

II. EMPLOYMENT POLICIES

A. EMPLOYEE HANDBOOK POLICY

This employee handbook replaces all previously issued handbooks and all other written or oral descriptions of terms, conditions, and policies relating to your employment. Each employee is required to read this handbook carefully and acknowledge receipt of this employee handbook in writing.

Except for the employment at-will policy and the policy that all terms and conditions of employment are provided at-the-will of WestCare, WestCare reserves the right to revise, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook. All revisions, deletions, or additions to this employee handbook must be in writing and must be signed by the President/CEO of WestCare. Oral statements and/or WestCare practices cannot change or alter the provisions of this handbook.

Not all WestCare policies and procedures are set forth in this handbook. Additional policies may be issued from time to time and will be applicable to your employment. If you have any questions or concerns about this handbook or any other policy or procedure, please ask your supervisor. If WestCare's handbook is revised, each employee is required to sign acknowledgement forms for the revised handbook. Failure to do so will be considered insubordination and grounds for discipline, up to and including termination.

B. EQUAL EMPLOYMENT PRACTICES

1. UNLAWFUL DISCRIMINATION

WestCare is an equal opportunity employer and makes employment decisions on the basis of merit. In accordance with applicable law, WestCare prohibits discrimination based on membership of an applicant or employee, in a protected class such as race, color, creed, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, religion, physical disability (including HIV or AIDS), mental disability, medical condition, marital status, citizenship status, military service status, or other consideration protected by law. WestCare's policy of equal employment opportunity applies to all employment practices including, but not limited to, recruitment, employment, training, compensation, benefits, promotions, layoffs, terminations, and any and all other terms, conditions, and privileges of employment.

In addition, WestCare prohibits discrimination against any person or business due to a perception that a person or business representative is a member of a protected class or is associated with someone who is, or is perceived to be, a member of a protected class. All such discrimination is unlawful. WestCare's commitment to equal opportunity employment applies to all persons involved

in the operations of WestCare and prohibits unlawful discrimination by any employee of WestCare, including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities and medical conditions, WestCare will make reasonable accommodations for the known physical or mental disability or medical condition of an otherwise qualified individual who is an applicant or an employee unless undue hardship would result. Any such applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their immediate supervisor and request an accommodation. WestCare will engage in a timely, good faith, interactive process with the employee or applicant to determine effective reasonable accommodations, if any, in response to a request for reasonable accommodation by an employee or applicant with a known physical or mental disability or known medical condition. The individual with the disability should specify what accommodation he or she needs to perform the job. If the accommodation is reasonable and will not impose an undue hardship, WestCare will make the accommodation. WestCare also may propose an alternative accommodation(s).

If you believe you have been subjected to any form of unlawful discrimination, provide a written or verbal report to your supervisor or the Director of Human Resources. The report should be specific and should include the names of the individuals involved and the names of any witnesses. WestCare will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

If WestCare determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense up to and including immediate termination. Appropriate action will be taken in all cases to deter any further discrimination. Appropriate action will also be taken to deter any future discrimination. WestCare will not retaliate against any employee for filing a good faith complaint and will not knowingly permit retaliation by management employees or co-workers.

Any employee, including a supervisor or manager, who engages in discriminatory conduct toward an employee, independent contractors of WestCare, or any person doing business with or for WestCare will be subject to discipline up to and including termination.

2. UNLAWFUL HARASSMENT

In accordance with applicable law, WestCare prohibits sexual harassment and harassment because of race, color, national origin, ancestry, sex, gender, gender identity, gender expression, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, age, or any other basis protected by federal, state, or local law including harassment of employees, independent contractors, and business representatives. All such harassment is unlawful and will not be tolerated. WestCare is committed to taking all reasonable steps to prevent harassment from occurring. Any employee, including a supervisor or manager, who engages in unlawful harassment will be subject to discipline, up to and including immediate termination.

WestCare
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