

All for Kids Home Health



Employee Handbook For Field Staff

4155 E. Jewell Avenue, Suite 900 | Denver, CO 80222

Phone: 720-456-8054 | Fax: 303-733-7696

Website: <https://www.allforkidshealth.com>

Table of Contents

Topic	Page#
IMPORTANT NOTICE	4
WELCOME (mission/values/commitment)	5
EMPLOYMENT	6
EEO/ Unlawful Harassment	6
Equal Pay for Equal Work Act	6
ADA and Religious Accommodations	6
Pregnancy Accommodations	6
Workplace Accommodations for Nursing Mothers	7
Unlawful Harassment	8
Sexual Harassment	8
Complaint Procedure	9
Employee Classifications	9
EMPLOYEE BENEFITS	11
Health Insurance	11
Life Insurance	11
401(K)	11
Statutory Benefits (Social Security/ Worker's Comp/ Unemployment)	12
Holidays	12
Bereavement Pay	12
PTO & Healthy Families and Workplaces Act	13
PAY	15
Hours of Work	15
Time Reporting	15
Paydays	15
Overtime	15
Meal and Rest Breaks	16
EMPLOYMENT POLICIES	17
Anti-Violence	17
Attendance and Punctuality	17
Communication Systems	18

Topic	Page#
Complaint Resolution/Problem Solving	19
Conflict of Interest	20
Corporate Compliance	20
Discipline and Termination	21
Dress Code	21
Ethics – Standards of Conduct	22
Onboarding and Orientation	23
Personal Transportation	24
Personnel Records	24
Professional Boundaries	24
References	24
Safety – Reporting Injuries/Worker's Compensation	25
Smoking	25
Solicitation	25
Separation of Employment	25
LEAVES OF ABSENCE	27
Domestic Abuse Leave	27
FMLA (Family Medical Leave)	27
Military Leave	30
Colorado Paid Family & Medical Leave (FAMLI)	30
Colorado Family Care Act	32
Jury Duty	32
Request for Time Off	32
Personal Leave of Absence	33
EMERGENCY/DISASTER PREPAREDNESS	34
DIRECTORY	39

IMPORTANT NOTICE

IMPORTANT INFORMATION ABOUT THE EMPLOYEE HANDBOOK

This handbook (and any applicable state supplement) is designed to acquaint employees with the Company and provide some information about working here. The handbook is not all inclusive but is intended to provide employees with a summary of some of the Company's guidelines and our expectations regarding your conduct. This edition supersedes and replaces all previously issued editions and any inconsistent verbal or written policy statements issued prior to this handbook.

Employment with All for Kids Home Health is at-will. Employees have the right to end their work relationship with the Company, with or without advance notice, for any reason. The Company has the same right. The language used in this handbook, any benefit plan, and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied; nor are they a guarantee of employment for a specific duration. No representative of All for Kids Home Health, other than the owner (or her authorized representative), has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the owner (or her authorized representative) and the employee.

No employee handbook can anticipate every circumstance or question. After reading the handbook, employees who have questions should talk with their immediate supervisor or the human resources department. In addition, the need may arise to revise, delete, or add to the provisions in this handbook (and any applicable state supplement). Except for the at-will nature of the employment, the Company reserves the right to make such changes with or without prior





The Company Philosophy

At All for Kids Home Health, your family is part of our family. We utilize a family-kid-centered approach and partner with the families in their child's health care. In working together, our patients and families experience firsthand our team's shared commitment to compassion, excellence, and reliability — **the core values of All for Kids!**

Our Mission

Our mission is to help disabled, medically fragile, and special needs children and their families to live healthy, enriched, and joyful lives.

We use the following principles to guide our care and services:

- Family-oriented emphasis
- Holistic services to address medical, financial, and social needs
- Caring, personal attention

Our Commitment

AFK is committed to the development of an excellent clinical staff for the provision of home care services to AFK patients. These services are delivered, without exception, in strict compliance with our Company's mission.

EMPLOYMENT

Equal Employment Opportunity and Unlawful Harassment

All for Kids Home Health is dedicated to the principles of equal employment opportunity. We prohibit discrimination against applicants or employees on the basis of age 40 and over, race, gender, color, religion, national origin, disability, sexual orientation, military status, genetic information, or any other status protected by applicable state or local law.



Equal Pay for Equal Work Act

Employees are protected against gender-based pay discrimination for work requiring similar skill, effort, and responsibility. The law permits pay differences arising from seniority systems, merit systems, systems that measure earnings by quantity or quality of production, the geographic location where the work is performed, differences in education, training, or experience reasonably related to the work, and travel that is a regular and necessary condition of the job.

All for Kids Home Health will announce, post, or make known opportunities for promotion to all current employees on the same calendar day. Job postings will include a disclosure of wage ranges and a general description of all benefits and other compensations offered.

ADA and Religious Accommodations

All for Kids Home Health will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship to All for Kids Home Health or cause a direct threat to health or safety. If an employee requests an accommodation, All for Kids Home Health will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her or his position. Employees needing such accommodations are instructed to contact their Supervisor or the Director immediately.



Pregnancy Accommodation



Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, All for Kids Home Health will engage in a timely, good-faith, and interactive process with the employee to determine

whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on All for Kids Home Health's business operations.

All for Kids Home Health may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Owner or Director.

All for Kids Home Health will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

Workplace Accommodation for Nursing Mothers



A private space will be provided, and reasonable time will be permitted, for nursing mothers to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, human resources and the employee will agree upon a schedule which might include the employee using unpaid leave (if non-exempt), annual leave/vacation time, arriving at work earlier, or leaving later. In the event unpaid leave is used, the employee will be relieved of all work-related duties during any unpaid break. Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from co-workers and the public. All for Kids Home Health will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Employees may store expressed breast milk in designated company refrigerators. The employee must clearly label each container with her name and the date the milk was collected. Unlabeled containers, and containers left for more than three days, may be disposed of without warning. Alternatively, mothers may bring in their own small refrigerator or cooler for the temporary storage of breast milk.

Nursing mothers are responsible for using anti-microbial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, and milk storage areas.

All for Kids Home Health reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would cause undue hardship to the Company.

All for Kids Home Health will not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Unlawful Harassment

All for Kids Home Health strives to maintain a work environment free of unlawful harassment.

In doing so, All for Kids Home Health prohibits unlawful harassment because of age 40 and over, race, gender, color, religion, national origin, disability, sexual orientation, military status, genetic information, or any other status protected by applicable state or local law.



Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or "jokes."
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, All for Kids Home Health believes it warrants separate emphasis.



All for Kids Home Health strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.

- Verbal form, such as comments, “jokes,” foul or obscene language of a sexual nature, gossiping or questions about another’s sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another’s body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. All for Kids Home Health requires employees to make a timely complaint to enable the Company to investigate and correct any behavior that may be in violation of this policy.



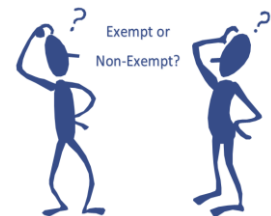
Report the incident to the departmental Manager or the Administrator who will investigate the matter. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Owner.

All for Kids Home Health prohibits retaliation against an employee for filing a good-faith complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a good-faith complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If All for Kids Home Health determines that an employee’s behavior is in violation of this policy, disciplinary action may be taken, up to and including termination of employment.

Employee Classifications

Employees of All for Kids Home Health are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of certain benefits. The following classifications are used throughout this Handbook.



Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.

Nonexempt Employees

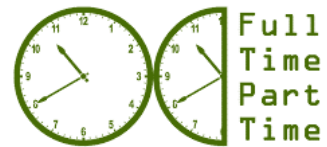
Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Nonexempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of: (1) forty hours per workweek; (2) twelve hours per workday, or (3) twelve consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages.

Full-Time Employees

Full-time employees are those who are normally scheduled to work a minimum of 30 hours per week or more.

Part-Time Employees

Part-time employees are those who are normally scheduled to work fewer than 30 hours per week.

**Temporary Employees**

Temporary employees are those who are employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce, to perform seasonal work, or to assist in the completion of a specific project. These temporary employment assignments are of limited duration. Temporary employees are not eligible for employee benefits, including PTO, and may be classified as exempt or nonexempt on the basis of job duties and compensation.

EMPLOYMENT BENEFITS

Employment benefits vary according to the type of employment, position, and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements. Benefits outlined in the Handbook may be modified or discontinued from time to time at All for Kids Home Health's sole discretion.

Health Insurance



Eligible employees may elect to participate in All for Kids Home Health's health plan(s) or may choose to decline them. The employee has five (5) days from the time eligibility is determined to submit insurance paperwork. Insurance becomes effective on the first day of the month after the employee meets eligibility criteria. All for Kids

Home Health presently pays a generous portion of the individual health insurance premium for all eligible employees and requires the employee to pay the remaining portion of the insurance premium. Information about All for Kids Home Health's health plan(s) will be provided to the employee at the time of employment. Additional questions should be directed to the Human Resource department. Benefits or premium contributions may change at the Company's discretion. If there is a conflict between language in the employee handbook and the official plan document (such as group health insurance policy), the official plan document governs. In general, eligibility is determined in the following way:

Full-Time Employees

Full-time employees who work 30 hours or more per week are eligible for individual health, dental and vision insurance benefits.

Part- Time Employees

Part-time employees (working less than 30 hours per week) are not eligible for health, dental or vision benefits.

Life Insurance

All Employees who work 30 hours per week or more are eligible for Accidental Death and Dismemberment Insurance (AD&D). All for Kids Home Health pays the entire premium of life insurance and there is no cost to the employee.



401(K) Retirement Plan



All for Kids Home Health provides a 401(K)retirement program for eligible full-time and part-time employees who are 21 years of age or older. All for Kids Home Health automatically contributes to the employee's retirement plan at 2% beginning thirty (30) days after their hire date, unless the employee directly indicates that they decline it. Employer percentage contributions to the retirement program are reviewed and determined annually by the Administrator. Information about the retirement plan will be provided to the employee at the time of employment by Human Resources. Benefits or matching contributions may change at the All for Kids Home Health's discretion. If there is a conflict between language in the employee handbook and the official plan document, such as a 401(K) policy, the official plan document governs.

Statutory Benefits

Social Security

Each pay period a portion of your salary along with a matching amount provided by All for Kids Home Health is set aside for Social Security benefits. This program is intended to provide you and your family with security for retirement benefits, disability payments, financial assistance for dependents or disabled persons, lump sum death payments, Medicare, and survivor's benefits. Specific information about personal or family situations is available through your local office of the Social Security Administration.



Workers' Compensation

All for Kids Home Health carries insurance in accordance with applicable state law to cover the cost of a work-related injury or illness. Benefits help pay for your medical treatment and may include the replacement of certain wages while you are unable to work. Detailed information is given to you if you are injured on the job or suffer an occupational illness.

Unemployment Insurance

All for Kids Home Health contributes a percentage of employee's wages to the state to provide unemployment benefits if an employee becomes unemployed through no fault of their own. Eligibility for benefits is an individual determination made by the appropriate state agency.



Holidays

All for Kids Home Health observes certain holidays. Employees who work on observed holidays will be compensated at time and a half pay. The following 6 holidays are currently observed by the Company:

Holiday	Date Observed
New Year's Day	January 1 st
Memorial Day	Last Monday in May
Independence Day	July 4 th

Holiday	Date Observed
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

Any employee that observes a religious holiday not included in the holiday schedule may take the day off as a personal non-paid day. The employee must follow All for Kids Home Health guidelines for requesting time off.

Holiday pay is not considered time worked in the computation of overtime.

Bereavement Pay

Employees shall be entitled to bereavement leave with pay at the discretion of the Administrator of up to five (5) days in the event of a death in the employee's immediate family (spouse/life partner, child, or parent); up to three (3) days of paid leave for sister or brother, father-in-law, or mother-in-law, grandparents, or grandchildren. If an employee wishes to take time off due to the death of an



immediate family member, the employee should notify the Director or designee as soon as possible. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may use available paid leave for additional time off as necessary and in accordance with operating needs.

Personal Time Off and Healthy Families and Workplaces Act



All for Kids appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. All for Kids encourages employees to get this rest by using their paid time off (PTO). Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

Employees accrue PTO/Sick Pay at the rate of 1 hour earned for 30 hours worked, up to a maximum of 48 hours as required by Colorado's Healthy Families and Workplaces Act (HFWA).

The HFWA allows employees to use their PTO/Sick Pay as sick time for the following reasons:

- The employee or employee's family member:
 - Has a mental or physical illness, injury, or health condition that prevents the employee from working
 - Needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition
 - Needs to obtain preventative medical care
- The employee needs to care for a family member who:
 - has a mental or physical illness, injury, or health condition
 - needs to obtain a medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition
 - needs to obtain preventative medical care
- The employee or the employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to:
 - Seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment
 - Obtain services from a victim services organization
 - Obtain mental health or other counseling
 - Seek relocation due to the domestic abuse, sexual assault, or harassment
 - Seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault or harassment

Employees may also use PTO/Sick Pay for vacation or other personal pursuits, but you are hereby advised that additional paid sick time will not be provided for any reason where an employee has already used all of their available PTO/Sick Pay (subject to exceptions when a public health emergency is declared).

Accrued PTO/Sick Pay is intended to be taken during the year it is earned. Employees may roll over a maximum of 48 hours of unused PTO/Sick Pay to the next year.

If employees will be out of work due to illness or any other emergency for which notice could not be provided, they must call in and notify their supervisor as early as possible, but at least by the start of their workday. If they call in sick for four (4) or more consecutive days, the employee will be required to provide their supervisor with documentation of their need for sick time on the day they return to work.

For non-emergency situations, if employees wish to use PTO/Sick Pay, they must submit a request using the ADP portal (workforcenow.adp.com) and are required to submit their request at least two (2) weeks in advance of the requested time off. Every effort will be made to grant requests for PTO/Sick Pay, consistent with operating schedules. However, if too many people request the same period of time off, the Company reserves the right to choose who may take time off during that period. Individuals with the longest length of service generally will be given preference.

PTO/Sick Pay may be used in one-hour increments.

Unused PTO/Sick Pay at the Time of Separation

Employees will be permitted to cash out unused PTO/Sick Pay only when the employee provides 2 weeks or more notice to All for Kids Home Health prior to separation. Unused PTO/Sick Pay is not paid to employees that have been terminated by the employer.

If an employee leaves All for Kids and is subsequently rehired within six months, the rehired employee's unused PTO/Sick Pay hours will be reinstated to a maximum of 48 hours minus previously used sick time as of the date of separation.

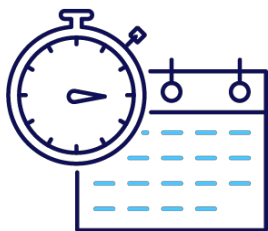
PAY

Hours of Work

AFK defines the work week as beginning on Sunday and ending on Saturday. The workday is determined by the patient to whom the employee is assigned and in consideration of the preferences of AFK employees. Employees are paid only for the hours that are worked.



Time Reporting



The AFK online charting system is the mechanism used by the Company to determine the pay that an employee will receive. Employees are scheduled to be paid bi-weekly for the previous 2 weeks of work. Employees will complete the AFK Care Note/Timesheet online daily at the time that each care plan service is rendered. Once the timesheet is signed, it is submitted electronically through the system. Failure to complete timely Care Note/Timesheets may result in disciplinary action or no pay.

Paydays

All employees are paid bi-weekly on Fridays. The Company offers direct deposit of paychecks. Anyone declining direct deposit will have their paycheck mailed to their home address every other Friday. On each payday, statements showing gross pay, deductions, and net pay will be available electronically through the ADP secure portal (<https://workforcenow.adp.com/public/index.htm>). The employee will receive an email from ADP at the time of hire with their individual login credentials. If an employee is unable to retrieve electronic pay statements, the employee should let the office manager know immediately.



Overtime



Nonexempt employees are paid at the rate of one and one-half (1 ½) times their regular rate for hours worked in excess of 40 during the established work week, or in excess of 12 hours in a day. The established work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

For purposed of calculating overtime payments, only hours worked are counted. Consequently, hours paid but not worked, e.g., vacation, are not counted.

Meal and Rest Breaks

Nonexempt employees who work five or more consecutive hours will be provided at least one unpaid 30-minute meal break. During the break, employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation.



Nonexempt employees will also be permitted a 10-minute rest break for every four consecutive hours of work. Breaks should be scheduled in the middle of the work period insofar as practicable and must be paid.

When required by the patient, an employee may be MANDATED to take various unpaid breaks during their shift. An AFK manager will make you aware of these ad-hoc requests. Please keep AFK apprised of any scheduling requests by the patient.

Employees must comply with all applicable timekeeping requirements, including recording the beginning and end time of their meal breaks. Employees who are unable to take a meal or rest breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify the Director or Administrator.

EMPLOYMENT POLICIES

Anti-Violence & Weapons Policy

Employees must not engage in intimidation, threats, or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage, bullying, or any other act, which, in the Company's opinion, is inappropriate to the workplace. In addition, comments about violent events and/or behavior are not tolerated.

The Company prohibits the possession or use of weapons on Company property by visitors and clients, regardless of whether they are licensed to carry a concealed weapon. Any employee who intends to carry a firearm while visiting or working at the Company's main office is required to get permission from the Owner prior to doing so.

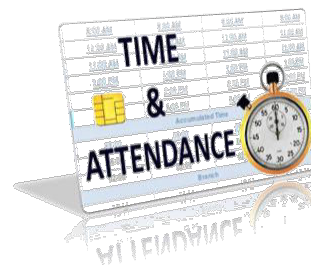
Searches

When on Company property, AFK reserves the right to conduct at any time, without notice, searches and inspections of employees, employees' personal effects, or employer-provided material. This may include, but is not limited to lunchboxes, thermoses, personal bags, desks, personal computer files, cabinets, file drawers, packages, or vehicles. Your supervisor may specify a storage location for personal belongings.

Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives. Any employee who refuses to submit to a search will be subject to disciplinary action up to and including termination.

Attendance & Punctuality

Good attendance is essential to the effective operation of our Company. You are an integral part of the Company and your patients and other people depend on you. Employee absences negatively impact patient care. Absences that are excessive in the judgment of the Company will not be tolerated.



You are expected to take care of personal affairs and obligations at a time other than during working hours. However, if it is necessary to be off for personal convenience, prior approval must be received from your departmental manager. In reviewing that request, the manager will take into consideration the operating needs of the Company.

If it is necessary for employees to be absent from work due to illness, injury, or emergency situation, they must notify the Company as soon as possible. Employees should personally contact their immediate supervisor, or if unavailable, the department manager, or the Owner or Administrator. Employees should notify the Company of the specific reason for their absence and expected return date.

Failure to call or report to work (no call/no show) may result in termination.

Communication Systems



The Company's computer network, access to Internet, Wifi, e-mail, and voicemail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the Company. All information regarding access to the Company's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential Company information and may not be disclosed to non-Company personnel.

All computer files, documents, and software created or stored on the Company's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through Company systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Personal Use of the Internet



Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the Company prohibits the display, transmittal, or downloading of material that in violation of Company guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful, at any time.

Software and Copyright

The Company fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in Company facilities. Employees needing software that is not already provided should submit a request their supervisor or manager. All reasonable requests that are not considered a network risk will be considered for use by all employees.

Unauthorized Use

Employees may not attempt to gain access to another employee's e-mail messages or send a message under someone else's name without express permission. Employees are strictly prohibited from using the Company's communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

E-mail

Some employees may be provided Company email addresses. Company e-mail is to be used for business purposes only. AFK prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful, at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on Company premises during working time. Working time does not include breaks or meal periods. Management may monitor e-mail from time to time.



Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.



Confidential information should not be discussed on a cell phone or via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other Company guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

AFK-Owned Equipment

Any electronic device or computer including, but not limited to, desk phones, smart phones, tablets, laptops, desktop computers, iPads, Wi-Fi devices, and chargers/cords that AFK provides for your use should only be used for AFK business. AFK owns the devices and the information stored in these devices. If you leave or are asked to leave AFK for any reason, AFK requires that you return the equipment on your last day of work.

Social Media

AFK understands that many employees use social media as part of their day. We understand that part of what employees do on social media is outreach that recruits new employees and enhances the AFK brand. Employees are prohibited from sharing confidential or HIPAA-protected information that belongs to or is about AFK, its patients, or employees. Employees may not share disparaging information that places AFK or co-workers in unfavorable light.

Complaint Resolution/Problem Solving

If you have a problem concerning a work-related matter, discuss it frankly with the Director. Normally, this discussion should occur within three days of the incident. Discussions held in a timely manner will enhance our ability to resolve concerns while it is fresh in everyone's mind. If you are not satisfied after discussing the problem with the Director, or if it is inappropriate to go to the Director, an "open door" guideline exists. You may take your problem to a departmental manager or to the Owner. Should you desire further resolution, speak to the Owner who will make the final determination.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative.



For example, personal gain may result in cases where an employee or relative has a significant ownership in a firm with which the Company does business. Additionally, personal gain could occur when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Company.

If an employee has any situation, which may be an actual or potential conflict of interest, the employee must disclose this to the Owner of the Company as soon as possible. Hopefully, safeguards can be established to protect all parties.

Corporate Compliance

The Agency's Corporate Compliance Program is designed to detect and prevent noncompliance with applicable laws. It is illegal for a provider to retaliate against an employee who reports suspected fraud, waste, or abuse. Employees receive training on Corporate Compliance at the time of hire and annually.



Your Role in Corporate Compliance:

One of the key ingredients of an effective compliance program is the development of a system that employees can use to report questionable behavior without the fear of retaliation.

Employees are encouraged to:

- Immediately report any suspected fraud, waste, or abuse
- Ask questions if something is unclear
- Ensure documentation is accurate, timely, and follows the plan of care
- Follow the Agency's Code of Conduct and Ethics policies

Defining Fraud, Waste and Abuse:

Criminal Fraud: is knowingly and willfully executing, or attempting to execute, a scheme or artifice to defraud any health care benefit program, including Medicaid, or to obtain (by means of false or fraudulent pretenses, representations, or promises) any of the money or property owned by, or under the custody or control of, any health care benefit program.

Waste: is the overutilization of services, or other practices that, directly or indirectly, result in unnecessary costs to the Medicare program. Waste is generally not considered to be caused by criminally negligent actions but rather the misuse of resources.

Abuse: includes actions that may, directly or indirectly, result in: unnecessary costs to the Medicare Program, improper payment, payment for services that fail to meet professionally recognized standards of care, or services that are medically unnecessary. Abuse involves payment for items or services when there is no legal entitlement to that payment and the provider has not knowingly and/or intentionally misrepresented facts to obtain payment. Abuse cannot be differentiated categorically from fraud, because the distinction between “fraud” and “abuse” depends on specific facts and circumstances, intent and prior knowledge, and available evidence, among other factors.

The following examples are common examples of how fraud, waste, and abuse can occur in healthcare:

- Completing inaccurate or late documentation and/or failing to provide documentation of care provided.
- Providing care frequency that is different than the frequency and duration as ordered on the Plan of Care.
- Providing duplication of services (such as overlapping visit times for PDN and CNA services).
- Billing for services, procedures and/or supplies that were never provided or performed.
- Billing for more expensive services or procedures than were actually provided or performed, commonly known as “upcoding”.
- Performing medically unnecessary services solely for the purpose of generating insurance payments.
- Falsifying a patient’s diagnosis to justify tests, surgeries or other procedures that aren’t medically necessary.
- Accepting kickbacks for patient referrals

Discipline and Termination



Violation of Company policies and rules may warrant disciplinary action. The Company will, at its sole and absolute discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including immediate termination of employment. The Company’s discipline policy in no way limits or alters the at-will employment relationship. Any action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.

Dress Code

All for Kids Home Health depends on its agency staff to project an image of cleanliness, safety, professionalism, and competence. All agency staff are expected maintain a standard of personal appearance that presents a professional appearance to our visitors, co-workers, and others that may enter the agency.



- All patient care staff will wear appropriate street clothing and/or scrubs with functional, closed toe shoes. Clothing will be clean and neat.

- Office staff and other personnel will wear clothing appropriate to a business setting. Employees are expected to maintain a clean and neat appearance with regard to clothing, shoes, hair, and nails.
- Agency staff should refrain from wearing clothing containing offensive, controversial, or political statements, pictures, or images.
- Fingernails should always be clean and neatly trimmed. Direct care staff should refrain from having fingernails longer than fingertip length.
- Hair will be neatly trimmed or styled so as not to interfere with job performance or safety.
- All patient care staff will wear an identification badge that is clearly visible. The agency will provide a photo name tag for each staff member upon employment. When received, the name tag is considered a part of the uniform and is to be worn at all times by the staff member when on duty. The name tag is to be worn on the outside of the clothing and in plain and obvious view.
- Due to the agency's contact with patients and the public, it is imperative that the work attire of all staff be appropriate and identify them as agency staff. Staff may be sent home by their supervisor for reporting to duty in a substandard uniform, or otherwise subject to disciplinary action. Management reserves the right to determine the appropriateness of the agency staff's attire.

Agency staff should refrain from wearing jewelry that may interfere with or become a distraction during treatment sessions. Additionally, staff should be aware that dangling jewelry may pose a danger to the employee.

Ethics – Code of Conduct

Employees at All for Kids Home Health must be committed to the highest ethical standards in the execution of their duties and responsibilities. Our reputation in the community is formed by the business decisions we make. Our ability to attract clients and quality employees depends on this reputation. Your actions may enhance, maintain, or damage the standing that we have achieved. Therefore, we expect you to exercise the highest standard of ethics in all decisions that may impact the Company.

Toward that end, the Company has established Standards of Conduct that are integral to working at All for Kids Home Health. Employees should review the Company's Standards of Conduct to ensure complete understanding of all areas covered. Questions regarding the Standards of Conduct should be discussed with the employee's supervisor or other member of management.

You are required to report all perceived ethical or conduct violations. The Company expects employees to make a timely report to enable the Company to investigate and resolve any behavior that may be in violation. Report the incident to your supervisor or a member of the executive team. Your report will be kept as confidential as practicable. **The Company prohibits retaliation against an employee for filing a report or for assisting in an investigation.**

Violation of the Code of Ethics will not be tolerated. In some cases, violations may lead to disciplinary action up to and including termination, and/or civil or criminal prosecution.

STANDARDS OF CONDUCT

All agency staff are expected to comply with the following standards of conduct:

1. Uphold the values, ethics, and missions of the agency. Conduct all personal and professional activities in a manner that reflects positively on the agency and is in the best interest of the patient population and community served.
2. Obey the law. Provide healthcare services consistent with professional standards and applicable local, state, and federal laws.
3. Follow HIPAA laws regarding confidentiality and protection of patient information.
4. Treat clients and clients' property with respect and dignity in accordance with the Patient's Rights.
5. Treat coworkers with respect and courtesy. Insubordination, disrespect, or harassment of any type are not tolerated.
6. Be honest. Falsifying documents, statements, or withholding information in any way is not tolerated.
7. Maintain professional boundaries at all times.
8. Immediately report any conflicts of interest to the Administration.
9. Adhere to the agency's Corporate Compliance Program, and immediately report any violations to the Administration.
10. Non-Disparagement. Disparaging remarks regarding AFK, its administration or its employees is not tolerated.
11. Ask questions – our code and policies cannot cover every situation you may encounter in the workplace. We rely on you to use good judgment. If you are not sure whether a course of action complies with the law, the Code, our policies, or whether it is ethical, as a manager or executive team member. At AFK, we are a team, and we are here to help each other make the right decisions.
12. Report concerns to a supervisor or executive team member.



Onboarding and Orientation



As a part of the onboarding process, all new or reassigned personnel must complete an orientation program designed to familiarize the employee with agency mission and vision, policies, procedures, benefits, job descriptions, and other information necessary for successful performance of job duties.

Additionally, new staff will complete a variety of mandatory trainings, and on the job training. Personnel file documents will be completed and/or collected during orientation. An orientation checklist will be maintained in the employee record.

Continuing Education Requirements:

The agency will provide ongoing in-service/CE programs appropriate to each discipline's job responsibilities. Training will be consistent with the program, services, and equipment the agency provides and is appropriate to the needs of the populations served.

The agency will provide at least (12) hours of training every 12 months to all direct care staff and eight (8) hours to all non-direct care staff. These trainings are mandatory. Employees are required to complete assigned trainings within established timelines. Failure to complete trainings as required may result in disciplinary action, including termination.

Personal Transportation

Transportation of a client or clients' family member in the staff member's personal vehicle is strictly prohibited during working hours (the time that the employee is "on the clock") without prior written authorization by the owner.



Personnel Records



The Agency maintains a personnel record on each agency staff. All personnel records are confidential and are maintained in a secure place. They may not be removed from the office. Access to records is limited to authorized management personnel.

Health reports and protected agency staff information will be maintained in a separate file.

The Company strives to maintain accurate and complete personnel records. Employees must promptly notify management of any changes to their personal information, such as changes in home address, home telephone number, legal name, marital status, number of dependents, named beneficiaries, and so on.

Employees may have access to information contained in her or his personnel file. Agency staff wishing to review the contents of their personnel records must request an appointment to review their files. No material may be photocopied or removed from the personnel file without proper authorization.

Professional Boundaries

As health care professionals, we strive to inspire confidence in our patients and their families, treat all patients and other health care providers professionally, and promote patients' independence. Patients can expect a provider to act in their best interests and to respect their dignity. This means that a provider abstains from obtaining personal gain at the patient's expense and refrains from inappropriate involvement with a patient or the patient's family members to maintain a professional relationship. Crossing professional boundaries or the improper use of social media are violations of AFK policy and can be the cause of professional discipline and termination of employment.



References



If any employee receives a call requesting information on or a reference for a former employee, please refer the call to our Human Resources department. In general, the Company has a neutral reference policy. The Company will verify dates of employment and positions worked.

Safety/Reporting of Injury/Workers' Compensation

The Company is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must report this fact in writing as soon as practicable to the departmental manager.

If medical treatment for an on-the-job injury is needed, **it must be obtained from one of the Company's designated physicians.** If not, the employee may be responsible for the cost of medical treatment.



Smoking



It is our objective to provide a smoke-free, tobacco free environment within our Company. This prohibition includes all forms of tobacco and e-cigarettes. Smoking is prohibited within all areas of the Company's office building and within 15 feet of any entranceway, exit, open window, or air intake of the building. Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors.

Solicitation

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money, or for any other purpose anywhere on AFK property. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by AFK may not solicit or distribute literature on AFK's premises at any time for any reason. Employees are prohibited from distributing, circulating, or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the Administrator or his/her designee.

NOTICE
NO
SOLICITING

Separation of Employment

If you desire to end your employment relationship with the Company, we ask that you notify us as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return Company property, and make arrangements for final pay. The return of all Company property is due upon the last day of work. This may include but is not limited to: keys and security badges, credit/debit cards, identification badges, electronic devices/chargers, equipment, passwords, intellectual property, etc.

AFK will withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned as required. AFK may also take any action deemed appropriate to recover or protect its property

Exit Interviews:

Departing employees may be asked to participate in an exit interview. The purpose of the exit interview is as follows:

- Formally terminate employment arrangements
- Verify all documentation are accurate and complete
- Return all Company property (keys and security badges, credit/debit cards, identification badges, electronic devices/chargers, equipment, passwords, intellectual property, etc.)
- Discuss any concern or offer information to the agency that might be helpful in terms of quality improvement.



LEAVES OF ABSENCE

Domestic Abuse – Crime Victim Leave

If you are the victim of domestic abuse, stalking, sexual assault, or any other domestic violence-related crime, you may take up to three days of unpaid leave in any 12-month period to:

- Seek a civil protection order to prevent domestic abuse.
- Obtain medical or mental health care for you or your children.
- Make your home secure or seek new housing to escape from the perpetrator.
- Seek legal assistance and prepare for and attend court-related proceedings.



**LEAVE OF
ABSENCE**

To be eligible you must have both:

- Been employed with the Company for 12 months or more.
- Exhausted any accrued and unused annual or vacation leave, personal leave, and sick leave.

If you require leave from work because you have been a victim of domestic violence, you must inform Human Resources or your supervisor to make arrangements for the leave of absence. If there is a threat of imminent danger and advance notice cannot be given, you must notify Human Resources or your supervisor as soon as possible that your absence is due to domestic violence.

The Company reserves the right to require employees to provide proof of the need for leave for a purpose related to domestic violence to the extent authorized by law. Information provided by the employee for this purpose shall be kept confidential by the Company.

If you are required to attend a criminal proceeding either as a witness or as a crime victim (or a close family member of a crime victim), you must inform Human Resources or your supervisor as soon as possible to make arrangements for a leave of absence. The Company reserves the right to require employees to provide proof of the need to attend the criminal proceedings to the extent authorized by law. This policy does not extend leave to employees seeking leave because they have committed or are alleged to have committed a criminal act.

Retaliation for an employee's taking leave permitted under these policies is strictly prohibited.

Family and Medical Leave Act (FMLA)

The Company provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth
- To care for the employee's child after birth, or after the adoption or fostering of a child or children



- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- Serious health condition that makes the employee unable to perform the employee's job

Benefits and Protections

During FMLA leave, the Company maintains the employee's health coverage (if applicable) under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the Company for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain key employees may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, bereavement leave, or employer's jury duty pay are not granted if used while on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for this Company for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees 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 a 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 three consecutive full 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

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the Company, or 26 weeks as explained above. The Company uses the 12-month period measured forward from the first day of an employee's 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 so as not to unduly disrupt the Company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Company's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

The Company requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the Company's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the Company's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted. Employees are not allowed to supplement workers' compensation benefits or disability pay with paid leave.

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 the Company's normal call-in procedures. Employees must provide sufficient information for the Company 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 Company 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. Certification for continued necessity will be required after every 4 weeks of continuous leave. The Company may require second and third medical opinions at the Company's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the Company's attendance guideline. Employees on leave must contact the Human Resources Manager at least two days before their first day of return.

The Company's Responsibilities

The Company will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Company will provide a reason for the ineligibility.

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

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves 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: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Colorado Paid Family and Medical Leave Insurance (FAMLI) Program



Beginning in 2024, Colorado's paid family and medical leave insurance (FAMLI) program will provide paid time off when you face life circumstances that pull you away from your job – like growing your family or caring for a loved one with a serious health condition.

Who pays for FAMLI?

Contributions to Colorado's FAMLI program will be shared between employers and workers as outlined below.

Deductions from Employee Wages start January 1, 2023

- The employee share of FAMLI premiums is set at 0.45% of employee wages through 2024. For 2025 and beyond, the director of the FAMLI Division sets the premium rate according to a formula based on the monetary value of the fund each year. Employers with ten or more employees must also contribute an additional 0.45% of wages for a total of 0.9%, but employers with nine or fewer employees are only responsible for the 0.45% employee share.
- Employers are not required to deduct FAMLI contributions from employees' wages. However, starting in 2023, employers are allowed to deduct up to 0.45% from employees' wages for FAMLI contributions. For every \$100.00 an employee makes, an employer may deduct up to \$0.45.

Benefits start January 1, 2024

- Starting in 2024, paid family and medical leave benefits are available to most Colorado employees who have a qualifying condition and who earned \$2,500 over the previous year for work performed in Colorado.

- The qualifying conditions for paid family and medical leave are:
 - Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
 - Caring for a family member with a serious health condition.
 - Caring for your own serious health condition.
 - Making arrangements for a family member's military deployment.
 - Obtaining safe housing, care, and/or legal assistance in response to domestic violence, stalking, sexual assault, or sexual abuse.
- Covered employees are entitled to up to 12 weeks of paid family and medical leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications are entitled to up to 4 more weeks of paid family and medical leave per year for a total of 16 weeks.
- Leave may be taken continuously, intermittently, or in the form of a reduced schedule.
- Leave will be paid at a rate of up to 90% of the employee's average weekly wage, based on a sliding scale. Employees may estimate their benefits by using the benefits calculator available at famli.colorado.gov.
- You don't have to work for your employer a minimum amount of time to qualify for paid family and medical leave benefits.
- If FAMLI leave is used for a reason that also qualifies as leave under the federal FMLA, then the leave will also count as FMLA leave used.
- Employees may choose to use sick leave or other paid time off before using FAMLI benefits, but they are not required to do so.
- Employers and employees may mutually agree to supplement FAMLI benefits with sick leave or other paid time off to provide full wage replacement.

Filing Claims

- Employees will not be able to file for benefits until the last quarter of 2023. Benefits will be available starting January 2024. Instructions on how to apply for benefits will be available on famli.colorado.gov in the last quarter of 2023.
- Employees or their designated representatives apply for FAMLI benefits by submitting an application along with required documentation directly to the FAMLI Division. Employers cannot make employees apply for FAMLI benefits.
- Applications may be submitted in advance of the absence from work, and in some circumstances, they may be submitted after the absence has begun.
- Approved applications will be paid by the FAMLI Division within two weeks after the claim is properly filed, and every two weeks thereafter for the duration of the approved leave.
- Employees can appeal claim determinations to the FAMLI Division.
- Individuals who attempt to defraud the FAMLI program may be disqualified from receiving benefits.

Job protection and continued benefits

- Employers must maintain health care benefits for employees while they are on FAMLI leave, and both the employer and the employee remain responsible for paying for those benefits in the same amounts as before the leave began.
- An employee who has worked for the employer for at least 180 days is entitled to return to the same position, or an equivalent position, upon their return from FAMLI leave.

Retaliation, Discrimination, and Interference Prohibited

- Employers may not interfere with employees' rights under FAMLI and may not discriminate or retaliate against them for exercising those rights.
- Employees who suffer retaliation, discrimination, or interference may file suit in court, or may file a complaint with the FAMLI Division.

Other Important Information

- An employer may offer a private plan that provides the same benefits as the state FAMLI plan and imposes no additional costs or restrictions. Private plans must be approved by the FAMLI Division.
- Employees and employers are encouraged to report FAMLI violations to the FAMLI Division.

Colorado Family Care Act Leave

The Company provides up to 12 weeks of unpaid leave to eligible employees to care for their partners in a civil union or domestic partnership, who have serious health conditions. Generally, leave under the Family Care Act is administered consistent with FMLA regulations. Contact your supervisor or Human Resources if you need family care leave.

Jury Duty

We encourage you to meet your civic responsibility when you are called for jury duty. If you receive a summons for jury duty, present it to your supervisor. Employees serving on juries will receive their regular pay, up to \$50.00 per day, for the first three days of jury duty if scheduled to work and a nonexempt employee. Jury duty beyond three days is without pay from the Company, but jurors will be paid \$50.00 per day, beginning on the fourth day of service, by the State of Colorado for state district or county courts. You are expected to report to work if you are excused from jury duty during normal work hours.



Jury Duty

Request for Time Off



Employees may need to request an occasional day off for personal reasons. Requests for time off must be requested and approved by the supervisor and Administrator. Requests must be made in hourly increments using the appropriate online leave request form located at <https://workforcenow.adp.com/public/index.htm>. Except in the case of emergencies, requests for time off should be submitted at least 2

weeks in advance of the need for the leave. This allows for appropriate planning of coverage during the absence.

NOTE: There is no guarantee that a request for personal time off will be approved. When considering a request for time off, managers will consider multiple factors such as whether there are other employees requesting the same time off, if there is adequate coverage, and the overall impact of your absence on the organizational or patients' needs. In the event a request for time off cannot be approved, management will attempt to work with the employee to find an alternate

time that will be agreeable to both parties. However, if the employee takes the day off without approval, the absence will be considered unexcused/unapproved, and may result in disciplinary action.

Personal Leave of Absence

In the event an employee requires a leave of absence from work for reasons other than illness, disability, vacation or a leave of absence otherwise protected under federal or state law, the Company will consider approval of an unpaid personal leave of absence. Such requests will be granted in the Company's sole discretion based on a variety of factors including, but not limited to, the reason for, and length of, the requested leave, length of employment, employee performance, workload, and the ability of the Company to cover an employee's job responsibilities during the requested leave.



In order to be eligible for an unpaid personal leave of absence, employees must work a minimum of 20 hours per week, be in good standing and have continuously worked for the Company for at least 1 year.

Employees should submit requests in writing to the Owner or Administrator. Except in the case of emergencies, requests for personal leaves of absence should be submitted at least 30 days in advance of the need for the leave. Employees must use all paid leave available before starting a personal leave of absence, and employees do not accrue, or are not eligible for, the following fringe benefits while on leave: vacation pay, holiday pay.

Employees who return from an approved personal leave may be reinstated to a position of like status and pay if such a position is available and they are qualified. Given changing business needs, however, **there is no guarantee of job reinstatement.**

Employees must confirm their return date at least one week prior to their return. If additional leave is needed, employees must make such requests as soon as possible. Absent extenuating circumstances, employees who do request an extension and do not return as scheduled will be discharged as of the day the original leave expired.

Health insurance benefits may be offered during a personal leave of absence if the employee agrees to pay the full premium. Although the accrual of sick pay is suspended during the leave, all sick pay that accrued before its start will be preserved for up to 6 months.

EMERGENCY/DISASTER PREPAREDNESS

AFK has developed an emergency/disaster preparedness plan to ensure the agency is able to continue operations and maintain the safety of our clients and staff if an emergency situation occurs. The definition of an emergency situation is a human or natural event that significantly disrupts the environment and/or services. Some examples of emergency/disaster events might be:

- Severe weather events such as tornados, floods, or snowstorms
- Wildfires and home fires
- Chemical Disasters
- Terrorism
- Active Shooters
- Pandemics or other infectious disease events

In the event that an emergency situation occurs, the agency will activate the emergency/disaster plan.



Preparing for an Emergency:

There are several things you can do in advance to prepare yourself for an emergency.

- Register for emergency alerts via smart 911
- Register with utility companies, prepare go-bags and supplies
- Participate in emergency drills. AFK will conduct drills annually, and all employees are expected to participate in these drills.

Plan Activation:

Any employee that is aware of a potential or unfolding disaster or emergency event should contact AFK immediately. Activation of the emergency plan will be determined by the Administrator. Once the emergency plan is activated, the following will occur:

- The Agency will establish a command center to centralize communication
- An emergency communication will be sent out to all staff and patients
- All employees should contact AFK to communicate their safety, concerns, and availability to assist if needed.

Communication:

During an emergency, effective communication is essential. AFK will contact employees and patients to communicate instructions. Communication may occur electronically by text, or email, or verbally by phone or in person. Generally, the most reliable form of communication is text message. In the event of an emergency, staff should do the following:

- Monitor your computers and phones for emails, texts and voice messages from AFK.

- Notify AFK immediately if you are displaced from your home. It is important for AFK to know your location. If we are unable to reach you, the agency will notify the appropriate authorities.
- Notify AFK if you need anything such as supplies, medications, food, shelter, etc. AFK will make every effort to ensure that you are appropriately connected with resources.

Continuity of Care:

During an emergency, AFK will make every effort to ensure continuity of care for its clients.

- Supervisory and field staff will contact clients to evaluate and assist with clients' needs such as evacuation and supplies.
- Emergent needs will be communicated to the command center and 911 or other authorities if necessary.
- Direct care staff will continue to document care. The electronic medical record (EMR) system will be used if possible. If the EMR system is not available, direct care staff will continue to document all cares on paper following the paper care plan in the client's home. Documentation will be entered into the EMR as soon as the system is available.
- The administrator will ensure safety of staff and clients and will contact officials and notify of any unsafe conditions.
- If ordered to evacuate, first ensure you and your family are safe and then notify the agency and let them know of your location and of any needed assistance.

Post Disaster:

Once the emergency/disaster event is over, the agency will begin a post-event review.

- Staff will be asked to report by phone or in person to the agency operations team.
- The administrator/designee will verify that all staff and families are accounted for.
- The administrator will announce when it is safe to resume normal business activities
- The administrator will report any individuals (patient and staff) not accounted for within four hours to the appropriate state and local authorities
- A debrief of the disaster, the response, and the ability to resume business operations will be determined by the administrator as soon as possible after the disaster.

Suggested emergency preparedness tips:

Severe Weather

- Listen to weather reports and prepare.
- AFK will closely monitor and notify you if there is a disruption in service.
- Have emergency and back-up medical supplies and medications
- Supervisory and field staff may contact active patients to evaluate and assist with patient's
 - with arrangements, concern, an evacuation plan, or needed supplies
- Depending on the emergency, staff may not be able to make home visits

- Notify AFK if you will be leaving your home for a shelter or other location
- Be prepared for power outages by having flashlights, battery operated radios, etc.
- Stock-up on food and water supplies- it is recommended to have at least 3 days' supply for each family member and don't forget pets
- Have a plan for snow removal
- Winterize your car and have a winter survival kit for your vehicle
- Heating: Have extra blankets, sleeping bags and coats; fireplace with extra wood, portable space heaters. If using alternative heating, use caution around children

Tornado

- Monitor sirens and radio/tv reports
- Close all doors, windows, blinds, and curtains
- Pick a place in the interior part of the home with no windows, such as a basement
- Do not stay in a mobile home during a tornado
- Notify the agency after the event to report the incident and document the well-being of the consumer/patient

Flooding

- When in transit, do not enter a low water crossing that is flooded. Plan for an alternative route
- Electrical appliances may pose a shock risk if exposed to water
- If patient is in immediate danger by remaining in their home contact call 911 and notify the agency ASAP
- Pay close attention to radio and television broadcast and heed evacuation instructions. Remember, due to road closures staff and others may not be able to reach you. Notify 911 if in danger.

Wildfires

Monitor weather and air quality conditions. Wildfire smoke can hurt your eyes, irritate your respiratory system, and worsen chronic heart and lung conditions.

- Register for reverse 911 and follow emergency responder instructions
- Keep your "Go Bag" and supplies ready to evacuate

Home fires

- Evaluate your home for safety hazards
- Identify potential escape routes and have an evacuation plan
- Check and ensure all smoke and CO2 detectors are working
- Understand the risk of oxygen in the home
- Report any fires in your home to AFK as soon as possible

Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people.

- Be aware of your surroundings and be aware of the exits from buildings
- Immediately report any suspicious activity to police such as left packages, unusual behavior, abandoned cars, etc.
- If you notice someone making a threat, call 911 immediately
- Be prepared to give the location of the shooter, number of shooters, physical descriptions of shooters, type, and number of weapons, in addition to the number of potential victims
- Responding during an incident:
 - Do not attempt to confront or attempt to reason with the individual
 - Call 911 when safe to do so
 - If in the home, notify the agency when it is safe to do so
 - If the agency knows of a situation, they will notify you
 - You may be asked to take shelter and/or shelter in place until law enforcement announces it is safe to leave
- First RUN:
 - Have an escape route and plan in mind
 - Leave all belongings behind
 - Keep hands visible
 - If you can't run,
- Then HIDE
 - Hide in an area out of the shooters view
 - Block entry to your hiding place and lock doors
 - **Silence** cell phones and/or pagers.
- As a last resort, and only if your life is in danger: FIGHT
 - Attempt to incapacitate the shooter
 - Act with physical aggression by throwing things at the shooter

Chemical Agents

- Some chemical accidents or attacks may make going outdoors dangerous. Prepare to shelter in place by choosing a room with few windows and doors as possible.
- **Gas Leak**- if you smell gas, immediately evacuate and call 911.
- **Mustard Gas**- can mistakenly be mixed at home by combining cleaners containing ammonia with chlorine bleach- If this occurs, evacuate and call 911.
- **Carbon Monoxide**- odorless gas emitted from old furnaces and water heaters. If the CO alarm goes off or if you feel dizzy, nauseas or disoriented, evacuate and call 911.

Emerging Infectious Disease (Pandemics/Flu)

- AFK staff will monitor patients during visits for any potential emerging infectious disease such as influenza or other communicable/infectious disease
- Leadership, in partnership with CDPHE and other community health partners will decide on the potential course of action

- Things to do to stay healthy:
 - Wash your hands often!
 - Avoid touching your eyes, nose and mouth with unwashed hands
 - Stay home if you are sick
 - Cover your cough or sneeze with a tissue, throw the tissue away and then wash your hands

Emergency Situations and Critical Incidents

Occasionally, the agency staff may encounter an unusual, unexpected, or emergency situation in the home. The agency staff is required to act according to the nature and severity of the incident.

Medical Emergency, Major Trauma or Life-Threatening Incidents:

1. Call 911 immediately. Please note you may need to first remove yourself or the patient from the immediate danger.
2. Report what has happened to the office.
3. The Administrator or designee will notify the client's physician and emergency contact.
4. Stay with the client until help arrives and the situation is under control.

Non-Life-Threatening Incidents:

1. Make the client comfortable.
2. Inform the office and the family.
3. Follow the Administrator's instructions.

Incident Reports:

Immediately following an incident, the agency staff involved must complete an incident report form and review the incident with the Administrator.

Examples of incidents which must be reported include but are not limited to, client complaints, medication errors, accidents and/or injury to staff or clients, equipment or medical device failure or malfunction, theft, suspicion of abuse, neglect or exploitation and criminal activity.

The Administrator will follow up on any reported incidents as appropriate. The Administrator will also document actions taken and the resolution of identified problems.

Disaster/Emergency Preparedness:

The Company is open for business unless there is a government-declared state of emergency or unless you are advised otherwise by your supervisor. In the event of an emergency or disaster, the Agency will activate the emergency plan via email, text or voice message. In the event that the emergency or disaster prevents clients from receiving care, staff must make contact with the patient to ensure that patient needs have been met. If the patient has needs that cannot be met, the appropriate state agency or authority must be notified immediately.

DIRECTORY

All for Kids Home Health

**4155 E. Jewell Avenue, Suite 900
Denver, CO. 80222**

**Office Hours:
Monday – Friday
9:00 AM – 5:00 PM**

**Phone: 720-456-8054
Fax: 303-733-7696**

Manager Name	Phone	Email
Andrea Reitzel, Owner/Administrator	720-456-8054	andrea@allforkidshealth.com
Holly Fast, Director of Operations	720-456-8054	holly@allforkidshealth.com
Jennifer Cox, Clinical Manager	720-456-8054	jennifer@allforkidshealth.com
Deb Bowman, RN Supervisor	720-456-8054	deb@allforkidshealth.com
Lauri Kane, HR & Payroll	720-456-8054	lauri@allforkidshealth.com