

Transitions Thru Life, Inc.

Policy and Procedures Manual

Equal Employment Opportunity Policy

Transitions Thru Life, Inc. is an equal opportunity employer. Employment decisions are made without regard to race, religious creed, color, age, sex, pregnancy, sexual orientation, national origin, ancestry, citizenship status, religion, marital status, disability, military service, veteran status, genetic or carrier status, or any other classification protected by applicable federal, state, and local laws. Management ensures equal opportunity in hiring, promotion, pay, training, and all other aspects of employment. Employees are encouraged to report violations without fear of retaliation.

Harassment & Anti-Discrimination Policy

Transitions Thru Life, Inc. prohibits all forms of harassment, including sexual harassment. Harassment is defined as unwelcome verbal, visual, or physical conduct based on protected characteristics that creates a hostile or offensive work environment. Examples include slurs, jokes, offensive posters, unwelcome touching, sexual advances, or discriminatory remarks. Any employee experiencing or witnessing harassment should promptly report it to Human Resources or senior management. All complaints will be investigated, kept confidential to the extent possible, and resolved with corrective action up to and including termination.

Job Descriptions & Employee Selection Criteria

Employees will receive clear job descriptions outlining responsibilities and performance standards. Job responsibilities may evolve, and employees are expected to assist with



special projects when necessary. Transitions Thru Life, Inc. reserves the right to modify job descriptions and responsibilities as needed.

Vacancy and Recruitment Procedures

To fill vacancies, program directors notify the appropriate leadership for approval. New roles require executive approval before posting. Job postings include role description, qualifications, and equal employment opportunity statements. Former employees in good standing may be considered for rehire.

New Employee Background Screening Policy

All offers of employment are contingent upon successful completion of a background check. Background screening may include state and federal criminal records, child abuse and neglect registries, sex offender registries, driving records, reference checks, and OIG/SAM database checks. Background checks are also conducted annually for applicable positions. Findings are reviewed on a case-by-case basis, and applicants are given the opportunity to dispute reports before adverse decisions are finalized.

Employment Eligibility (I-9 Compliance)

Transitions Thru Life, Inc. complies with all federal and state immigration laws, hiring only individuals authorized for employment in the United States. All employees must complete the Form I-9 process, and employment eligibility may be verified using E-Verify as permitted by law.

Notification of Accidents, Citations, & Criminal Charges

Employees must notify Human Resources and their supervisor within 24 hours of accidents, traffic citations, license suspensions, or criminal charges. If the employee is



unable, a family member or co-worker may report on their behalf. Failure to report may result in disciplinary action.

Use of Cell Phones

Employees must prioritize safety when using mobile devices for company business. Hands-free devices should be used when possible. Texting, emailing, or video calls while driving are strictly prohibited. Violations may result in disciplinary action.

Internet and Email Usage

Company electronic communication systems are primarily for business use. Limited personal use is permitted if it does not interfere with work. Employees should not expect privacy in communications on company systems. Unauthorized access, harassment, or misuse of company systems is prohibited and may result in termination.

Use of Tobacco Products

Tobacco, nicotine products, and e-cigarettes are prohibited on company premises, in company vehicles, and in personal vehicles transporting clients, except in designated areas.

Confidentiality & HIPAA Compliance

Employees must maintain the confidentiality of company records and client information, including HIPAA-protected health information. Unauthorized disclosure of confidential information may result in termination and potential legal action.

Social Media Policy

Employees represent Transitions Thru Life, Inc. online and must avoid disclosing confidential or client-related information. Employees should not post pictures of clients or discuss cases. When engaging in professional discussions, employees must use



disclaimers stating their opinions are personal and not representative of the organization. Media inquiries must be directed to the CEO or a designated spokesperson.

Responding to Allegations Against Staff

All allegations against staff are taken seriously. Reports are investigated internally and with appropriate state agencies and law enforcement if necessary. Employees under investigation may be placed on administrative leave. Confidentiality is maintained, and outcomes may result in termination if allegations are substantiated.

Workplace Violence Prevention

Transitions Thru Life, Inc. provides a safe workplace free of threats and violence.

Threatening behavior, weapons on premises, and acts of aggression are prohibited. All threats must be reported immediately and will be investigated. Employees who engage in violent conduct will be terminated.

Search of Packages and Property

To enforce policies and protect employees, the company reserves the right to inspect personal property on premises when violations are suspected. Employees are expected to cooperate with such searches.

Use of Personal Vehicles & Driving Records

Employees using personal vehicles for company business must maintain a valid driver's license, insurance with minimum liability limits, and safe driving records. Proof of insurance must be provided and updated regularly. Unsafe driving records may result in disciplinary action or termination.

Personal Relationships & Nepotism Policy



Romantic relationships or close relatives working in supervisory relationships are prohibited to avoid conflicts of interest. Employees in such situations must disclose relationships to management for reassignment. Relationships with clients are strictly prohibited and grounds for termination.

Personal Appearance Policy

Employees are expected to maintain professional appearance. Clothing must be neat and free from offensive images or language. Exceptions for religious or medical accommodations may be requested through management.

Leave of Absence Without Pay

Employees may request unpaid leave, subject to management approval. Unpaid leave may be granted for up to one year for medical, educational, or personal reasons.

Employees failing to return at the end of leave may be terminated.

Internal Credentialing and Privileging

All staff providing Medicaid billable services must be credentialed and privileged.

Credentialing includes verification of education, licensure, and background. A credentialing committee reviews applications and authorizes services that staff may provide and bill.

Attestation Statement

Employees must notify supervisors immediately of any licensing board actions, investigations, or changes in clinical supervision. Failure to disclose may result in disciplinary action.

Expense Reimbursement



Employees will be reimbursed for reasonable business expenses including mileage, meals, lodging, and parking, provided receipts are submitted within 30 days. False reimbursement claims may result in termination. Pay day is once per month, occurring on the 30th day of each month.

Accommodations (Disability & Religious)

Transitions Thru Life, Inc. provides reasonable accommodations for qualified employees with disabilities and for sincerely held religious practices, unless such accommodations create undue hardship or pose safety risks. Notify management prior to accommodations are required so that they may have an individual policy in place.

Media Inquiries Policy

Only the CEO or designated spokesperson may respond to media inquiries. Employees must refer all requests to management.

Full Cooperation with State & Federal Officials

Employees must fully cooperate with requests from state and federal officials. Failure to cooperate may result in disciplinary action up to termination.

Termination & Resignation

West Virginia is an At Will work state. This means that the company may terminate at any time. If the employee decides to separate from the company, they may do so with at least three weeks' notice. This allows Transitions Thru Life, Inc. to find replacements to cover the remainder of the contract with the Department. When separation between the employee and the company happens, Transitions Thru Life, Inc. will take control of the employee's company provided email, computer, phone, or vehicle immediately upon completion of the last service. If the employee requires additional time to complete



documentation, the employee must request the time from management. Time will be granted upon their discretion.

I _____ certify that I have received and reviewed the policies and procedures listed in this handbook.

By signing below, I certify that I understand the handbook and all questions have been satisfactorily answered by management.

PS: 104: 28, 30 "OPEN YOUR HANDS...THEY ARE FILLED WITH GOOD. SENT FORTH YOUR SPIRIT; RENEW THE FACE OF THE EARTH."



Signature

Date

Supervisor _____

Date:

