefits are not delayed. Your supervisor should telephone the Human Resources Department immediately.

Supervisors and employees are expected to contribute to the maintenance of a safe and healthy workplace. Anyone who believes that a safety hazard exists must report it to their supervisor. Employees reporting injuries or safety concerns, as well as those participating in any investigation, will not be retaliated against as a result of their involvement. Employees are encouraged and in fact have a duty to report any accidents or hazards.

Due to the fact that every facility is individual and not owned by Company, all employees are required to attend facility specific safety training.

COBRA

The Consolidated Omnibus Reconciliation Act (COBRA) requires employers with 20 or more employees to continue to offer coverage in their group health plan to certain former employees, retirees, spouses, and dependent children. Upon leaving employment with Functional Pathways, employees who participated in the group health plan will be notified by the insurance company of their rights, if any, under COBRA.

IV. EMPLOYEE CONDUCT AND RESPONSIBILITIES

Attendance and Punctuality

Functional Pathways operates during various hours and days at which time employees are expected to perform their job responsibilities. Employees must be present and on time for work as scheduled. In the event of lateness or absence due to an illness, accident or personal problem, you are required to speak directly to your supervisor. You will be expected to notify your manager as far in advance as possible and at least within two hours of your normal starting time on each day you cannot be at work. Failure to meet this notice requirement will result in the absence being considered unreported warranting disciplinary action up to and including dismissal.

In cases of absences of three days or longer, you may be required to provide a statement from your doctor describing the medical need for your absence and the date you may return to work.

EXCESSIVE ABSENTEEISM

Excessive absenteeism, excessive lateness or any failure to provide notification or a reasonable justification for absence may result in disciplinary action, up to and including dismissal.

WORKPLACE VIOLENCE

Functional Pathways expects and requires all employees to display common courtesy and respect for others, and to engage in safe and appropriate behavior at all times.

Any involvement in incidents of physical violence is considered unacceptable behavior which violates this Policy and will result in disciplinary action, up to and including termination. "Physical violence" means any unwanted or hostile contact such as hitting, fighting, pushing, shoving, slapping or throwing objects.

Racial or ethnic slurs, sexually harassing remarks, threats of violence, or any other provocative comments, language, or actions also violate this Policy and will not be tolerated. "Threat of violence" means an expression (verbal or otherwise) of a present or future intention to cause physical harm. Individuals who threaten violence or otherwise engage in provocative conduct towards co-workers, clients, vendors or other individuals ordinarily are held at least equally at fault for ensuing physical altercation, even if they do not strike the first blow or otherwise initiate a physical confrontation.

Prohibited conduct includes, but is not limited to:

- Striking and/or injuring another person physically;
- Engaging in behavior that creates a reasonable fear or injury in another person;
- Possession, brandishing or using a weapon while on the Company's premises or

- engaged in its business;
- Intentionally damaging office property, property of employees, clients, visitors or the general public;
- Threatening to injure an individual or to damage property;
- Verbally threatening behavior, such as direct or failed threats of violence;
- Harassment or sexual harassment that threatens an individual's safety, including unwanted and offensive physical touching and stalking;
- Threats or intimidating comments or actions that create fear or extreme emotional distress; and
- Obscene telephone calls on or off duty.

This Policy applies to employees while on Functional Pathways' premises or a facility at which Functional Pathways provides services, whether they are on or off duty; to employees traveling on business; to employees on duty but off premises; and to employees while off duty where the violence, threats of violence or violation of this Policy are directed toward a fellow employee, client or other individual in their line of work or the work environment.

Functional Pathways will promptly investigate any physical or verbal altercation, threats of violence, or other conduct by employees that threatens the health or safety of other employees, clients, or the public or otherwise might involve the violation of this Policy. All complaints will be investigated in a timely manner. Information will be released only to those persons directly involved in the investigation, to law enforcement as necessary, and confidentiality will be maintained to the extent practical. Functional Pathways will make every effort to guard the reputations of the complainant and the accused.

All employees have a duty to warn their supervisor or Tina Jackson, the VP of Human Resources, of any workplace activity, situation or instance that they observed or are aware of involving other employees, clients or visitors in which appear to violate this Policy. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Reports pursuant to this Policy will be held in confidence to the maximum extent possible under the circumstances. The Company will not condone any form of retaliation against any employee for making a report under this Policy, and individuals have an immediate duty to report any violation they experience or observe to one of the above named individuals. All individuals who commit violent acts or who otherwise violate this Policy are subject to disciplinary action, up to and including termination. Functional Pathways may seek prosecution of those who engage in violence on its premises or against its' employees while they engage in business.

Safety: The Company can conduct annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce risks.

Individual Situations: While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to

inform the HR Department if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;

Enforcement

Threats, threatening conduct, or any other conduct which violates this policy will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts will be reported to the proper authorities. In the event any incident or threat of prohibited conduct is attributable to any relative or acquaintance of any employee, the Company may take action against that employee, including termination, to alleviate the threat and/or prevent further prohibited conduct.

CONFIDENTIALITY

Employees shall hold all confidential information in a fiduciary capacity for the use and benefit of Functional Pathways in furtherance of the business.

“Confidential Information” means any information which is disclosed by the Company to employee, becomes known by employee, or is generated by employee as a consequence of or related to employment with Company, which is not generally known outside the Company and which relates to the Company and/or its business. “Confidential Information” includes, but is not limited to, trade secrets, inventions, processes, systems, computer programs, plans, programs, studies, techniques, data bases, fee schedules, client lists, client materials, client data, financial reports, product information, pricing information, cost information, invoices, mailing lists, leads, proposals, contracts, manuals, office handbooks, project files (and all employee and client information pertaining to any project, Company marketing program information, including, but not limited to, prospect lists, pipeline reports and information developed at Company’s cost, all copyrighted information, patient information, medical records and any other material or documentation pertaining to the Company, and any copies of the same, in any format, and specifically all work on project manuals, drawings and like materials or other books or publications created by you during the term of your employment).

On termination of your employment with the Company, for any reason, you will be required to promptly return to the Company all Confidential Information. All Confidential Information, in whatever form or medium, is the Company’s property; and employees are prohibited from removing these records or use any information contained therein for your personal benefit or for the benefit of any other person or entity during the course of your employment or from and after the termination of your employment, for any reason whatsoever.

Employees are prohibited from disclosing any confidential information to others and using any Confidential Information in any way except in furtherance of their services for and on the

Company's behalf. The distribution, dissemination or reproduction of any Confidential Information by an employee or his/her agent, either directly or indirectly, which is not in furtherance of Functional Pathways' business, constitutes willful misconduct for which the Company may immediately terminate the employee's employment and hold he or she liable for any resulting damages.

Employees are also required to fully comply with HIPAA, as explained more fully later in this policy and in the HIPAA manual.

CORPORATE COMPLIANCE POLICY

Functional Pathways participates in Medicare, Medicaid and other insurance programs and must comply with a number of federal and state laws and regulations. It is Functional Pathways' policy to comply with all applicable federal, state and local statutes and regulations. All Functional Pathways' employees and contractors shall comply with all federal, state and local statutes and regulations including, but is not limited to, those pertaining to coding and billing, contracting, determinations of medical necessity, patients' rights, confidentiality and referrals.

If you have questions regarding Functional Pathways' billing practices or state and federal regulations, you are encouraged, and in fact, have the responsibility to bring any concerns over these issues to the attention of Functional Pathways immediately. Any employee who has a concern about either Functional Pathways' billing practices or any governmental regulations, you should contact either Compliance Director, Sheila Capitosti; the Director of Operations, Marcus Miller; or the VP of Human Resources, Tina Jackson, immediately.

All concerns will be handled in as discrete a fashion as is possible under the circumstances, and access to information related to the concern will be limited on a "need to know" basis. All concerns will be addressed and a prompt, thorough and fair investigation will be conducted, if necessary. Any investigation will normally include conferring with the individual who expressed a concern and any other individual who may possess relevant information. Signed statements may be required. Functional Pathways will retain documentation relating to the expressed concern in separate files to which access will be limited to those with a need to know. Functional Pathways will take appropriate action to correct the issue, if necessary. The purpose of this provision is to protect the confidentiality of the individual who expresses a concern or makes a report to the extent possible, to encourage the reporting of any concerns, and to protect the reputation and integrity of Functional Pathways.

Employees will be protected from coercion, intimidation, retaliation or interference for raising a bona fide concern or report or otherwise properly assisting in an investigation. Individuals who experience or observe retaliation against any participant in an investigation have an immediate duty to report such acts or incidents to the Compliance Director, the Director of Operations or the VP of Human Resources. If the investigation reveals that retaliation has occurred, Functional Pathways will take appropriate corrective action designed to stop the retaliation and to prevent its recurrence.

Functional Pathways has a zero tolerance policy when it comes to improper billing practices or violations of governmental regulations, and any violation of this policy will be considered a willful misconduct which Functional Pathways may immediately terminate your employment.

Functional Pathways trusts and expects that you will not take any improper action in this regard. Functional Pathways encourages its employees to raise any concerns with either the Compliance Director, Director of Operations or VP of Human Resources. Employees can also leave a message on the compliance hotline voicemail at 888-311-5988. In lieu of calling the message system, employees can submit a letter via mail to Sheila Capitosti 10133 Sherrill Blvd, Suite 200, Knoxville, TN 37932 or fax at 855-298-8320.

Visits by Governmental Agency Representatives

It is Functional Pathways’ intent to comply with applicable laws and regulations. The procedures to be followed by staff in response to visits by governmental agency representatives are intended to reduce the prospect of improper or illegal conduct. In the event of a government investigation, each employee is expected to act in accordance with applicable laws and regulations and their responsibility is to act in the best interest of Functional Pathways.

Accordingly, Functional Pathways will release records when so required by law and will cooperate with lawful searches, but will protect confidential information, such as patient information and legally privileged information, to the extent authorized by law. Functional Pathways and its personnel will not attempt to obstruct an investigation or destroy, alter, or conceal documents or other evidence sought in an investigation.

REGULATORY INVESTIGATIONS

Any contact, whether by phone, fax, letter, personal visit or other method by a city, county, state, federal, or other government inspector or law enforcement agency must be immediately reported at once to either Sheila Capitosti, Vice-President of Clinical and Compliance Services, or Dan Knorr. All contacts and communications with local, state, federal, and other government agencies concerning or relating to any department, activity, or services provided by the Practice are to be initiated only by or with the approval of Dan Knorr or the Vice-President of Clinical and Compliance Services.

DEFINITIONS

Term	Is defined as...
Affidavit	In this context, an affidavit is a sworn statement detailing the probable cause for a search warrant. Probable cause consists of facts and circumstances making it more likely than not that evidence, contraband, or fruits of a crime are in the particular place to be searched.
Privileged information	Information that is protected from seizure and use in court, such as the attorney-client communication, protected health information, and proprietary or non-discoverable

	documents.
Request for records	A written document asking the facility to release records to a named entity
Search Warrant/Administrative Inspection Warrant	A governmental (court or agency) order authorizing the agency representative to search for and to seize documents or other evidence located in the particular place to be searched.
Subpoena	A court, grand jury, or agency order for Functional Pathways to produce records to a specific court, grand jury, or agency proceeding.

PROCEDURE

A. Written Requests or Subpoena

When a written request or demand for records and/or employee interviews related to a government investigation is received, it should be forwarded to the Vice-President of Clinical and Compliance Services immediately. The manager or employee receiving the request or subpoena must maintain a log of such documents, including time and date of receipt, the name of the requesting entity, documents or information requested, date forwarded to the Vice-President of Clinical and Compliance Services, date received back from the Vice-President of Clinical and Compliance Services, and date the request or subpoena was complied with or, if Functional Pathways did not comply, the date that the decision was communicated to the requester.

B. Unannounced Visits Without A Search Warrant

1. When a person arrives at Functional Pathways, any facility, your private residence or elsewhere and states that she/he is a government investigator, the person receiving the visitor must:
 - a. Ask the visitor to sign in, if the visit is to Functional Pathways or a facility.
 - b. Quietly request identification, name of agency and purpose of visit and inquire as to whom they would like to speak.
 - c. Take the investigator's business card to Dan Knorr or the Vice-President of Clinical and Compliance Services in order for them to call the agency, verify identification, and identify the appropriate person(s) to meet with the investigator. **Do not attempt to take a law enforcement agent's ID and make copies of their credentials!**
 - d. Ask them to be seated.

2. For visits from the Equal Employment Opportunity Commission (EEOC) or the Office of Federal Compliance and Contracts Program (OFCCP) inquiring about an employee personnel file:
 - a. Verify the badge number and identification along with personal identification.
 - b. Contact Human Resources, the custodian of personnel files, who will communicate with the investigator in order to make the file available.
3. The Vice-President of Clinical and Compliance Services or designee must:
 - a. Verify the information on the business card by placing a call to the agency.
 - b. The Vice-President of Clinical and Compliance Services or designee will review the investigator's identification, including name, agency, address, and telephone number and exchange business cards.
 - c. The Vice-President of Clinical and Compliance Services will notify the appropriate departments as indicated:
 - d. Legal counsel for advice, recommendation or response to the requesting authority; or Dan Knorr.

C. Records

1. If the investigator requests information that is confidential (e.g., patient records, employee records), refer to the appropriate privacy policies regarding the release of confidential information.
2. The Vice-President of Clinical and Compliance Services or designee remains present during the investigator's review of the records, if possible.
3. The Vice-President of Clinical and Compliance Services or designee makes duplicate copies of, and retains, in a separate file, all documents copied for the investigator.

D. Search Warrant: If a law enforcement officer or other government agent arrives with what he or she says is a "search warrant," the senior person present in the concerned department should take the following steps:

1. Ask to see the agent's identification. Record the agent's name, identification number, and agency.
2. Ask to see the "warrant" and any supporting documentation and ask to make a copy if the requester wants it back.
3. Notify Dan Knorr and the Vice-President of Clinical and Compliance Services.

4. Ask nonessential personnel to leave and secure the area to prevent entry by anyone other than counsel or other authorized personnel.
5. If the document appears to be something other than a search warrant, such as a request for records or a subpoena, ask the agent whether he or she can leave the request with you and explain that you will promptly handle the matter. If the agent states that it is a search warrant, ask him or her to wait until counsel arrives before proceeding. ***Note that this is strictly a request. Whether the agent will wait will depend on many circumstances.***
6. Immediately suspend any removal or relocation of any records.
7. If the agent does not have a search warrant, and asks for your consent to search, tell the agent that you have no authority to consent.
8. You do not have to answer questions, but it is your decision whether to do so or not. Do not tell facility employees not to answer questions because the agents may view such advice as constituting the crime of obstruction of justice. Rather, you should tell employees that they are not required by law to answer questions but whether and when to do so or not is their decision. You should also tell employees that they have the right to consult with legal counsel prior to deciding whether to submit to an interview. If they still ask you whether to answer questions, tell them that you cannot advise them one way or the other and remind them that they may consult with a lawyer to assist them in making this decision. Nor can corporate counsel give them advice, because he or she represents Functional Pathways, not individual employees. The employee should be advised that if he/she decides to answer questions, he/she should tell the truth.
9. If privileged information is on the premises and counsel has not arrived to handle it, advise the agents of the privileged nature of the information and ask the agents to segregate it from the other records and mark it as privileged. If the agent(s) refuse (s) to segregate the privileged information, then document the name, badge number, and other relevant information regarding the agent(s) who refused the request, and the day, time, and place of the request.
10. If more than one agent is conducting the search, assign trusted employees to request to accompany each agent to assist as appropriate and to monitor the search. Such employees can help prevent damage to records and computer equipment by unlocking cabinets, copying computer files, and the like. The employees should take extensive notes about the search such as:
 - a. When the search started.
 - b. Identity of the agent and of any personnel assisting the agent.

- c. What was searched, such as rooms, file cabinets, computers.
 - d. Order in which areas were searched.
 - e. Names and job titles of employees interviewed or attempted to be interviewed by agents during the search.
 - f. Questions or comments asked or made by the agents.
 - g. Any requests made to agents during the search and their responses, such as "Can you wait until I unlock the cabinet?"
 - h. Any actions or comments by the agents.
 - i. When the search ended.
11. If the agents refuse to allow the employees to accompany them, the refusal should be honored. Make sure that the agent who so refuses is identified by name and agency.
 12. Attempt to copy any documents the agents seek to remove from the premises, including backup disks of all computer files.
 13. Obtain a detailed receipt of all documents and other evidence seized.
 14. Ensure that the employees accompanying the agents have taken detailed notes. If not, instruct them to write down all that they remember about the information outlined in item 10 a - i above.
 15. Prepare an after-action report, including but not limited to, the information outlined in item 10 a - i above).
 16. Do not talk to the press.
 17. The Vice-President of Clinical and Compliance Services or designee maintains a file of the investigation.
 18. All employees are instructed not to discuss the investigation with anyone within or outside of the facility.

ENFORCEMENT:

All supervisors are responsible for enforcing this policy. Employees who violate this policy are subject to appropriate discipline, up to and including termination from employment. In addition, improper interference with a search may constitute the crime of obstruction of justice, a charge that could lead to arrest and prosecution.

OUTSIDE EMPLOYMENT

The Company requires full time employees to devote their full business day to the Company. All employees must avoid unauthorized commitments in order to ensure fulfillment of their duties.

Salaried employees must obtain written authorization from the company President before obtaining outside employment.

DRESS CODE

Employees are expected to dress in a manner which is appropriate to the duties and responsibilities of their position. Because the public forms many of its impressions about a Company from its contact with employees, it is important that the staff not only be courteous and efficient, but also enhance the public image through proper dress and personal grooming.

Each manager is responsible for communicating dress standards which are appropriate. Each facility should be consulted regarding their policies on dress code, and employees are expected to follow the guidance and regulations of the assigned facility. Name badges should be worn at all times. (Reference the Dress Code Policy for additional information).

TOBACCO USE

The use of tobacco products including, but not limited to cigarettes, cigars, pipes, and smokeless tobacco, is prohibited inside any of the Company's facilities, client facilities or vehicles. The use of tobacco products will be allowed in Company designated areas outside any facility. This relates to all work areas at all times, including before and after normal working hours. The Company will also comply with all state and local smoking laws. Employees must adhere to individual facilities smoking policies as well.

NAME BADGES

All employees are required to wear an approved name badge. The initial badge is free and will be issued to you by Functional Pathways or if the facility requires you to wear a facility name badge, the facility will issue it to you. Replacement pins will be at a cost to the employee.

SOLICITATION/DISTRIBUTION

Solicitation or distribution of materials by employees during work time or in working areas is not allowed. Soliciting includes but is not limited to requests for contributions or signatures, and the sale of consumer products. The only exception to this policy is for activities which may be sponsored by Functional Pathways or the customer's facility.

DISCIPLINARY ACTION

Below are examples of prohibited conduct which are not in accordance with the general work rules of Functional Pathways. You are subject to appropriate disciplinary action, up to and including termination, if you engage in any of these activities.

Functional Pathways reserves the right to determine in its sole discretion, whether an employee's conduct is in keeping with this handbook and general company policy. The following list is not all-inclusive but is meant as a guideline for acceptable conduct.

Functional Pathways generally adheres to a progressive discipline policy, including verbal warnings, written warnings, suspension, and termination. However, the company always reserves the right to discipline employees based on the severity of their conduct. This guideline is not intended to limit the Company's right to take whatever disciplinary action it deems necessary when prohibited conduct, which it considers contrary to its best interests or those of other employees, is brought to its attention. These guidelines are subject to change by the Company at any time.

1. Violation of the attendance policy
2. Arrests or convictions of a crime during employment.
3. Leaving the job during work hours without permission of supervisor.
4. Deliberate neglect or destruction of the Company's or a customer's property, tools, uniforms, machines or equipment; or property of fellow employees in any manner.
5. Willful falsification of company records including, but not limited to, applications for employment or other data requested by Functional Pathways, doctor's notes, medical records, therapy notes, and time and expense records.
6. Failure to adhere to safety responsibilities, practices and policies.
7. Theft of company property or property of other employees or other dishonesty.
8. Immoral conduct or indecency on company property or job site.
9. Smoking in areas that have been designated as non-smoking by the Company or the customer facility.
10. Possession of ammunition, firearms, weapons or explosives on Company property or any Company job site.
11. Violation of the Company's substance abuse or drug screening policies.
12. Inability to get along with coworkers.
13. Use of abusive or threatening language.
14. Poor performance or productivity or inability to meet standards of performance or productivity.
15. Engaging in conduct that violates Functional Pathways' Equal Employment Opportunity or harassment policies.
16. Non-compliance with the company dress code.
17. HIPAA violation or other breach of company or patient confidentiality.
18. Failure to report an incident or accident in which a patient reports being injured or harmed in any way.
19. Failure to cooperate with any investigation performed by an authorized representative of Functional Pathways.
20. Refusal to cooperate with any search conducted under one of the terms of this Employee Handbook by an authorized representative.
21. Violation of any provision in the Employee Handbook relating to electronic or computer equipment.

22. Violation of the Confidentiality Provision as set forth herein.
23. Violation of any provision in the Employee Handbook relating to Functional Pathways' Corporate Compliance Policy.
24. Violation of any policy in this employee handbook, or engaging in any other conduct determined by the Company to violate its standards of conduct or performance.
25. Failure to report any allegations of resident abuse, neglect or misappropriation of property immediately to supervisor

SUBSTANCE ABUSE

Drugs and alcohol can impair performance, judgment, quality of care and the safety of coworkers. Therefore, it is not permissible for any employee to:

Be involved with the purchase, sale, possession or use of a controlled (without a prescription) drug; abuse a prescription drug; consume alcohol or illegally use drugs on Company premises or facility premises; Report to work under the influence of drugs or alcohol.

Off-duty use of substances which interferes with employee's ability to perform assigned duties or reflects negatively on the integrity of the employee or the Company is prohibited.

Violation of this policy will result in disciplinary action up to and including termination.

Employees who are arrested during employment, must immediately notify their manager and the VP of Human Resources for investigation. Failure to do so may result in immediately termination.

DRUG SCREENING

At some facilities, drug screening is a pre-employment condition. If Functional Pathways has a contract with a facility that requires pre-employment drug screening, all employees offered positions for those facilities will have to submit to drug screening. Applicants or employees who refuse to consent to such screenings when requested by the Company are subject to dismissal.

The Company reserves the right to test any and all employees for drug or alcohol abuse upon reasonable suspicion of such abuse which could affect an employee's job performance. Refusal by an employee to comply with such testing will result in disciplinary action up to and including dismissal.

If drugs are present the employee may be terminated and eligibility for workers compensation, medical and other benefits may be forfeited.

FINGER PRINTS

At some facilities, finger printing is a pre-employment/employment condition. If Functional Pathways has a contract with a facility that requires finger prints, all employees offered positions for those facilities will have to submit to finger printing. Applicants or employees who refuse to consent to such screenings when requested by the Company are subject to dismissal.

Based on the findings related to the finger printing, employment may be

terminated and eligibility for workers compensation, medical and other benefits may be forfeited.

SEARCH

Access to Functional Pathways and its client's premises is conditioned upon its right to inspect or search the person, vehicle, or personal effects of any employee or visitor. This may include any employee's office, desk, file cabinet, closet, locker, or similar place. From time to time, and without prior announcement, inspections or searches may be made of anyone entering, leaving, or on the premises or property of the Company or its clients (including alcohol and/or drug screens or other testing). Refusal to cooperate in such an inspection or search (including alcohol and/or drug screens) is grounds for termination.

PERSONAL USE OF COMPANY PROPERTY

Care and consideration should be maintained in the use of Company property. Personal telephone calls must be limited to those absolutely necessary and permitted with your supervisor's approval. Employee is responsible for any charges incurred for approved long distance calls. Any unapproved long distance calls may result in disciplinary action. Use of the company's or client's facilities for sending or receiving personal mail is not permitted. Employees are forbidden to remove equipment and supplies belonging to the Company or the client's facilities. The personal use of Company equipment such as photocopying machines or other items is prohibited. Equipment is not to be operated by unqualified personnel.

LAYOFF

As an employee of Functional Pathways, please remember you are employed by the Company, not by an individual facility. This means your facility assignments can change if warranted or necessary.

A contract with a facility may expire or the Company may cancel or lose a contract with a facility. If a contract termination occurs, efforts will be made to place you in another facility if possible. However, continued employment is not guaranteed.

If a position in another facility is not available or if the commute to another facility is not practical, a lay off will occur.

Employees whose positions are eliminated or lost due to contract termination will not have specific recall rights, but will be eligible to apply for future employment by submitting an application to the Company.

After notification of impending lay off, PTO cannot be used.

INDEBTEDNESS

The Company will not become involved with personal financial obligations of employees. The Company will not be involved in arrangements made between employees and creditors. No provision will be made for payroll deductions for this purpose except for garnishment of wages as required by law or by other court order.

NON-FRATERNIZATION

While the Company encourages amicable relationships between members of management and their subordinates, it also recognizes that involvement in a romantic relationship with a subordinate may compromise or create a perception that compromises a manager's ability to perform his or her job. Any involvement of a romantic or inappropriate nature between a manager and anyone he or she supervises, either directly or indirectly, is prohibited. Violation of this policy may lead to corrective action up to and including termination of the management individual involved in the relationship.

CLINICIAN/PATIENT RELATIONSHIPS

The Company requires that an appropriate professional relationship be maintained between clinician employees and their patients. The development of a romantic or inappropriate relationship between a clinician and their patient can compromise or create a perception that compromises the clinician/patient relationship and/or the relationship between the Company and its client facility. Therefore, romantic or inappropriate relationships between clinicians and their patients are prohibited during the existence of the clinician/patient relationship. Violation of this policy may lead to corrective action up to and including termination of the clinician involved in the relationship.

SEXUAL AND OTHER DISCRIMINATORY HARASSMENT

Harassment of any type, whether sexual, racial, religious, based on national origin, or any other kind, is absolutely not tolerated at the Company.

It is the policy of the Company that all its employees have a right to work in an environment free from discriminatory harassment based on sex, gender, race, age, national origin, religion, disability, genetic information, veteran status, military affiliation or obligation, or any other protected discriminatory factor. The Company prohibits any form of harassment of its employees by other employees and will take immediate and appropriate action to prevent and to correct behavior that violates this policy. The Company also strives to protect its employees from any form of harassment by third parties, including customers and vendors.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (i) the submission to such conduct is either explicitly or impliedly made a term or condition of one's employment; (ii) submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an

environment.

While sexual harassment usually involves members of the opposite sex, it also includes “same sex harassment” (i.e., males harassing males and females harassing females *because* of the recipient’s sex). All employees and managers alike will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with our work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

- | | |
|-------------------|--|
| Verbal | Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats. |
| Non-Verbal | Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures. |
| Physical | Unwanted physical conduct, including touching, pinching, brushing the body, coerced sexual intercourse, assault. |

Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the workplace. Whatever form it takes, verbal, non-verbal or physical, sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace. Sexual harassment by an employee, manager, supervisor, or third party non-employee will not be tolerated by the Company.

All employees, managers and non-supervisors, will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy against harassment. Based on the seriousness of the offense, disciplinary action may include, but would not be limited to, verbal or written reprimand, suspension, demotion, or dismissal.

Other Workplace Harassment

The Company also has a strong policy against harassment on the basis of race, color, age, religion, national origin, disability, veteran status, military affiliation or obligation, or genetic information.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, national origin, age, disability, veteran status, military affiliation or obligation, or genetic information or that of his or her relatives, friends, or associates, and that environment;

(1) has the purpose or effect of unreasonably interfering with an individual’s work

- performance; or
(2) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

- (1) epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, national origin, age, disability, veteran status, military affiliation or obligation, or genetic information; and
- (2) written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, age, disability, veteran status, military affiliation or obligation, or genetic information and that is placed on walls, bulletin boards or elsewhere on The Company's premises or circulated in the workplace.

All employees should avoid any action or conduct that might be viewed as workplace harassment. Approval of, participation in or acquiescence in conduct constituting workplace harassment will be considered a violation of this policy.

If the Company determines that workplace harassment has occurred on the basis of race, color, religion, national origin, age, disability, veteran status, military affiliation or obligation, or genetic information, prompt corrective action will be taken. Depending upon the circumstances, this corrective action may include, but would not be limited to, verbal or written warning, suspension, demotion or dismissal.

COMPLAINT PROCEDURE

Employees have the responsibility to bring any form of unwelcome harassment to the *immediate* attention of The Company. Any employee who has a complaint of harassment should report the alleged act immediately to the VP of Human Resources at the corporate office (888) 531-2204 or the Compliance Director at the corporate office (888) 531-2204. Although employees are free to address inappropriate conduct with the offending person, an employee does not have to complain first to the offending person.

All complaints will be handled in a timely manner. A thorough and independent investigation will be conducted in a sensitive manner based on the employee's statement of what has occurred. Information related to the investigation will be shared within management on a "need to know" basis. The Company will retain documentation of all allegations and investigations in separate files and will take appropriate corrective action to remedy all violations of this policy. The purpose of this provision is to protect the confidentiality of the employee who complains to the extent possible, to encourage the reporting of any incidents of harassment and to protect the reputation of any employee wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All employees have a duty to cooperate with any investigation of a harassment complaint. Employees will be given an impartial and fair investigation. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for making a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken.

Retaliation against any complaining employee, any witness, or anyone involved in a complaint is strictly prohibited. The Company will follow up any complaint or investigation as appropriate to ensure that no retaliation occurs. Employees should *immediately* report any retaliation to any of the Company officials listed above, at the option of the employee. The Company will not tolerate retaliation and will take prompt and immediate steps to eliminate retaliation.

The Company recognizes that the question of whether a particular action or incident produces a discriminatory employment effect requires a factual determination based on all facts in the matter. Given the nature of this type of discrimination, the Company also recognizes that false accusations of harassment can have serious effects on innocent individuals. We trust that all employees of the Company will continue to act responsibly to establish and maintain a pleasant working environment, free from discrimination, for all.

The Company *encourages* any employee to raise questions he or she may have regarding harassment with the Compliance Director or the VP of Human Resources.

RISK MANAGEMENT

Universal precautions are required to be used throughout all facilities where patient contact occurs. Any potential incident or accident involving a patient should be reported immediately to your supervisor.

In addition, any employee who may have contact with blood and body fluids or other potentially infectious materials should receive a Hepatitis B Vaccine.

TB TESTING

Following a conditional offer of employment some facilities may require a TB test prior to hire (and annually/bi-annually thereafter). Applicants or employees who refuse to consent to such exam or inquiries when requested by the Company will not be hired or are subject to dismissal.

Any type of medical record and inquiries will be maintained on separate forms and in separate files as confidential medical records.

CPR

For patient safety, Functional Pathways recommends that all employees working in a clinical position to have their CPR certification. CPR is a job requirement in some individual facilities.

CORPORATE COMPLIANCE

Functional Pathways has adopted a policy of corporate compliance and responsibility and will require its directors, officers, employees, agents and contractors to comply with the Corporate Compliance Program.

HIPAA

Functional Pathways will comply with the Health Insurance Portability and Accountability Act of 1996. Since nursing home facilities vary in the way the procedures to comply with HIPAA, all employees in nursing home facilities must attend the facilities training on their specific HIPAA policies and procedures. All employees are required to abide by those policies and procedures as set forth by the facility. All employees are to read Functional Pathways' HIPAA manual and sign the signature form.

RESIGNATION

When an employee decides to resign their position with Functional Pathways for any reason, the employee is encouraged to discuss the situation with their immediate supervisor or the HR Department. Employees should call the HR Department to discuss resignation.

Employees are encouraged to provide appropriate advance written notice of resignations, including the reason for resignation and the employee's last date of work availability.

Appropriate advance notice is:

Executive Member	6 weeks
RVP-	6 weeks
RM-	6 weeks
Salaried Employees	4 weeks
Non-Salaried Employees	4 weeks

Employees wishing to terminate their services with the company are requested to submit a written letter of resignation to include last day of work. A notice is required in order to ensure adequate staffing is in place. In an instance that less notice can be accepted, written authorization of approval must come from direct supervisor.

Employees who resign within the 90-day introductory period, who do not provide the requested notice, or who fail to work out their notice period, or who are discharged, will

forfeit all current PTO benefits and will not be compensated for unused PTO. In lieu of notice of resignation or after notice is provided to the Company, PTO may not be used.

Employees will be paid out their PTO balance at 50% the value when leaving the company in good standing, including in the event of a facility closure, (when applicable and in accordance with Functional Pathway policy and all applicable laws and regulations).

Any money owed to the Company may be withheld from the last pay check-

INTERNET/EMAIL

Access to the Internet has been provided to certain employees for the benefit of the Company and its customers. Every employee has a responsibility to maintain and enhance the Company's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and to protect the Company's public image, the following guidelines have been established for using the Internet.

Acceptable Uses of the Internet

Employees accessing the Internet are representing the Company. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official Company business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of non-work-related individual views. Solicitation of non-company business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the Company's network or the networks of others. Use of the Internet must not interfere with your productivity.

Communications

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing, obscene messages or images are prohibited. Employees are prohibited from discussing information regarding patients or families at which Functional Pathways provides therapy services over the internet. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted. Employees who wish to express personal opinions on the Internet should obtain their own user names on other Internet systems.

Copyright Issues

Copyrighted materials belonging to entities other than the Company may not be transmitted

on the Internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to others unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by the Company or legal action by the copyright owner.

Downloading Software

Employees are prohibited from downloading software from the Internet without prior written approval of the IT Department or his/her designate. Downloading of games from the Internet is prohibited. Downloading of any executable files or programs which change the configuration of your system by anyone other than Information Systems personnel is prohibited. The employee-user should take extreme caution when downloading software or files from the Internet. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into the Company's network.

If the employee-user finds that any damage occurred as a result of downloading software or files, the incident should be reported immediately to the Network Administrator, the Chief Financial Officer President or VP of Human Resources.

Security

All messages created, sent or retrieved over the Internet are the property of the Company, and should be considered Company property. The Company reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Employees should not use the Company's computers or Internet service for personal, non-work-related matters. Employees should assume that all messages will be accessed and reviewed by the Company and the Company disclaims any obligation to maintain the confidentiality or privacy of personal messages.

Harassment

Any use of the Company's electronic resources, including internet access and e-mail, which violates the Company's policy against sexual and other discriminatory harassment is prohibited.

Violations

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary the Company will advise appropriate legal officials of any illegal activity.

E-Mail Policy

The Company maintains an electronic mail ("email") system. This system is provided by the Company to assist in the conduct of business by the Company. The email system hardware is Company property. Additionally, all messages composed, sent, or received on the email

system are and remain the property of the Company and are not the private property of any employee. The use of the email system is reserved solely for the conduct of company business and may not be used for personal business. The email system may not be used to solicit or advocate for commercial ventures, personal or political causes, outside organizations, or other non-job-related solicitations.

The email system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications,

racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability, or any statement which violates the Company's policy against sexual and other discriminatory harassment.

The email system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

The Company reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the email system for any purpose. The contents of email may be disclosed within the Company without the permission of the employee. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the Company. No passwords or pass codes may be used that are unknown to the Company.

Notwithstanding the Company's right to retrieve and read any email messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. The exception to this policy is that all e-mail messages will be automatically transmitted to the e-mail addresses of the company President and the VP of HR. Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission.

Any employee who discovers a violation of this policy shall notify the Chief Financial Officer, the President, the IT Director or the VP of Human Resources.

RESIDENT RELEASE FOR MEDICAL AND THERAPUTIC USE OF RESIDENT'S IMAGE/VOICE

- If medical photographs will enhance the medical record or medical teaching materials, signed consent must be obtained **before** making the photographs. Verbal consent is never sufficient.

- The patient, or their legal representative if the patient is not capable of understanding and signing, must provide written consent to allow medical photographs to be made of them.
- Once written consent has been received, the form must be faxed to the Functional Pathways Compliance Assistant @ (855) 714-3223 or scanned and emailed to tarden@fp rehab.com, so that it can be kept on file. The original document should be placed on the medical record.
- This consent can be revoked by the patient or their legal representative at any time.

PROBLEM SOLVING

If you have a problem or concern regarding your job, company policies, disciplinary action, or other issues related to your employment, you should discuss it with your immediate supervisor as soon as possible. Should you not wish to discuss the problem with your supervisor, you should direct your concern to the VP of Human Resources. You may also submit a statement of concern to the corporate office.

If you are not satisfied by the resolution given by your supervisor or the personnel department, you may address your concerns with corporate management.

It is the company's policy to attempt to resolve matters in the manner described above. However, such policy in no way prevents or limits the Company from exercising its rights to immediately terminate an employee pursuant to the Company's policy of employment at will.

HANDBOOK ACKNOWLEDGMENT STATEMENT

I have received a copy of the Functional Pathways Employees Handbook and understand that it is my responsibility to read and understand Company policies, procedures and rules including those outlined in this handbook. I understand that the Company's policies and procedures are subject to change without notice. Violation of any of these policies may result in disciplinary action up to and including dismissal.

I acknowledge and understand that nothing in this handbook is to be construed as a contract between the Company and me, either expressed or implied. Unless I have a written

employment contract with Functional Pathways, signed by the President of the Company, I am an at will employee. This means either I or the Company may terminate our employment relationship at any time, with or without cause, and with or without notice.

I understand that nothing contained in this handbook is intended to violate or restrict any rights of employees guaranteed by state or federal laws. I also understand I am responsible for complying with all policies, procedures and rules of the Company and if at any time I have questions regarding a policy, procedure or rule I will contact my immediate supervisor or the administrative office.

As an employee of Functional Pathways, I recognize and understand that the Company's electronic communication systems (email, internet and voicemail) are to be used for conducting the Company's business. Further, I agree not to use a password that has not been disclosed to the Company. I agree not to access a file or retrieve any stored communication other than where authorized unless there has been prior clearance by an authorized Company representative.

I know that Functional Pathways has a strict policy regarding sexual and other workplace harassment and that I have a duty to immediately report any problems to any one of the following individuals: VP of Human Resources or Compliance Director.

I am aware that the Company reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the Company's electronic communication systems at any time, with or without employee notice, and that such access may occur during or after working hours. I am aware that use of a Company-provided password or code does not restrict the Company's right to access electronic communications and that I should not and do not have an expectation of or claim to privacy as to personal communications that may occur.

Name of Employee (please print)

Employee Signature

_____-_____-_____
Social Security Number

_____/_____/_____
Date

Exhibit A

Notice to Employees of Rights Under FMLA (WH Publication 1420) EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who

has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

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 may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment to as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is

not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the 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. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- 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.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may

bring a private lawsuit against an employer.

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.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Employment Standards Administration | Wage and Hour
Division