

Bridgeway Home Healthcare Serv

January 26, 2024

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1. Introduction

1.1 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Agency. Employment with Bridgeway Home Healthcare Serv is "AT-WILL." This means employees of Bridgeway Home Healthcare Serv may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Bridgeway Home Healthcare Serv for any set period of time.

This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Agency reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Agency also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 Welcome Message

Dear Valued Employee,

Welcome to Bridgeway Home Healthcare Serv! We are pleased with your decision to join our team.

Bridgeway Home Healthcare Serv is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Agency.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the N/A.

Welcome aboard. We look forward to working with you!

Sincerely,

The N/A

1.3 Changes in Policy

Change at Bridgeway Home Healthcare Serv is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Bridgeway Home Healthcare Serv, and after those dates all superseded policies will be null and void. No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the N/A.

2. General Employment

2.1 At-Will Employment

Employment with Bridgeway Home Healthcare Serv is "at-will." This means employees are free to resign at any time, with or without cause, and Bridgeway Home Healthcare Serv may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Bridgeway Home Healthcare Serv for any set period of time. The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by Bridgeway Home Healthcare Serv, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between Bridgeway Home Healthcare Serv and any of its employees.

2.2 Immigration Law Compliance

Bridgeway Home Healthcare Serv is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Bridgeway Home Healthcare Serv within the past three years, or if their previous I-9 is no longer retained or valid. Bridgeway Home Healthcare Serv may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, Bridgeway Home Healthcare Serv provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity

Bridgeway Home Healthcare Serv is an Equal Opportunity Employer. Employment opportunities at Bridgeway Home Healthcare Serv are based upon one's qualifications and capabilities to perform the essential functions of a particular job.

All employment opportunities are provided without regard to race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Agency will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Agency will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your N/A. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

Bridgeway Home Healthcare Serv strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Bridgeway Home Healthcare Serv will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Equal Employment Opportunity (Minnesota Employees)

Bridgeway Home Healthcare Serv is an Equal Opportunity Employer. Employment opportunities at Bridgeway Home Healthcare Serv are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Religion
- Color
- Creed
- Sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth)
- National origin
- Age
- Veteran status
- Disability
- Genetic information
- Marital status
- Familial status
- Sexual orientation
- Gender identity
- Status with regard to public assistance
- Lawful activity outside the workplace during non-work hours, such as the use of tobacco products
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Bridgeway Home Healthcare Serv strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

2.5 Employee Grievances

It is the policy of Bridgeway Home Healthcare Serv to maintain a harmonious workplace environment. Bridgeway Home Healthcare Serv encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions. Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the N/A. After receiving a written grievance, Bridgeway Home Healthcare Serv may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue. Complaints involving alleged discriminatory practices shall be processed in accordance with Bridgeway Home Healthcare Serv's Sexual and other Unlawful Harassment Policy. Bridgeway Home Healthcare Serv assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.6 Internal Communication

Effective and ongoing communication within Bridgeway Home Healthcare Serv is essential. As such, the Agency maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, Bridgeway Home Healthcare Serv uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

2.7 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with Bridgeway Home Healthcare Serv. Unless an alternative work schedule has been approved by Bridgeway Home Healthcare Serv, employees will be subject to the Agency's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary. Bridgeway Home Healthcare Serv's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.8 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address Bridgeway Home Healthcare Serv's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, Bridgeway Home Healthcare Serv will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Agency or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law;or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Brenda Harris directly. Employees should also review their state and local requirements for any additional reporting guidelines.

Bridgeway Home Healthcare Serv will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the N/A or any state or local agency responsible for investigating alleged violations.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, Bridgeway Home Healthcare Serv classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed. If you change positions during your employment with Bridgeway Home Healthcare Serv or if your job responsibilities change, you will be informed by the N/A of any change in your exempt status. In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories: **Full-Time:** Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for Bridgeway Home Healthcare Serv's benefits, subject to the terms, conditions, and limitations of each benefit program. **Part-Time:** Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some Bridgeway Home Healthcare Serv benefit programs, subject to the terms, conditions, and limitations of each benefit program. **Temporary:** Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to [Bridgeway Home Healthcare Serv benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by Bridgeway Home Healthcare Serv Management, of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the N/A of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the N/A as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

3.3 Expense Reimbursement

Bridgeway Home Healthcare Serv reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the N/A.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the N/A for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization.

Notice of Voluntary Separation

Employees who intend to terminate employment with Bridgeway Home Healthcare Serv shall provide Bridgeway Home Healthcare Serv with at least two weeks written notice. Such notice is intended to allow the Agency time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Return of Company Property

Any employee who terminates employment with Bridgeway Home Healthcare Serv shall return all files, records, keys, and any other materials that are the property of Bridgeway Home Healthcare Serv prior to their last date of employment.

Final Pay

Bridgeway Home Healthcare Serv will provide employees with their final pay in accordance with applicable federal, state and local laws.

Benefits Upon Termination

All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

Certain benefits, such as healthcare coverage, may continue at the employee's expense, if the employee elects to do so. Bridgeway Home Healthcare Serv will notify employees of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, contact Bridgeway Home Healthcare Serv's N/A.

4. Working Conditions & Hours

4.1 Company Hours

Bridgeway Home Healthcare Serv is open for business from Monday 9:00 AM to 5:00 PM. This excludes holidays recognized by Bridgeway Home Healthcare Serv. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by Bridgeway Home Healthcare Serv management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

4.3 Workplace Safety

Bridgeway Home Healthcare Serv is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Bridgeway Home Healthcare Serv and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Brenda Harris

3300 county Rd 10 Brooklyn Ctr MN 55428

612-216-4666 Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment. **Retaliation Prohibited:**

Bridgeway Home Healthcare Serv expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the N/A.

4.4 Security

The purpose of Bridgeway Home Healthcare Serv's security policy is to protect Agency assets and to maintain a safe working environment for all employees. **Facility Access:** All regular Bridgeway Home Healthcare Serv employees will be issued a key to gain access to Bridgeway Home Healthcare Serv facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible. Upon separation from Bridgeway Home Healthcare Serv, and at any other time upon Bridgeway Home Healthcare Serv's request, all keys must be

returned to your supervisor. **Closing Procedures:** The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes. Employees are not permitted on company property after hours without prior written authorization from the N/A.

4.5 Meal & Break Periods

Non-exempt employees will be provided with meal and break periods in accordance with applicable federal, state, and local rules. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will generally be unpaid. Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

Bridgeway Home Healthcare Serv will schedule meal and break periods in order to accommodate Agency operating requirements.

4.6 Meal & Break Periods (Minnesota Employees)

Employees are entitled to a reasonable meal period if scheduled to work 8 or more consecutive hours. For non-exempt employees, the meal period is unpaid. Non-exempt employees must record the beginning and ending of the meal period using Bridgeway Home Healthcare Serv's timekeeping system.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid meal periods. If for any reason a non-exempt employee does not take the meal period that they are provided, the employee must notify his or her supervisor immediately.

Non-exempt employees are also entitled to a reasonable break period at least every 4 hours. Break periods of 20 minutes or less will be paid.

Supervisors will schedule meal and break periods in order to accommodate the Agency's operating requirements.

4.7 Break Time for Nursing Mothers

Bridgeway Home Healthcare Serv accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Agency will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the N/A.

4.8 Break Time for Nursing Mothers (Minnesota Employees)

Bridgeway Home Healthcare Serv accommodates employees who wish to express breast milk during the workday at the worksite by providing reasonable rest periods to do so. Effective January 1, 2022, these breaks will be paid.

Bridgeway Home Healthcare Serv will make reasonable efforts to provide a private a room or other location, other than a bathroom or toilet stall, with access to an electrical outlet and in close proximity to the worksite for this purpose.

For questions related to this policy, please contact the N/A.

5. Employee Benefits

5.1 Military Leave

Bridgeway Home Healthcare Serv grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the N/A.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Bridgeway Home Healthcare Serv complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the N/A.

5.2 Family Military Leave (Minnesota Employees)

Employees with an immediate family member in the U.S. armed forces, who has been ordered into active service, may be granted up to one day of leave per calendar year to attend a send-off or homecoming ceremony. Employees may be eligible to take up to 10 days of leave in the unfortunate event his or her immediate family member is injured or killed while engaged in active service. For purposes of this policy, immediate family member means parent, child, grandparent, sibling, or spouse. Family military leave is unpaid; however, employees may use accrued paid time off for this purpose. Employees must provide as much notice as possible of their intent to take such leave. When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt Bridgeway Home Healthcare Serv's operations. Employees must be prepared to provide Bridgeway Home Healthcare Serv with certification from the proper military authority to verify the employee's eligibility for family military leave. Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

5.3 Jury Duty

Bridgeway Home Healthcare Serv encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either Bridgeway Home Healthcare Serv or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. . If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, Bridgeway Home Healthcare Serv may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

5.4 Workers' Compensation

Employees who are injured on the job at Bridgeway Home Healthcare Serv are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by Bridgeway Home Healthcare Serv. No premium is charged for this coverage and no individual enrollment is required. Bridgeway Home Healthcare Serv will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the N/A to obtain the required claim forms and instructions.

5.5 Crime Victims Leave (Minnesota Employees)

An employee may be entitled to leave if the employee, or his or her spouse or immediate family member, is a victim of a violent crime. Such leave may be taken to attend legal and court proceedings related to the crime.

Except in cases of imminent danger to the health or safety of the employee or his or her family member, or unless impracticable, an employee requesting crime victims leave must inform his or her supervisor at least 48 hours prior to the need for leave.

Employees must be prepared to provide Bridgeway Home Healthcare Serv with certification to verify the employee's eligibility for the leave requested, such as a police report; a court order or evidence that they appeared in court; or documentation of treatment from a medical professional.

Crime victims leave is unpaid; however, employees may use accrued paid time off for this purpose.

5.6 Domestic Abuse Leave (Minnesota Employees)

An employee may be entitled to up to a reasonable amount of leave if the employee, or a family member or member of his or her household, is a victim of domestic abuse. This leave may be used for domestic violence or sexual assault matters pursuant to the Minnesota Domestic Abuse Act.

Except in cases of imminent danger to the health or safety of the employee or his or her family member, or unless impractical, an employee requesting domestic abuse leave must inform his or her supervisor at least 48 hours prior to the need for leave.

Employees must be prepared to provide Bridgeway Home Healthcare Serv with certification to verify the employee's eligibility for the leave requested, such as copies of restraining orders, police reports, or orders to appear in court.

Domestic abuse leave is unpaid; however, employees may use accrued paid time off for this purpose.

5.7 Election Judge Leave (Minnesota Employees)

An employee who is selected to serve as an election judge will be granted paid leave in order to perform the duties of the position to which they have been appointed. Pay for such leave will be reduced by any compensation the employee receives from the appointing authority during the time the employee was absent.

An employee must provide his or her supervisor with at least 20 days advance written notice of their need for leave under this policy. Requests must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid to the employee for service as an election judge along with the hours during which the employee will serve.

5.8 Party Officer or Delegate Leave (Minnesota Employees)

Employees may be eligible to take a reasonable amount of leave to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee. Such leave may also be taken to attend any convention of major political party delegates, including meetings of official convention committees, if the

employee is a delegate or alternate delegate to that convention.

To the extent possible, employees must provide 10 days advance written notice of their need for leave under this policy. Requests must be submitted to the employee's supervisor.

Employees must be prepared to provide Bridgeway Home Healthcare Serv with certification to verify the employee's eligibility for the leave requested.

The leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.9 Voting Leave (Minnesota Employees)

Bridgeway Home Healthcare Serv requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for paid time off to vote.

Bridgeway Home Healthcare Serv may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide Bridgeway Home Healthcare Serv with certification, such as a voter's receipt, to prove that he or she voted.

5.10 School Visitation Leave (Minnesota Employees)

Employees may be eligible to take up to 16 hours of leave per year to attend their child's school conference or school-related activity, provided the conference or activity cannot be scheduled during non-work hours.

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt Bridgeway Home Healthcare Serv's operations.

Leave is unpaid; however, employees may use accrued paid time off for this purpose.

5.11 Pregnancy Accommodations (Minnesota Employees)

Bridgeway Home Healthcare Serv will provide employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, and related medical conditions with necessary reasonable accommodations, as long as the accommodation does not impose an undue hardship on the Agency.

Reasonable accommodations include, but are not limited to:

- Temporary transfer to a less strenuous or hazardous position;
- Temporary leave;
- Modification in work schedule or job assignments;
- Seating;
- More frequent or longer break periods; and
- Limits to heavy lifting.

Employees should be prepared to discuss the need and probable duration for the accommodation requested. The Agency will not retaliate against an employee who requests or uses a reasonable accommodation under this policy.

Employees should speak with the N/A to discuss their need for reasonable accommodation, or for questions regarding this policy.

5.12 Nursing Mothers, Lactating Employees, and Pregnancy Accommodations Employee Notice (Minnesota Employees)

Employees should review the Nursing Mothers, Lactating Employees, and Pregnancy Accommodations Employee Notice, which includes important information regarding their rights under state law.

If this handbook is provided in print form, a copy of the notice will accompany the handbook. If this handbook is provided in

electronic form, the notice is available for online access by clicking [here](#).

5.13 Pregnancy and Parental Leave (Minnesota Employees)

Employees may be eligible to take up to 12 weeks of leave for the birth or adoption of a child, prenatal care or incapacity due to pregnancy, childbirth or related health conditions.

Eligibility:

Leave provided for the birth or adoption of a child must begin within 12 months after the birth or adoption. If the child must remain in the hospital longer than the mother, leave must begin within 12 months after the child leaves the hospital.

Notice:

To the extent possible, employees must provide reasonable notice of their need for leave, as well as the estimated duration of the leave requested.

Benefits Continuation:

An employee on leave will maintain the same level of benefits as when leave commenced, however the employee may be responsible for the cost of any insurance or health care while the employee is on leave.

Compensation:

Leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

Return to Work:

An employee returning from leave is generally entitled to the same rate of pay and position, or a comparable position, with the Agency as when the leave began.

Relationship with Other Leave Policies:

To the extent the Agency offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply. To the extent allowed by law, pregnancy disability leave must be taken concurrently with leave taken under other relevant laws.

Employees should speak with the N/A for questions regarding this policy.

6. Employee Conduct

6.1 Standards of Conduct

Bridgeway Home Healthcare Serv's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Agency's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Agency's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding Bridgeway Home Healthcare Serv's standards of conduct, please direct them to your supervisor or the N/A.

6.2 Disciplinary Action

Disciplinary action at Bridgeway Home Healthcare Serv is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Bridgeway Home Healthcare Serv reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Bridgeway Home Healthcare Serv recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization

- Indiscretion regarding personal work history, skills, or training
- Divulging Bridgeway Home Healthcare Serv business practices or any other confidential information
- Any misrepresentation of Bridgeway Home Healthcare Serv to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality

Bridgeway Home Healthcare Serv takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Agency's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with Bridgeway Home Healthcare Serv and as a direct result of your job responsibilities with Bridgeway Home Healthcare Serv. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Agency to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Agency, and not otherwise available to persons or companies outside of Bridgeway Home Healthcare Serv, may result in disciplinary action, up to and including termination of employment. If you leave the Agency, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the N/A.

6.4 Workplace Violence

Bridgeway Home Healthcare Serv strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. Bridgeway Home Healthcare Serv will not tolerate any form of retaliation against any employee for making a report under this policy.

Bridgeway Home Healthcare Serv will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.5 Drug & Alcohol Use

Bridgeway Home Healthcare Serv is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for Bridgeway Home Healthcare Serv is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of Bridgeway Home Healthcare Serv, or in any vehicle owned or leased on behalf of Bridgeway Home Healthcare Serv or while on Agency business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform their job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

Bridgeway Home Healthcare Serv will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the N/A immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment. As a part of our effort to maintain a workplace free of substance abuse, Bridgeway Home Healthcare Serv employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, Bridgeway Home Healthcare Serv reserves the right to examine and test for drugs and alcohol at our discretion. As a condition of your employment with Bridgeway Home Healthcare Serv, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between Bridgeway Home Healthcare Serv and its employees. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.6 Sexual & Other Unlawful Harassment

Bridgeway Home Healthcare Serv is committed to a work environment in which all individuals are treated with respect. Bridgeway Home Healthcare Serv expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law. Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Agency's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Agency

Harassment on the basis of any other protected characteristic is also strictly prohibited. **Complaint Procedure:** Bridgeway Home Healthcare Serv strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Brenda Harris

3300 county Rd 10 Brooklyn Ctr MN 55428

612-216-4666

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited: Bridgeway Home Healthcare Serv expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including

termination of employment.

6.7 Telephone Usage

Bridgeway Home Healthcare Serv telephones are intended for the sole use of conducting company business. Personal use of the Agency's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6.8 Personal Property

Employees should use their discretion when bringing personal property into the workplace. Bridgeway Home Healthcare Serv assumes no risk for any loss or damage to personal property. Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Bridgeway Home Healthcare Serv premises.

6.9 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only. When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Agency, and is subject to reassignment and/or use by the Agency without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files. Bridgeway Home Healthcare Serv has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property. **Personal use of company property:** Company property is not permitted to be taken from the premises without proper written authority from company management. **Company Tools:** All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee. **Care of Company Property:** Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited. Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

6.10 Smoking

Bridgeway Home Healthcare Serv provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

6.11 Visitors in the Workplace

To ensure the safety and security of Bridgeway Home Healthcare Serv and its employees, only authorized visitors are permitted on Agency premises and in Agency facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a "visitor" badge while on Bridgeway Home Healthcare Serv premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Agency at all times.

6.12 Computer, Email & Internet Usage

Computers, email, and the Internet allow Bridgeway Home Healthcare Serv employees to be more productive. However, it is important that all employees use good business judgment when using Bridgeway Home Healthcare Serv's electronic communications systems (ECS).

Standards of Conduct and ECS

Bridgeway Home Healthcare Serv strives to maintain a workplace free of discrimination and harassment. Therefore, Bridgeway Home Healthcare Serv prohibits the use of the Agency's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Agency's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Agency's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Agency's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

Bridgeway Home Healthcare Serv purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Bridgeway Home Healthcare Serv does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Bridgeway Home Healthcare Serv prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Agency that violate the Agency's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Agency-owned software without permission.
- Sending or posting the Agency's confidential material, trade secrets, or non-public proprietary information outside of the Agency. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of Bridgeway Home Healthcare Serv.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by Bridgeway Home Healthcare Serv are the property of Bridgeway Home Healthcare Serv. Employees have no right of personal privacy when using Bridgeway Home Healthcare Serv's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the N/A.

6.13 Company Supplies

Only authorized persons may purchase supplies in the name of Bridgeway Home Healthcare Serv. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Bridgeway Home Healthcare Serv or bind Bridgeway Home Healthcare Serv by any promise or representation without express written approval.

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Agency. Bridgeway Home Healthcare Serv expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Agency's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. Bridgeway Home Healthcare Serv reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, Bridgeway Home Healthcare Serv will presume that the employee has voluntarily resigned. Bridgeway Home Healthcare Serv will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

7.2 Timekeeping

It is the Agency's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

Bridgeway Home Healthcare Serv strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees. It is the responsibility of all employees to submit and approve their time records each week. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

7.3 Paydays

Bridgeway Home Healthcare Serv employees are paid on a Bi-weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Agency makes direct deposits. In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

7.4 Payroll Deductions

Bridgeway Home Healthcare Serv makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions. If you believe that an improper deduction has been made from your pay, raise the issue with the N/A immediately. Bridgeway Home Healthcare Serv will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

7.5 Disclosure of Pay Information (Minnesota Employees)

Bridgeway Home Healthcare Serv recognizes each employee's right to discuss and disclose their own pay and pay-related information.

In accordance with this policy, Bridgeway Home Healthcare Serv will not require that an employee:

- Waive any right to disclose their wages,
- Refrain from disclosing their wages as a condition of employment.

The Agency will not tolerate any adverse action taken against an employee, or prospective employee, for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.

Bridgeway Home Healthcare Serv, however, does not allow any employee without written consent to disclose proprietary, trade secret or other information protected by law. Employees are also prohibited from disclosing another employee's wage information to a competitor of Bridgeway Home Healthcare Serv.

Bridgeway Home Healthcare Serv will not retaliate against any employee for enforcing the terms of this policy.

Should Bridgeway Home Healthcare Serv become aware that any adverse action has been taken against an employee as a result of discussing his or her wages, the Agency will promptly investigate and take immediate steps to address and remedy the situation.

Nothing in this policy should be construed to diminish an employee's rights under the National Labor Relations Act.

An employee has the right to bring a civil action against Bridgeway Home Healthcare Serv if they believe their rights under this policy have been violated. Questions regarding this policy should be directed to the N/A.

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- Refrain from disclosing their wages as a condition of employment.

The Agency will not tolerate any adverse action taken against an employee, or prospective employee, for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.

Bridgeway Home Healthcare Serv, however, does not allow any employee without written consent to disclose proprietary, trade secret or other information protected by law. Employees are also prohibited from disclosing another employee's wage information to a competitor of Bridgeway Home Healthcare Serv.

Bridgeway Home Healthcare Serv will not retaliate against any employee for enforcing the terms of this policy. Should Bridgeway Home Healthcare Serv become aware that any adverse action has been taken against an employee as a result of discussing his or her wages, the Agency will promptly investigate and take immediate steps to address and remedy the situation.

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