

HORIZON HEALTHCARE, INC.
(the "Company")

EMPLOYEE HANDBOOK

Corporate Office: 4650 South Howell Avenue
Milwaukee, WI 53207

Note: This Employee Handbook supersedes all previous versions. All previous versions of this Handbook, and any all terms and conditions of employment (in any written document such as memos, notes, e-mails, summary of discussions, etc.) are declared null and void. If you have any understandings about your employment with the Company (including but not limited to Paid Time Off-PTO, your wages or salaries or other benefits, mileage rates, or anything else) that are at variance with or conflict with this Handbook, and you wish to file a claim thereto, you should contact Kalli McCann, HR Director at the Corporate Office. Her phone number is 641-223-3417.

Welcome new employee!

We welcome you to the Company and wish you every success here.

We believe that each employee contributes directly to the Company's growth and success, and we hope you will take pride in being a member of our team.

This Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of this Employee Handbook as soon as possible, for it will answer many questions about employment with the Company.

An electronic version of this Handbook is posted at the Company's website. It is your responsibility to periodically check the website for any updates to this Handbook; and for other important information pertaining to your employment with the Company.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Patricia M. Faulhaber, RN, MSN

Executive Vice President

INTRODUCTION

Our Company is a for-profit corporation formed under Chapter 180, Wis. Stats., specializing in the provision of mental health, substance abuse, case management, and telehealthcare services. Our client base is socio-economically and ethnically diverse. We provide services to both males and females.

Our mission is to provide structured treatment programs for the rehabilitation of individuals and affected family members experiencing substance abuse, mental health and related issues. Our goal is to promote the character, physical welfare and spiritual/emotional well-being of our clients, and to assist them to return to their community as independent, responsible members of society.

Many of the routine questions that employees have are answered in this Handbook. Should you have any questions that this Handbook fails to answer, please contact the Director of Human Resources at the Corporate Office.

No employee Handbook can anticipate every circumstance or question about policy and procedures. As the Company continues to grow, it may become necessary for us to revise, supplement, or rescind any policies or portion of this Handbook from time to time as Management or the Board of Directors deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy, which will not change. ***Under this policy, the Company can terminate your employment at any time for any reason; and, likewise, you may resign your position with at any time for any reason.***

The Company is committed to promoting a friendly work environment that permits employees to grow personally and professionally. The Company is also committed to paying employees a fair wage at competitive market rates. We are also committed to paying everyone at least a "living wage" that is

above the prevailing minimum wage standards mandated by law. The contents of this Handbook (including all its terms and conditions, policies and procedures, etc. -together "Terms and Conditions")

are necessary for the Company to operate its business efficiently and effectively, and to survive in an increasingly competitive marketplace. These Terms and Conditions are non-negotiable.

CUSTOMER RELATIONS

Customers (i.e., clients receiving services; and government agencies and insurance companies who pay for their care) are among our organization's most valuable assets. Every employee represents the Company to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

We make no value judgments about the clients that we serve. Every client is entitled to be treated professionally and courteously, with dignity and respect. At the same time, every client must be held accountable according to the terms of the contract under which the client may have been sent by a government agency or other payer to the Company.

Clients who wish to lodge specific comments or complaints should be directed to the Corporate Office for appropriate action. Our personal contact with government or other agencies that send us business, and the public, our manners on the telephone, and the communications we send are a reflection not

only of ourselves, but also of the professionalism of the Company. Positive relations with all customers not only enhance their perception or image of the Company, but also pay off in greater customer loyalty and increased sales and profits.

NATURE OF EMPLOYMENT

This Handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this Handbook, for it will answer many common questions concerning employment with the Company.

However, this Handbook cannot anticipate every situation or answer every question about your employment. The Handbook is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the Company is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the Company reserves the rights to change, revise, or eliminate any of the policies and/or benefits described in this Handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the President of the Company.

EMPLOYEE RELATIONS

Your job is an important part of the treatment and rehabilitation process. Whether you are a counseling professional, site checker, driver, case manager, family connections specialist, or support services employee, your job contributes to the treatment and rehabilitation process. Our success in maintaining a quality rehabilitation program depends on how effectively you and management work together at all times. Our relationship will be based on putting honest words into action with complete individual dignity. Recognizing your importance to the Company, we believe that you will work better if you receive adequate training, if you have the security of knowing how you stand, and if you have the freedom to express yourself with objectivity about matters relating to your work.

The nature of your work requires compliance with the established policies of the Company. These have been established to protect the rights of each employee and to enable the Company to maintain efficient operations. This Handbook briefly describes some of these requirements and some of your benefits as an employee of the Company. You will be expected to understand and comply with the Company's policies and procedures. The success of the Company is its established quality of services, and its future growth depends on how you perform your work and your cooperation with your fellow employees, our clients and customers, and other human service agencies.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Company will be based on merit, qualifications, and abilities. The Company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Indeed, it is Company policy to promote a diverse workforce whose composition reflects the rich and diverse society that we live in.

The Company will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Should this step fail to resolve your concern, contact the Human Resource Director, and again, express your concern. If you again feel the need to seek redress, submit your concerns in writing to the President. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

In the unlikely event these steps fail to resolve your concern, or if you wish to not discuss your Equal Rights concerns with anyone at the Company, contact: Equal Rights Division, State Office Building, 819 N. 6th Street, Room 255, Milwaukee, WI 53203.

The Company's affirmative action plan which is required by s. adm 50.04 (1)(b) shall meet the following minimum requirements:

THE COMPANY'S AFFIRMATIVE ACTION POLICY

The Company is committed to fostering a workforce that reflects the rich diversity of our nation. We encourage job applications from women, ethnic and other minorities (including members of the LGBT community), individuals with disabilities, and persons from socially and economically-disadvantaged backgrounds. The Company is committed to freedom of expression, and encourages diversity of thought and opinion.

It is the policy of the Company to not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation as defined in s. 111.32 (13m), Stats., or national origin. This policy shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship.

The Company further agrees to take affirmative action to ensure equal employment opportunities. Additionally, to the extent permitted by law, the Company reserves the right to provide preference to Veterans of the United States armed forces in its hiring, promotion and retention practices.

All vacancies advertised by the Company shall include the following statement or a variation thereof: "The Company is an equal opportunity employer functioning under an Affirmative Action Plan. We encourage job applications from women, ethnic and other minorities (including members of the LGBT community), individuals with disabilities, and persons from socially and economically disadvantaged backgrounds."

At least annually, this Affirmative Action Policy shall be distributed to each employee of the Company; and to vendors providing services or goods to the Company.

Jessica Dickson, Associate HR Director, has been appointed the Equal Opportunity Officer and is responsible for the planning, implementation and day-to-day monitoring of the affirmative action program. All personnel responsible for hiring and promotion of employees and the development and implementation of programs and activities are charged to support this program and shall provide

leadership in carrying out the goals and objectives. During the life of the any government contract, the Company shall comply with s. 16.765, W i s. Stats., state regulations and federal law, and shall continue to work cooperatively with governmental and community organizations in ensuring equal employment and advancement opportunities. Any complaints regarding the Company's affirmative action program may be filed with the department of Work force Development at 101 E. Wilson St., Madison, WI 53702.

Progress towards attaining the Company's affirmative action goals shall be reviewed and discussed at least quarterly at meetings of the Executive Management Team (comprising the President and senior managers of the Company); and at least annually at a meeting of the Company's Board of Directors. Corrective action shall be taken if required to ensure that the Company's affirmative action plans, policies and procedures are being materially complied with.

Additionally, all performance evaluations of any supervisor who directs the work of another employee shall include an assessment of his or her compliance with the spirit and letter of the Company's affirmative action policy.

BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of The Company is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Company is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the Company, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

The Company will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the President for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Company employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

ETHICAL CONDUCT- THERAPISTS, SITE CHECKERS, CASE MANAGERS, CHAPERONES, COUNSELORS AND PHYSICIANS

All employees who provide patient care services are subject to Wisconsin law governing counselors and others in a similar profession. All care-givers are required to familiarize themselves with these requirements, and to ensure that they do not engage in any conduct that is defined as "unprofessional".

BACKGROUND CHECKS

Background checks are completed by Human Resources for employment. If offenses that may affect employment are indicated on the caregiver's background check, employment will be denied. A potential employee may seek to go through the rehabilitation process to be re-considered for employment.

FRATERNIZATION POLICY

A manager or supervisor who becomes romantically involved with someone he or she supervises, or with someone whose terms and conditions of employment he or she has the ability to influence, exposes himself or herself and the Company to charges of favoritism, improper use of authority, and possibly sexual harassment. Even when no inappropriate conduct is involved, management fraternization with a subordinate employee may appear to others to involve improper use of authority. In order to avoid the dangers of management fraternization with a subordinate employee, and to help prevent even the appearance of improper conduct, it is the Company's policy that managers, supervisors, or any other employee who has the authority to directly or indirectly affect the terms and conditions of another's employment shall not fraternize with that employee.

The fraternization prohibited by this policy includes dating, romantic involvement, sexual relations, or the expression or exchange of affections. The Company does not intend this fraternization policy to otherwise discourage friendship or social activities among Company employees. This Policy applies to all Company employees and members of the Board of Directors. Should a personal relationship prohibited by this policy be contemplated, the supervisor or manager involved is required to notify the Human Resources Director immediately.

Where a personal relationship prohibited by this policy exists, the Company shall take whatever action it believes is necessary to remove the parties from any continued supervisory lines of authority between them. The Company recognizes that the question of whether a relationship constitutes fraternization or simply a social relationship is a very personal issue. However, because of the potential for inappropriate conduct, you are encouraged to bring any questions you may have regarding fraternization to the attention of your Supervisor. This fraternization policy in no way constitutes a contract of employment and does not alter, modify, or otherwise change the employees' at-will employment relationship with the Company.

Members of the Executive Management Team and of the Board of Directors ("Senior Members") are automatically classified as having a supervisory or managerial relationship with each other, and over all employees of the Company and of any other company that the Company is affiliated with by common ownership or control. Fraternization (i.e., dating, romantic involvement, sexual relations, or the exchange of affections) by Senior Members between or among themselves, or between them and employees of the Company or of any affiliate is strictly prohibited.

The Company does business with the general public, insurance companies, employers, third party payers, and with government agencies, including but not limited to: Wisconsin Department of Corrections, Wisconsin Department of Health Services, the County of Milwaukee, and the County of Waukesha. The foregoing entities are referred to as our "customers": Fraternization (i.e., dating, romantic involvement, sexual relations, or the exchange of affections) or business dealings or business exchanges of any kind between any the Company's employees and a customer, or the customer's (a) employees, (b) beneficiaries, (c) clients, or anyone who has a formal or a business relation with the customer, directly or indirectly, is strictly prohibited and is grounds for immediate dismissal. This policy may be supplemented from time to time in writing.

DISABILITY ACCOMMODATION

The Company is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Company is also committed to not discriminating against qualified employees or applicants because they are related to or associated with a person with a disability. The Company will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Company is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

EMPLOYMENT CATEGORIES

It is the intent of the Company to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Company.

Each employee is designated as either NONEXEMPT or EXEMPT from a federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in temporary or part-time status and who are regularly scheduled to work the Company's full-time schedule of at least 30 hours per week. Generally, they are eligible for the Company's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the Company's other benefit programs.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration, and employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain the status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the Company other benefit programs.

SPECIAL PROGRAMS EMPLOYEES ("Special Program Employees") are those who are hired for certain specialized programs, such as the Targeted Case Management Program for the County of Milwaukee ("TCM Employees"). TCM Employees (and other similarly situated employees) are considered "exempt employees". ***They are paid on the basis of units of services provided, and not on an hourly or salary basis.*** Special Program Employees, such as TCM Employees, are not eligible for any of the Company's benefits, such as Paid-Time Off or holiday pay. Note: If you are a TCM Employee or other Special Program Employee and have any concerns about your pay, benefits, hours of work, overtime, time sheets, etc. you should immediately bring these up to the attention of the HR Director. If you are a TCM or other Special Program Employee, you agree to the terms and conditions herein as a condition of your employment. If you do not so agree, you may resign your position.

ACCESS TO PERSONNEL FILES

The Company maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Company, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Company who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resource Department. With reasonable advance notice, employees may review their own personnel files in the Company offices and in the presence of an individual appointed by the Company to maintain the files.

EMPLOYEE BENEFITS

A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Check with the Director of Human Resources to see what may be available to you. Eligibility for these Employee Benefits commences after six months of continuous employment. A new employee must enroll for these benefits within thirty days of becoming eligible, whereupon his or her enrollment in the benefit plan will become effective on the first of the month following application for enrollment.

WORKERS' COMPENSATION INSURANCE

The Company provides comprehensive workers' Compensation Insurance at no cost to employees. The compensation for occupational injury arising out of and in the course of employment is paid in accordance with the State of Wisconsin Compensation Act. The cost of these payments is supported entirely by the employer. Employees who sustain work-related injuries or illnesses should inform their supervisor

immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the Company nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Company.

EMPLOYEE TRAINING

In order to continue to maintain the high quality of rehabilitative services we offer, the Company provides support for employees to participate in external training and education programs provide in the community. All external training and certification support provided by the organization must be first approved by the employee supervisor. The supervisor will make a judgment as to whether the training is required for the employee to perform his or her job satisfactorily. For approved requests the organization provides financial support that is reasonably required to achieve the necessary training, including but not limited to the following support:

1. For full-time employees, the Company provides up to \$150 annual reimbursement for license/certification.
2. For full-time employees, the Company provides up to \$160 annual reimbursement for education and training programs.
3. For regular part-time employees, the Company provides up to \$75 annual reimbursement for license/certification.
4. For regular part-time employees, the Company provides up to \$80 annual reimbursement for education and training programs.

As stated above, any reimbursement provided by the organization must first be approved by the employee's supervisor. All requests will be evaluated on a case by case basis for determination of prior approval.

HOLIDAYS; PAID TIME OFF (PTO) Note: This section does not apply to TCM Employees or other Special Program Employees.

All regular full-time employees (30 or more hours per week) are eligible for the following paid holidays:

1. New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve Day(p.m.),
2. Christmas Day, and New Year's Eve Day (p.m.)
3. Additionally, the Company provides a paid time off plan for all regular full-time employees. This plan is utilized in place of a traditional plan for vacation, sick days, and holidays. All regular full-time employees (30 or more hours per week) will be automatically enrolled in the PTO Plan. The PTO Plan is established for regular full-time employees only. Employees accrue PTO at the rate from time to time specified by the Company. Public holidays count as hours worked for PTO calculation.

Employees should schedule use of PTO with their supervisor, who will make a reasonable effort to accommodate all requests.

The foregoing benefits, as all other benefits in this Handbook, will be extended to an eligible employee provided that in its sole discretion judges the Employee's performance to be satisfactory. These

benefits are not a "right" or an "entitlement" but are courtesies extended to employees in light of a number of factors, including performance and tenure, as judged solely by the Company in its discretion.

The purpose of PTO is to enable employees to take a break from work; and to meet personal obligations without loss of pay. PTO is not designed to be a program whereby one can accumulate retirement or other similar benefits. Thus, all eligible employees are encouraged to take time off. The maximum PTO that may be banked is 80 hours; that is, after an employee's PTO accumulation has reached 80 hours, no more time may be accumulated until the number of hours drops below 80 hours through usage.

Upon termination of employment, employees will be paid for unused PTO that has been earned through the last day of work. This payment is at the discretion of the Company based on the Company's assessment of the employee's past performance, length of service/tenure with, the type of position held by the employee, his or her job duties, etc. Maximum payout will be 40 hours and only after the 1st year of employment with the Company. There is no PTO pay-out if the employee is employed less than a year.

Note: Once an employee has been terminated, or has given his or her resignation, PTO is frozen and may not be used. For example, if an employee has 57 hours of PTO, and then resigns, the employee's PTO is frozen, and the maximum amount of PTO that may be cashed out is 40 hours.

TIMEKEEPING AND RELATED

Time Sheets- The guidelines followed by The Company require us to keep records of all hours worked by all employees. You will be required to use a web-based time sheet to input hours worked, PTO time used, etc. This should be done by Friday before payroll is processed the following Monday. You must not fill in another employee's time sheet. Web-based time sheets will be used to compute time worked, and/or other benefits time to be paid if any, for all employees. Salaried employees are required to turn in time sheets for regular time worked and PTO time taken. It is very important that all employees take strict note of the following:

1. Do not sign in or log in for a fellow employee, or fill in his or her time sheet.
2. Sign in/log in from your assigned place of work.

Falsification of time and attendance reports is grounds for immediate dismissal.

Hours of Work - A master time sheet of each employee's agreed upon schedule will be kept at the Corporate Office. The employee is responsible to keep their master time sheet up to date. If a permanent change in hours occurs, an employee change form is to be completed and returned to the corporate office. Normal working hours are 8:30a.m. to 5:00p.m., with one-half hour off for lunch. The lunch break is NOT paid. Deviations from your normal work hours must be approved and signed off on by BOTH your supervisor and the Director of Human Resources.

Wage Policy- In order to establish a fair rate of pay for all positions, the different areas of the position, such as the training and experience required, the complexity of the duties, the amount of supervision exercised and the job responsibilities, are measured and compared with other positions to objectively determine the wage relationships between positions. Hourly employees who work more than 40 hours in a work week, will be paid time and a half for all worked time in excess of 40 hours for that work week. Every employee's wage or salary rate, and any changes thereto, are recorded in a "Wage/Salary Rate Sheet", a copy of which is maintained in the Human Resources Department, and must be signed off on by both the Employee's Supervisor, by the Director of Human Resources, and by the President.

Pay Procedure - All employees are paid by check or direct deposit every two weeks. Your paycheck will not be distributed to anyone else unless the organization is authorized to do so in writing signed by you. Actual payday is Friday following the completion of the two week pay cycle. Paychecks will be distributed on the payday Friday.

Military Leave- The Company recognizes the sacrifices made by members of the armed forces and their families in protecting our freedoms. The Company is committed to accommodating in every reasonable way the requirements for leave and other needs of employees serving in our military. Please discuss your case with your supervisor or feel free to contact the President directly.

Attendance and Punctuality - To maintain a safe and productive work environment, the Company expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Company. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Repeated absenteeism may result in disciplinary action up to and including termination of employment.

Personal Appearance - The Company staff provide a professional service to our customers. Thus, the Company expects our employees to dress professionally and appropriately. Very casual clothing is not allowed. Employee's clothing shall be neat, clean and professional in appearance.

Discipline - An employee who commits an act that is offensive to the rules of common sense or decency, or an act which violates a Company rule, will be disciplined. The nature of the discipline will depend upon the nature of the violation and the surrounding circumstances. Any employee who is disciplined may submit to the President in writing a grievance stating the exact nature of the grievance, describing his or her position with respect to the discipline received and the proposed solution.

Company Property - Company property must not be removed from the premises or used for personal work without prior permission. Immediately upon the request of the company, employees shall

deliver to the original and all copies of all documents, records, and property of any nature whatsoever

which are in the Employee's possession or control and which are the property of or which relate to the business activities, facilities or customers of , including any records, documents or property created by Employee.

Mileage Reimbursement Policy - The Company Centers, Inc. recognizes that employees will sometimes need to travel during work hours. All employees requested to travel during work hours do so at their own risk, and the Company is held harmless for any incidents which arise due to mechanical problems, traffic, or other travel hazards. The Company does hold insurance for hired and non-owned automobiles, however, the employee must also maintain automobile coverage for such purposes.

Although there is a standard mileage reimbursement rate, in specific cases the rate may be increased, for example to accommodate the special driving demands on employees in certain rural locations.

Any employee having prior approval from their supervisor is eligible for mileage reimbursement at a rate, not to exceed the IRS-sanctioned rate, from time to time announced by Company.

Cleanliness - It is the policy of the Company to keep its premises clean and orderly. Your workday can be made more enjoyable if it is spent in a clean, pleasant atmosphere. Therefore, it is necessary for all to cooperate in the maintaining of good housekeeping. All materials must be properly stored. All waste must be placed in receptacles provided for this purpose. There will be no willful defacing or damaging of property.

Personal Matters - It is expected that only Company work will be done during working hours. Personal matters must not be attended to while on Company time and personal work must not be done with Company material or equipment.

Telephones - Company telephones are not to be used for personal business except in an emergency. Please make arrangements to minimize incoming calls from outside parties.

Bulletin Boards - The bulletin boards for Company business are located in the office manager area. Important notices and general information are posted from time to time, and you should regularly observe the bulletin boards for current information.

Termination of Employment- the Company requires a letter of resignation if you plan to leave our employment at some future date. This letter should be turned in to your supervisor. The letter should state your last day of work and the reason for leaving.

Zero Tolerance Policy- The Company has a zero tolerance policy with respect to any act of dishonesty, including but not limited to: falsification of (a) mileage claims, (b) business expense claims, and (c) time sheets, including signing in for another employee; (d) theft of company property; and (e) sexual harassment. Violation of this policy is grounds for immediate termination of employment.

CONFIDENTIALITY

As an employee of the Company, you acknowledge that during the course of your employment with the Company, you will produce and have access to records, data, trade secrets and information not generally available to the public ("Confidential Information"). "Confidential Information" includes but is not necessarily limited to the following: marketing strategies, marketing plans, client lists, client agreements, price lists, vendor contracts, business plans, expense data, revenue data, and other similar information about or pertaining to or owned by the Company not generally available to the public. As a condition of your employment, you agree that during the term of your employment and thereafter, so long as the information continues to be Confidential Information, you will hold in confidence and not directly or indirectly disclose, use, copy or make lists of any such Confidential Information, except to the extent required by any court or administrative agency, other than to an employee of the Company or a person to whom disclosure is reasonably necessary or appropriate in connection with the performance by you of your duties as an employee of the Company. All Confidential Information you prepare or use or come into contact with shall be and remain the sole property of the Company, and shall be promptly returned upon demand and upon the termination of your employment relationship with the Company.

GIFTS

The Company is committed to a policy of 100% transparency in all its business dealings. As an employee of the Company, you agree that you will not accept from, or give to, anyone in any way doing business with the Company, or desirous of doing business with the Company, or likely to do business

with the Company (including vendors, government officials, patients, clients, and potential employees) any gift, accommodation, meals or anything else that has any commercial value.

JURISDICTION

The Company is headquartered in Milwaukee County, with offices and locations statewide. For the purposes of your employment with the Company, you are considered to be located in Milwaukee County. As an employee, you agree to the jurisdiction of courts and other government agencies located in Milwaukee County in case of any proceedings that may be conducted in connection with any aspect of your employment with the Company.

WHISTLE BLOWER POLICY

It is the policy of our Company that all employees (including interns, volunteers and independent contractors) are afforded protection under state and/or federal whistleblower protection laws. The Board of Directors of our Company has therefore adopted the following Whistler Blower Policy:

If you reasonably believe that some policy, practice, or activity of our Company is in violation of law, you may file a written complaint with Kalli McCann, HR Director (or her successor), at 4650 South Howell Avenue, Milwaukee, WI 53207.

You are protected from retaliation if you bring the alleged unlawful activity, policy, or practice to the attention of Kalli McCann, HR Director (or her successor), and you provides Ms. McCann (or her successor) with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The Company will not retaliate against any employee who, in good faith, has made a protest or raised a complaint against some practice of our Company, or of another individual or entity with whom our Company had or has a business relationship, on the basis of a reasonable belief by the employee that the practice is in violation of law or a clear mandate of public policy.

The Company will not retaliate against any employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of our Company that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law; or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

We request that each employee of our Company acknowledge receipt of this Whistle Blower Policy with their signature. This will document that you have received the Policy and understand it. If you have any questions about the Policy you may pose those questions to the Emily 1-till or her successor at any time.

You should be aware that, notwithstanding any other remedies available to you under law, retaliation by our Company against any employee who in good faith, has made a protest or raised a complaint against some practice of our Company, may lead to further sanctions against our Company as referenced in our Provider Agreements with the "Milwaukee County Department of Health and Human Services Administrative Probation Policy for Non-Compliance". The sanctions could include early termination of our Agreement(s) with Milwaukee County.

This Whistle Blower Policy has been reviewed and is being published by our Company's President, Karl Rajani, as attested to by his signature below:

I acknowledge receipt of this Whistle Blower Policy. I understand its contents. I have had the opportunity to ask questions about it; and I understand that I can freely ask questions about it in the future at any time.

Name of Employee (Please print)

Signature of Employee